

# **STAFF REPORT COMMISSION MEETING**

**AGENDA DATE:** July 1, 2025

**DEPARTMENT:** City Wide

**TITLE:**

Agreement with Palm Beach County Food Bank, Inc. for Food and Catering Services for Disaster Recovery

**SUMMARY:**

The Agreement authorizes Palm Beach County Food Bank, Inc., to provide Food and Catering Services on an as-needed basis in the case of hurricane, natural disaster or other emergency.

**BACKGROUND AND JUSTIFICATION:**

The City issued the Request for Proposal ("RFP") RFP# 25-205 requesting proposals from qualified and experienced firms to provide food & catering services immediately after a hurricane, natural disaster or other emergency related crisis.

The objective of the RFP and subsequent contracting activity was to secure the services of an experienced Contractor who is capable of efficiently providing food and catering services for possible disaster in a timely and cost-effective manner. The Contractor must be capable of assembling, directing, and managing the food service and provide a work force that can start operations within 48 hours after the notification of emergency. The planning standards used for this project are based on the anticipated impacts of a named storm event or major flood impacting Palm Beach County, Florida. If activation is required, the City intends to activate the contract on an as-needed basis by a Purchase Order issued in accordance with the City's Procurement Code and Policies.

The City received one (1) response on May 15, 2025, which was found to be a responsive and responsible respondent and is being recommended for the award. It is the intention of the City to enter into a long-term agreement for the services for three (3) consecutive years with the possibility of two (2) one (1) year renewals depending on the City's requirements.

**MOTION:**

Move to approve/disapprove Agreement with the Palm Beach County Food Bank, Inc., for Food and Catering Services for Disaster Recovery on an as-needed basis.

**ATTACHMENT(S):**

Fiscal Impact – N/A  
Agreement