



MEMORANDUM

Date: March 4, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-3398 - Recommendation to Award for RFP 24-010 Standby
Emergency Feeding Services**

Introduction

Staff recommends the Mayor and Commission approve a resolution authorizing the City Manager to enter into an agreement with S.O.S. Foundation to provide Standby Emergency Feeding Services deriving from RFP 24-010 and authorize any budget amendments necessary.

Background

On May 9, 2024, a Request for Proposals (RFP) was published in the Citizen newspaper and on Demandstar. A sealed proposal was opened at the City Clerk's Office on May 24, 2024. S.O.S. Foundation was the only entity to submit a proposal in response to the RFP.

As there was only one submission, a Ranking Committee was not established. The proposal from S.O.S. Foundation was determined to be both responsible and responsive, meeting all the documentation requirements outlined in RFP 24-010. City staff has presented the sole proposal to the City Commission for their review.

Procurement

There are no financial obligations associated with entering into a contract with the listed individual/firm. Costs related to the requested services will be eligible for reimbursement through the Federal Emergency Management Agency (FEMA).

Recommendation

Staff recommends the Mayor and Commission approve a resolution authorizing the City Manager to enter into an agreement with Star of the Sea (S.O.S.) Foundation, Inc to provide the service of Standby Emergency Feeding Services deriving from RFP 24-010 and authorize any budget amendments necessary.

Attachments:

Resolution

Cover Memorandum

RFP 24-010 – Standby Emergency Feeding Services

Proposal – S.O.S. Foundation