

Regional Food Bank of Northeast Florida, Inc. (DBA Feeding Northeast Florida) Proposal

Pricing is sealed

CONTACT INFORMATION

Company

Regional Food Bank of Northeast Florida, Inc. (DBA Feeding Northeast Florida)

Email

kbrenner@feedingnefl.org

Contact

Kelly Brenner

Address

1116 Edgewood Ave North

Units D/E

Jacksonville, FL 32254

Phone

(904) 659-9402

Website

<https://feedingnefl.org/>

Submission Date

Jun 20, 2023 12:46 PM

ADDENDA CONFIRMATION

✔ Addendum #1

Confirmed Jun 20, 2023 10:26 AM by Kelly Brenner

✔ Addendum #2

Confirmed Jun 20, 2023 10:27 AM by Kelly Brenner

✔ Addendum #3

Confirmed Jun 20, 2023 10:27 AM by Kelly Brenner

QUESTIONNAIRE

1. Provide your Employer Identification Number (EIN)*

☒ Pass ☐ Fail

Do not include dashes

Maximum response length: 9 characters

465014769

Please Note: Responses to this question may be publicly displayed after the due date has passed.

2. Provide physical address in Alachua County*

☒ Pass ☐ Fail

325 Northwest 10th Avenue, Gainesville, FL 32601

Please Note: Responses to this question may be publicly displayed after the due date has passed.

3. Provide a mailing address*

☒ Pass ☐ Fail

Maximum response length: 200 characters

325 Northwest 10th Avenue, Gainesville, FL 32601

Please Note: Responses to this question may be publicly displayed after the due date has passed.

4. Does your agency have a 501(c)(3) status?*

☒ Pass ☐ Fail


If yes, provide your certification in the question below, Failure to provide required documentation may deem your proposal non-responsive.

Yes

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5. Upload your agency's IRS 501(c)(3) designation*

☒ Pass ☐ Fail

 [FNEFL_RFA23-416_IRS_501c3_Letter.pdf](#)

6. Responsible Agent Designation*

☒ Pass ☐ Fail

The Consultant shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the County and the Consultant by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the Consultant.

RESPONSIBLE AGENT: _____

ADDRESS: _____

PHONE NO.: _____

EMAIL ADDRESS: _____

ALTERNATE RESPONSIBLE AGENT: _____

ADDRESS: _____

PHONE NO: _____

EMAIL ADDRESS: _____

RESPONSIBLE AGENT: Patrick Dodds, ED Bread of the Mighty

ADDRESS: 325 Northwest 10th Avenue, Gainesville, FL 32601

PHONE NO.: Phone: (352) 336-0839

EMAIL ADDRESS: pdodds@breadofthemighty.org

ALTERNATE RESPONSIBLE AGENT: Bill Carnegie, COO Feeding Northeast Florida

ADDRESS: [1116 Edgewood Avenue North Units DE](#)

PHONE NO: (904) 513-1333 ext. 162

EMAIL ADDRESS: bcarnegie@feedingnefl.org

Please Note: Responses to this question may be publicly displayed after the due date has passed.

7. Project Name:*

☒ Pass ☐ Fail

Feeding Northeast Florida's Volunteer Capacity Building Project-Bread of the Mighty Branch

8. Amount of funds being requested*

☒ Pass ☐ Fail

Maximum of \$50,000

Maximum response length: 7 characters

\$44,010

Please Note: Responses to this question may be publicly displayed after the due date has passed.

9. Does your proposed project benefit residents of Alachua County living at or below 150% Federal Poverty Level?*

Yes

☒ Pass ☐ Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

10. Does your proposed project fit into one of the BoCC's approved funding category?*

☒ Pass ☐ Fail

Adequate Food

Please Note: Responses to this question may be publicly displayed after the due date has passed.

11. Has your agency been operational, providing proposed program service(s) in the funding category at least one full year prior to the date of application?*

Yes

☒ Pass ☐ Fail

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12. Please describe the proposed project, and quantify the anticipated benefits to residents of Alachua County living at or below 150% Federal Poverty Level:*

Maximum response length: 2500 characters

☒ Pass ☐ Fail

Feeding Northeast Florida (FNEFL) is a regional food bank under the Feeding America umbrella that has addressed food insecurity within eight counties for the last nine years. In Fall 2022, we welcomed Alachua and +3 additional counties in North Central Florida by assuming management of the landmark Bread of the Mighty (BoTM) food bank that has served this community for +35 years. To meet the increased needs of now twelve counties, we have embarked on a renovation effort to increase the efficiencies and capabilities of our two homes: a new facility in Jacksonville and BoTM in Gainesville, FL. Volunteers are the backbone of our operation, as individuals and groups sort, inspect, and prepare MILLIONS of pounds of food per year for redistribution. FNEFL seeks to partner with Alachua County and request a SPACE grant of \$50,000 to fund facility improvements, equipment, and furnishings that will build out the Gainesville Volunteer Center within BoTM.

BoTM was welcomed as an official branch of FNEFL on May 1, 2023. There are numerous renovations required to position this 25,000 sqft. facility to double its output-a goal of 16 million lbs./year-that are now underway. The volunteer working space is currently 576 sqft., which results in smaller groups and lower quantities of food processed. Volunteers have to navigate the main warehouse areas where forklifts, pallet jacks, and other heavy machinery are processing thousands of pounds of food per day in a fast-paced environment. With an award, we can support the expansion and delineation of this space with essential equipment and supplies, inviting helpers into a safe and fully resourced 2,880 sqft. Center. This will allow us to double volunteer shifts and quadruple the number of volunteers visiting, preparing enough food for redistribution to meet heightened goals.

With increased capacity, our branch food bank can significantly shorten the charitable food supply chain and improve our ability to mitigate regional hunger felt by more than 57,000 people experiencing food insecurity in these four new counties served, specifically 21,497 community members in Alachua that live at or below the Federal Poverty Level. Alachua faces a total 12.4% food insecurity and 15.7% child food insecurity rate, with 34% ineligible for federal aid. Our neighbors here need and deserve immediate and abundant access to nutritious food, and we must work to close a 10.7 million annual meal gap in Alachua County.

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13. Please describe how your project will enhance effectiveness and/or efficiency of your agency's service delivery:*

Maximum response length: 2500 characters

☒ Pass ☐ Fail

Following the expansion of BoTM's Volunteer Center, among the renovations being completed at this time, the food bank will be re-introduced to the community as a branch of FNEFL, a member affiliate to the Feeding America network. The Center will attract and accommodate a larger pool of volunteers, increasing the capacity for more hands on deck to perform the critical tasks of sorting, inspecting, and preparing bulk food from its source of donation to its redistribution to community hands. With a larger volunteer base, we can solicit larger loads of food that have been denied in the past and at least DOUBLE our output over the grant period. Volunteers working in larger groups can also process food moving through the facility at a faster pace, reducing waste. Increasing distribution will lead to more nutritious food reaching a greater number of individuals and families in need.

Delineating a Volunteer Center enables better organization and coordination of activities. With designated areas and equipment/supplies that are for volunteers' exclusive use, helpers without extensive training can work in an optimized environment tailored to their specific tasks' vs individually navigating the main warehouse as they often do today. This separation from the general operations prevents disruptions and safety hazards in the warehouse, and the division of labor enhances our workflow, reducing bottlenecks and improving the speed and accuracy with which we can move charitable food (already nearing the end of its life cycle) through the facility.

A dedicated space for volunteer work, supplied with adequate resources, allows us to implement a comprehensive training program to educate volunteers on regional food insecurity, food safety protocols, proper handling procedures, and efficient workflows. Well-trained helpers work more effectively, ensuring that food is handled safely, minimizing waste, and maximizing the use of available resources. Larger groups of volunteers require this dedicated space to ensure everyone can hear and understand the safety measures being discussed, without the distraction and interruption of the main warehouse.

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14. List all the budget items for which grant funds will be used and the dollar amount anticipated for each:*

☒ Pass ☐ Fail

If your budget has more than five line items, you have the option to download and fill the SPACE Budget Template provided, and upload in the next question.

Maximum response length: 2500 characters

If awarded, funds received from the Alachua County SPACE Grant will be focused on supplemental enhancements, equipment, and furnishings to finish building out the BoTM Volunteer Center. Specifically, we intend to expend funds on the following:

1-Equipment-stainless steel tables, floor scale, tabletop scales, rolling bins, pallet jack: \$18,400

2-Supplies-Non-perishable supplies include tape guns, training technology, and safety personal protective equipment (PPE): \$7,460


3-Furnishings: volunteer break room and training area furniture, bottled water filling station, flooring, signage: \$18,150

Please see our attached budget template for additional information.

Please Note: Responses to this question may be publicly displayed after the due date has passed.

15. Upload SPACE Budget Template

☒ Pass ☐ Fail

 [FNEFL_RFA23-416_Project_Budget.pdf](#)

16. Describe the timeline and anticipated milestone dates for the project:*

☒ Pass ☐ Fail

Maximum response length: 2500 characters

Per the grant requirements, the project timeline below reflects the grant period October 1, 2023-September 30th, 2024:

MONTHS 1-3:

1-Establishing Center zones: check-in area, training space, break space, and working areas that delineate handling produce, meat, and dry goods.

2-Purchase and install equipment, supplies, and furnishings funded by this proposal:

A-Equipment-stainless steel tables, floor scale, tabletop scales, rolling bins, pallet jack.

B-Supplies-Non-perishable supplies include tape guns, training technology, and safety PPE.

C-Furnishings: volunteer break room and training area furniture, bottled water filling station, flooring, signage.

3-Recruit and onboard Volunteer Coordinators. NOTE: Funding for these positions is NOT included in this proposal.

MONTHS 4-6:

1-Create a new volunteer orientation and education curriculum (food insecurity, food bank programming, food handling safety, and volunteer responsibilities).

2-Build volunteer recruitment program to engage new individuals, community groups, faith-based congregations, corporate partners, and more who are interested in hunger-relief service.

3-Create individualized and specialized volunteer opportunities to target specific groups (families with children, seniors, youth groups, and individuals with disabilities). Finalize expanded volunteer shift scheduling.

4- Host a grand opening to celebrate the renovations of BoTM and the opening of the new Volunteer Center, introducing FNEFL to communities served, spreading awareness about food insecurity, and informing the public about the power of their volunteer service in addressing regional hunger.

MONTHS 7-12:

1-Actively recruit and facilitate volunteer experiences in growing numbers.

2-Key team members and stakeholders meet quarterly with Senior Leadership to report progress, reflect on best practices, and discuss strategies that continue to scale up program efforts.

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17. Describe measurable outcomes for the project:*

☒ Pass ☐ Fail

Maximum response length: 2500 characters

1-Our goal is to double the output of charitable food distributed by the BoTM food bank, currently at 7.8 Million lbs. per year, to feed more of our neighbors experiencing poverty and food insecurity. Gainesville volunteers process 162,500 lbs./wk at present, with an 8-10 volunteer group capacity at most per shift. Between our efforts to gain more volunteer assistance and the increases in donated/purchased food that will move through both warehouses, we anticipate increasing output by +200% beyond the grant period once the Center is operating and opportunities are introduced to the community. Through our inventory database, we can track specific metrics regarding any food or goods that move through the facility from receipt to the final destination.

2-We will increase the physical space of the Volunteer Center by 80%, hosting groups that can inspect, sort, and prepare a higher quantity of food in a shorter period. We anticipate growing volunteer groups to +20 people per shift, with prospective partners including the Chamber of Commerce, Santa Fe College, CareerSource North Central Florida, UF Health, HCA Florida Healthcare, Meridian Behavioral Healthcare, GACAR (Gainesville Alachua County Area Realtors), Exatech, Info Tech, Sharpspring, Gas South, Charles Perry Partners (CPPI), and COX Communications. Through a volunteer database, we collect contact and demographic information, while measuring the frequency and attendance of volunteer experiences.


3-We expect to increase our workflow of volunteers without increasing accidents or injuries. While we are in the process of measuring such outcomes, we can offer specific examples of HOW safety will improve: advanced safety training for volunteers, no forklifts in the volunteer area, delineated space with staff that are tasked with monitoring volunteer safety, and placing the Center at the front entrance of the facility for a safer emergency evacuation egress route.

4-With an improved volunteer experience, we anticipate a higher retention rate and increased awareness brought forth by referrals to the food bank. A positive experience can help ensure that people and local businesses that are generously giving their time feel valued and motivated to continue supporting our collective mission to end regional hunger. Increased community engagement also promotes awareness of regional food insecurity and the local resources available to new and long-standing residents.

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18. Upload any supplemental documentation that is relevant to your project.

☒ Pass ☐ Fail

 [FNEFL_RFA23-416_Org_Info_Sheet.pdf](#)

19. Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.*

☒ Pass ☐ Fail

☒ Confirmed

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20. Conflict of Interest*

☒ Pass ☐ Fail

The bidder certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order. (Select yes, if there is no conflict of interest)

☒ Confirmed

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21. Drug Free Workplace*

☒ Pass ☐ Fail

In accordance with §287.087, Florida Statute

Do you certify that you meet the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Yes

Please Note: Responses to this question may be publicly displayed after the due date has passed.

22. Corporate Resolution Granting Signature*

☒ Pass ☐ Fail

The response must be submitted by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach or upon request provide a corporate resolution granting authorization to the representative to execute on behalf of the business. Are you authorized to submit this RFA?

☒ Confirmed

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