



Interoffice Memorandum

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
JUL 16 2013 NP/BS

AGENDA ITEM

June 17, 2013

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director  
Family Services Department

FROM: Dr. Jacquelyn Jenkins, Manager  
Head Start Division  
Contact: Jacquelyn Jenkins, X68998  
Khadija Pirzadeh, X68912

SUBJECT: Meal Service Agreements between Orange County, Florida  
and the School Board of Orange County, Florida  
regarding School Food Service  
BCC Meeting 7/16/13 Consent Agenda /All districts

The Head Start Division requests Board approval of the six Meal Service Agreements between the School Board and Orange County, Florida. This agreement will allow the School Food Service to provide Head Start children with two-thirds of the daily nutritional requirements. Meals will be furnished by the School Board Food Service at the following six Head Start Centers: Aloma, Englewood, Grand Avenue, Lake Weston, Maxey, and Tangelo Park.

The Florida Childcare Food Program funds in the amount of \$183,337.20 will be used to cover the cost of meals. The term of this agreement is from October 1, 2013 through September 30, 2014. The County Attorney's Office and Risk Management Division have reviewed this agreement for legality and compliance with County policy guidelines.

**ACTION REQUESTED: Approval of Meal Service Agreements between Orange County Florida and School Board of Orange County, Florida regarding School Food Service for Aloma, Englewood, Grand Avenue, Lake Weston, Maxey and Tangelo Park Head Start Centers.**

JJ/kp

- C: Linda Weinberg, Deputy County Administrator
- Wanzo Galloway, Assistant County Attorney, County Attorney's Office
- John Petrelli, Manager, Risk Management Division
- Yolanda Brown, Manager, Fiscal Division, Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Patria Morales, Grant Coordinator, Office of Management and Budget

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JUL 16 2013 NP/BS

**Meal Service Agreement  
 between  
 Orange County, Florida  
 and  
 School Board of Orange County, Florida  
 regarding School Food Service**

Name of Center: ALOMA HEAD START	Authorization No: S-734
Person to Contact: NESREEN HAFAZ	Phone No.: 407-673-6681
Address: 2949 SCARLETT ROAD, WINTER PARK, FL 32792	

The Orange County School Board, School Food Service agrees to furnish meals daily to the above Center for the period from: **October 1, 2013** to **September 30, 2014** except for holidays or other days of in-operation complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following:

Meal Type	Estimated Total No. of Meals per Day	Unit Price per Meal	Total Price	Pick-up Time
Breakfast, elementary	34	\$1.32	\$44.88	8:30AM
Breakfast, adult	2	\$2.17	\$4.34	8:30AM
Lunch, elementary	34	\$2.02	\$68.68	11:30AM
Adult, lunch	2	\$3.17	\$6.34	11:30AM

The Orange County School Board, School Food Service agrees to:

- Ensure meals will meet the Meal Pattern for Elementary or Secondary Students.
- Provide meals in ( X ) bulk / unitized for breakfast, and ( X ) bulk/ unitized for lunch. Preference is bulk for breakfast and lunch.
- Prepare meals for (x) pick up by Center at the designated school. Food Service at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within thirty (30) days to mailing address provided by Center.

Orange County, Florida, through its Head Start Division, agrees to pay for meals based on the above unit price(s) within thirty (30) days of receipt of invoice. The Orange County School Board, School Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals.

Each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including reasonable attorney's fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assure any liability for the acts, omissions and/or negligence of the other party.

If for any reason, this agreement is no longer desired, either party may terminate these services with a 2-week notification.

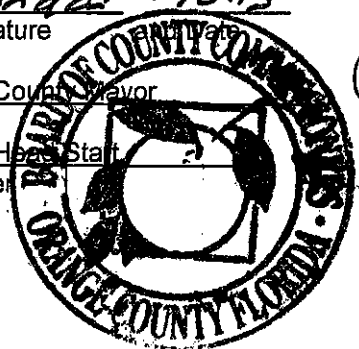
IN WITNESS WHEREOF, the Parties hereto have caused said agreement to be executed by their duly authorized officers.

By: *Nesreen Hafaz* 7.16.13  
 Authorized Signature

*[Signature]* 7/16/13  
 Authorized Signature and Date

Teresa Jacobs, Orange County Mayor  
 Title  
 For: Orange County Head Start  
 Child Care Center

Chief Operations Officer  
 Title  
 County School Board, School Food Service



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**Meal Service Agreement  
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 and  
 School Board of Orange County, Florida  
 regarding School Food Service**

Name of Center: ENGLEWOOD HEAD START	Authorization No: S-734
Person to Contact: SUSAN MAISONET	Phone No.: 407-249-4494
Address: 900 ENGEL DRIVE, ORLANDO, FL 32807	

The Orange County School Board, School Food Service agrees to furnish meals daily to the above Center for the period from: **October 1, 2013** to **September 30, 2014** except for holidays or other days of in-operation complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following:

Meal Type	Estimated Total No. of Meals per Day	Unit Price per Meal	Total Price	Pick-up Time
Breakfast, elementary	80	\$1.32	\$105.60	8:30AM
Breakfast, adult	4	\$2.17	\$8.68	8:30AM
Lunch, elementary	80	\$2.02	\$161.60	11:30AM
Adult, lunch	4	\$3.17	\$12.68	11:30AM

The Orange County School Board, School Food Service agrees to:

- Ensure meals will meet the Meal Pattern for Elementary or Secondary Students.
- Provide meals in ( X ) bulk / unitized for breakfast, and ( X ) bulk/ unitized for lunch. Preference is bulk for breakfast and lunch.
- Prepare meals for (x) pick up by Center at the designated school. Food Service at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within thirty (30) days to mailing address provided by Center.

Orange County, Florida, through its Head Start Division, agrees to pay for meals based on the above unit price(s) within thirty (30) days of receipt of invoice. The Orange County School Board, School Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals.

Each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including reasonable attorney's fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assure liability for the acts, omissions and/or negligence of the other party.

If for any reason, this agreement is no longer desired, either party may terminate these services with a 2-week notification.

IN WITNESS WHEREOF, the Parties hereto have caused said agreement to be executed by their duly authorized officers.

By: Teresa Jacobs 7.16.13  
 Authorized Signature and Date

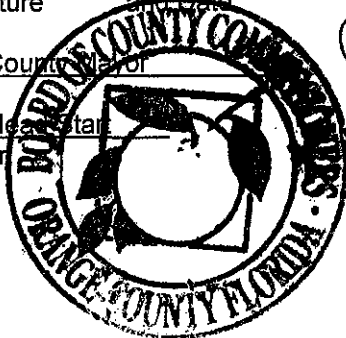
[Signature] 7/25/13  
 Authorized Signature and Date

Teresa Jacobs, Orange County School Board  
 Title

Chief Operations Officer  
 Title

For: Orange County Head Start  
 Child Care Center

County School Board, School Food Service



JUL 16 2013 NPI/BS

**Meal Service Agreement  
 between  
 Orange County, Florida  
 and  
 School Board of Orange County, Florida  
 regarding School Food Service**

Name of Center: GRAND AVENUE PRIMARY LEARNING HEAD START	Authorization No: S-734
Person to Contact: SANDRA RIVERA	Phone No.: 407-245-1750
Address: 800 GRAND AVENUE, ORLANDO, FL 32805	

The Orange County School Board, School Food Service agrees to furnish meals daily to the above Center for the period from: **October 1, 2013 to September 30, 2014** except for holidays or other days of in-operation complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following:

Meal Type	Estimated Total No. of Meals per Day	Unit Price per Meal	Total Price	Pick-up Time
Breakfast, elementary	33	\$1.32	\$43.56	8:30AM
Breakfast, adult	2	\$2.17	\$4.34	8:30AM
Lunch, elementary	33	\$2.02	\$66.66	11:30AM
Adult, lunch	2	\$3.17	\$6.34	11:30AM

The Orange County School Board, School Food Service agrees to:

- Ensure meals will meet the Meal Pattern for Elementary or Secondary Students.
- Provide meals in ( X ) bulk / unitized for breakfast, and ( X ) bulk/ unitized for lunch. Preference is bulk for breakfast and lunch.
- Prepare meals for (x) pick up by Center at the designated school. Food Service at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within thirty (30) days to mailing address provided by Center.

Orange County, Florida, through its Head Start Division, agrees to pay for meals based on the above unit price(s) within thirty (30) days of receipt of invoice. The Orange County School Board, School Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals.

Each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including reasonable attorney's fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assure any liability for the acts, omissions and/or negligence of the other party.

If for any reason, this agreement is no longer desired, either party may terminate these services with a 2-week notification.

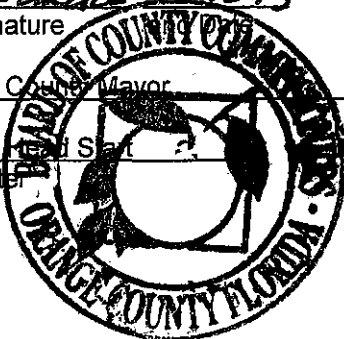
IN WITNESS WHEREOF, the Parties hereto have caused said agreement to be executed by their duly authorized officers.

By: [Signature] 7.16.13  
 Authorized Signature

[Signature] 7/25/13  
 Authorized Signature and Date

Teresa Jacobs, Orange County Mayor  
 Title  
 For: Orange County School Board  
 Child Care Center

[Signature]  
 Title  
 County School Board, School Food Service



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**Meal Service Agreement  
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 and  
 School Board of Orange County, Florida  
 regarding School Food Service**

Name of Center: LAKE WESTON HEAD START	Authorization No: S-734
Person to Contact: VIVIAN JONES	Phone No.: 407-445-5394
Address: 5500 MILAN DRIVE, ORLANDO, FL 32810	

The Orange County School Board, School Food Service agrees to furnish meals daily to the above Center for the period from: October 1, 2013 to September 30, 2014 except for holidays or other days of in-operation complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following:

Meal Type	Estimated Total No. of Meals per Day	Unit Price per Meal	Total Price	Pick-up Time
Breakfast, elementary	40	\$1.32	\$52.80	8:30AM
Breakfast, adult	2	\$2.17	\$4.34	8:30AM
Lunch, elementary	40	\$2.02	\$80.80	11:30AM
Adult, lunch	2	\$3.17	\$6.34	11:30AM

The Orange County School Board, School Food Service agrees to:

- Ensure meals will meet the Meal Pattern for Elementary or Secondary Students.
- Provide meals in ( X ) bulk / unitized for breakfast, and ( X ) bulk/ unitized for lunch. Preference is bulk for breakfast and lunch.
- Prepare meals for (x) pick up by Center at the designated school. Food Service at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within thirty (30) days to mailing address provided by Center.

Orange County, Florida, through its Head Start Division, agrees to pay for meals based on the above unit price(s) within thirty (30) days of receipt of invoice. The Orange County School Board, School Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals.

Each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including reasonable attorney's fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 786.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assure any liability for the acts, omissions and/or negligence of the other party.

If for any reason, this agreement is no longer desired, either party may terminate these services with a 2-week notification.

IN WITNESS WHEREOF, the Parties hereto have caused said agreement to be executed by their duly authorized officers.

By: [Signature] 7/16/13  
 Authorized Signature

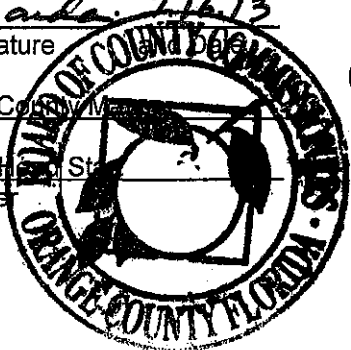
[Signature] 7/25/13  
 Authorized Signature and Date

Teresa Jacobs, Orange County  
 Title

Chief Operations Officer  
 Title

For: Orange County Head Start  
 Child Care Center

County School Board, School Food Service



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**Meal Service Agreement  
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 School Board of Orange County, Florida  
 regarding School Food Service**

Name of Center: MAXEY HEAD START	Authorization No: S-734
Person to Contact: MYRA JACKSON	Phone No.: 407-656-5329
Address: 1100 E. MAPLE STREET, WINTER GARDEN, FL 34787	

The Orange County School Board, School Food Service agrees to furnish meals daily to the above Center for the period from: **October 1, 2013** to **September 30, 2014** except for holidays or other days of in-operation complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following:

Meal Type	Estimated Total No. of Meals per Day	Unit Price per Meal	Total Price	Pick-up Time
Breakfast, elementary	60	\$1.32	\$79.20	8:30AM
Breakfast, adult	3	\$2.17	\$6.51	8:30AM
Lunch, elementary	60	\$2.02	\$121.20	11:30AM
Adult, lunch	3	\$3.17	\$9.51	11:30AM

The Orange County School Board, School Food Service agrees to:

- Ensure meals will meet the Meal Pattern for Elementary or Secondary Students.
- Provide meals in ( X ) bulk / unitized for breakfast, and ( X ) bulk/ unitized for lunch. Preference is bulk for breakfast and lunch.
- Prepare meals for (x) pick up by Center at the designated school. Food Service at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within thirty (30) days to mailing address provided by Center.

Orange County, Florida, through its Head Start Division, agrees to pay for meals based on the above unit price(s) within thirty (30) days of receipt of invoice. The Orange County School Board, School Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals.

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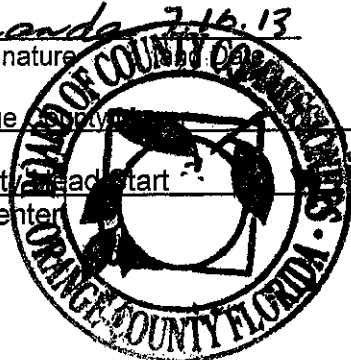
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IN WITNESS WHEREOF, the Parties hereto have caused said agreement to be executed by their duly authorized officers.

By: *Teresa Jacobs* 7/16/13  
 Authorized Signature

*[Signature]* 7/25/13  
 Authorized Signature and Date  
 Chief Operations Officer  
 Title

*TJ*  
 Teresa Jacobs, Orange County  
 Title  
 For: Orange County Head Start  
 Child Care Center



County School Board, School Food Service

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 BY ORANGE COUNTY BOARD  
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JUL 16 2013 *NP/BS*

**Meal Service Agreement  
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 and  
 School Board of Orange County, Florida  
 regarding School Food Service**

Name of Center: TANGELO PARK HEAD START	Authorization No: S-734
Person to Contact: YIRA RODRIGUEZ	Phone No.: 407-352-4332
Address: 3115 ANZIO STREET, ORLANDO, FL 32819	

The Orange County School Board, School Food Service agrees to furnish meals daily to the above Center for the period from: **October 1, 2013 to September 30, 2014** except for holidays or other days of in-operation complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following:

Meal Type	Estimated Total No. of Meals per Day	Unit Price per Meal	Total Price	Pick-up Time
Breakfast, elementary	34	\$1.32	\$44.88	8:30AM
Breakfast, adult	2	\$2.17	\$4.34	8:30AM
Lunch, elementary	34	\$2.02	\$68.58	11:30AM
Adult, lunch	2	\$3.17	\$6.34	11:30AM

The Orange County School Board, School Food Service agrees to:

- Ensure meals will meet the Meal Pattern for Elementary or Secondary Students.
- Provide meals in ( X ) bulk / unitized for breakfast, and ( X ) bulk/ unitized for lunch. Preference is bulk for breakfast and lunch.
- Prepare meals for (x) pick up by Center at the designated school. Food Service at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within thirty (30) days to mailing address provided by Center.

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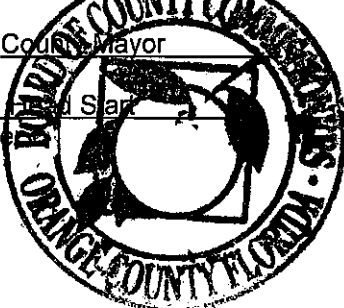
If for any reason, this agreement is no longer desired, either party may terminate these services with a 2-week notification.

IN WITNESS WHEREOF, the Parties hereto have caused said agreement to be executed by their duly authorized officers,

By: *Teresa Jacobs* 7.16.13  
 Authorized Signature and Date

*[Signature]* 7/25/13  
 Authorized Signature and Date  
Chief Operations Officer  
 Title

*for* Teresa Jacobs, Orange County Mayor  
 Title  
 For: Orange County Head Start  
 Child Care Center



County School Board, School Food Service