

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 9, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Acceptance of the 2014 Summer Food Service Program grant funding from the Florida Dept. of Agriculture and Consumer Services and renewal of the Agreement with ILS Group, LLC d/b/a Classic Caterers ("ILS") to provide the summer food services at various City locations.

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved - Dept. of Parks, Recreation and Cultural Arts
- 2) Type of Agreement – n/a
- 3) Method of Procurement (RFP, bid, etc.) - Grant Application to State/ Invitation for Bid Number F04367-13-IS (for ILS vendor).
- 4) Term of Contract for ILS
 - a) initial – 1 year
 - b) renewals (if any) – four (4) additional one (1) year periods
 - c) who exercises option to renew – mutual.
- 5) Contract Amount - approximately \$57,475.00 which is reimbursed to the City from the Dept. of Education contingent upon availability of funds. City will be reimbursed its partial cost in the approximate amount of \$4,496.00 for administrative services which is based upon the number of children enrolled in the program, as well as being reimbursed for the meals provided by ILS. ILS cost shall be in an estimated amount of \$52,979.00 based upon unit pricing for breakfast (\$1.02), lunch (\$1.95) and snack (\$0.98) and the number of children enrolled.
- 6) Termination rights - **State Agreement** - May be terminated upon 15 days written notice on the part of either party. Dept. may terminate immediately after receipt of evidence that the terms and conditions of the Agreement and the regulations governing the program have not been fully complied with. **ILS Agreement** – City may terminate with or without cause upon 30 days written notice. ILS may terminate for cause upon 30 days written notice.
- 7) Indemnity/Insurance Requirements – **ILS Agreement:** ILS indemnifies and provides insurance.

TERM SHEET 2014 SUMMER FOOD SERVICE PROGRAM AND ILS GROUP, LLC

8) Scope of Services - To provide breakfast, lunches and snacks for children of low income families, 18 years or younger under the Summer Food Service Program.

9) City's prior experience with Vendor –n/a

10) Other significant provisions – n/a

cc: Cathy Swanson-Rivenbark, City Manager