

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** April 23, 2015

**FROM:** Jeffrey P. Sheffel  
City Attorney

**SUBJECT:** Proposed Summer Food Service Program Pre-Operational Application with Village Youth Services, Inc. to provide the City sites/facilities for the Summer Food Service Program for the City of Hollywood's 2014 Summer Camp (4 sites) and 2015-2016 Aftercare Program (1Site).

---

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions that are proposed are as follows:

- 1) Department/Office involved – Dept. of Parks, Recreation and Cultural Arts
- 2) Type of Agreement – Pre-Operational Application
- 3) Method of Procurement (RFP, bid, etc.) – State of Florida, Dept. of Agriculture and Consumer Services Summer Food Service Program. **Informal Proposals. This is a best interest item and requires a unanimous vote pursuant to Section 38.40(C)(8).**
- 4) Term of Contract
  - a) initial – 1 year.
  - b) renewals (if any) – three (3) additional one (1) year options to renew.
  - c) who exercises option to renew – n/a
- 5) Contract Amount – No cost to city. Village Youth Services, Inc. will be reimbursed directly from the State.
- 6) Termination rights – n/a
- 7) Indemnity/Insurance Requirements – Yes.
- 8) Scope of Services – In accordance with the State Program, Village Youth Service will act as the Food Service Program Sponsor and will be responsible for furnishing meals and snacks to approximately 400-500 low income children at the following locations: Kay Gaither Community Center at Beverly Park, Dr. Martin Luther King, Jr. Community Center, McNicol Community Center, and Washington Park Community Center.
- (9) Prior experience with Vendor (if any) – No...

cc: Wazir A. Ishmael, Ph.D., City Manager