



**AGENDA ITEM REPORT**

**DATE:** June 18, 2024  
**DEPARTMENT:** Public Safety  
**REQUESTER:** Benjamin Abes  
**TITLE:** Award Contract for Disaster Food Catering Services

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP240124KLB, Disaster Food Catering Services - FEMA to Mattison's 41, LLC to provide food catering services to the Lee County Emergency Operations Center, staging areas, and/or shelters in the event of an emergency or natural disaster, on an as-needed basis, for one three-year period, as approved in the departments' annual adopted budgets.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Authorize the County Manager or designee to initiate services under the contract by issuance of a Purchase Order, upon declaration of a State of Local Emergency by the Board of County Commissioners.

**II. ITEM SUMMARY**

Awards a contract to Mattison's 41, LLC to provide disaster food catering services to Lee County Emergency Operations Center, staging areas, and/or shelters in the event of an emergency or natural disaster, on an as needed basis for one three-year period, and authorizes the County Manager or designee to activate the contractor upon declaration of State of Local Emergency by the Board of County Commissioners. Funding levels will be determined based on storm severity and the level of services required at the time of an event. Funding will be transferred to appropriate accounts when required and is not included in the annual adopted budget.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

Lee County is subject to natural disasters such as hurricanes, flooding, and other natural and man-made events. As part of the management of response and recovery efforts, certain prepositioned contracts are required to assist Lee County in the management, tracking, and if applicable federal (FEMA) or state reimbursement applications for funds associated with disaster response and recovery activities.

The Emergency Management Division under Lee County Public Safety submitted a request to Procurement Management to obtain proposals for the project known as RFP240124KLB Disaster Food Catering Services – FEMA. On the proposal deadline of April 10, 2024, the Procurement Management Department received two submissions.

The proposals were evaluated on April 23, 2024. After evaluation of the proposals submitted, it was the consensus of the Evaluation Committee to recommend final award to Mattison's 41, LLC.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	No
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: 18200 Program: Public Safety Project: Account Strings:	
G)	Fund Type?	

H)	Comments: Funding will be transferred to appropriate accounts when required and is not included in the annual adopted budget. Upon activation of the contract, the expenses will be requested for reimbursement from other agencies.
----	---

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Agreement</a>	6/5/2024	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Public Safety	Tucker, Mary	Approved	6/6/2024 - 8:25 AM
Public Safety	Abes, Benjamin	Approved	6/6/2024 - 11:41 AM
Budget Services	Henkel, Anne	Approved	6/7/2024 - 2:42 PM
Budget Services	Winton, Peter	Approved	6/10/2024 - 9:14 AM
County Attorney	Fraser, Andrea	Approved	6/10/2024 - 9:43 AM
County Manager	Brady, Christine	Approved	6/10/2024 - 10:37 AM