



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT** **CONTRACTS / AWARDS / GRANTS**

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 06/09/2020

*\* = Mandatory, information must be provided*

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Community Food Bank, Inc.

**\*Project Title/Description:**

Community Food Bank Receiving Bay Upgrades

This contract can be found in OnBase by searching Contracts 19\*014 in Doc\_ID\_AMS.

**\*Purpose:**

The program will upgrade three loading dock doors to expand current receiving and fulfillment capacity to accommodate the receipt and distribution of up to thirteen million additional pounds of food each year.

This amendment is to provide an no cost, one-year extension to this contract term to June 30, 2021. The project was delayed in construction due to the unplanned COVID-19 activities and focus the agency has had to provide and address in the last couple of months which has delayed the completion of this project.

Attachment Contract Number CT-CD-19-014 (Amendment 02)

**\*Procurement Method:**

This Subrecipient Agreement is a non-procurement contract and not subject to Procurement rules.

**\*Program Goals/Predicted Outcomes:**

Goal: Create suitable, safe and healthy living environments by improving public access to community facilities.

Outcome: Persons assisted through program will have increased availability and accessibility to program's nutritious meals that are provided to low-and moderate-income residents in Pima County.

**\*Public Benefit:**

The program will meet the HUD CDBG National Objective to benefit low- and moderate- income households in Pima County.

**\*Metrics Available to Measure Performance:**

At a minimum, 195,000 persons annually will receive food bank services.

**\*Retroactive:**

No.

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e.,15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

☐ Expense Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_Contract is fully or partially funded with Federal Funds? ☒ Yes ☐ NoIf Yes, is the Contract to a vendor or subrecipient? SubrecipientWere insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**Document Type: CT Department Code: CD Contract Number (i.e.,15-123): 19-014Amendment No.: 01 02 HL AMS Version No.: 4 HLEffective Date: 07/01/2020 New Termination Date: 06/30/2021

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 00.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e.,15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*All Funding Source(s) required:****\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Funding Source:** \_\_\_\_\_**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** \_\_\_\_\_Contact: Joel Gastelum, Program Manager, 724-6750Department: Community Development and Neighborhood Conservation Telephone: 724-2696Department Director Signature/Date: Daniel J. White 5.19.2020Deputy County Administrator Signature/Date: [Signature] 22 May 2020County Administrator Signature/Date: C. Dulcet 5/22/20  
(Required for Board Agenda/Addendum Items)

**Pima County Community Development and Neighborhood Conservation Department**

**Project:** Community Food Bank, Inc.; *Receiving Bay Upgrade*  
HUD CDBG Public Facility

**Contractor:** Community Food Bank, Inc.  
3003 South Country Club Road  
Tucson, Arizona 85713

**Contract No.:** CT-CD-19-0014

**Contract Amendment No.:** Two (2)

Original Contract Term:	7/1/18-6/30/19	Orig. Contract Amount:	\$53,400.00
Termination Date Prior Amendment:	6/30/2020	Prior Amendments Amount:	-0-
Termination Date This Amendment:	6/30/2021	This Amendment Amount:	-0-
		Revised Total Amount:	\$53,400.00

**DUNS No.:** 084470665

**Research or Development:** ☐ Yes ☒ No

**Federal Contract No.:** B-17-UC-04-0502

**Required Match:** ☐ Yes ☒ No **Match Amount:**

**Indirect Cost Rate:** ☐ Federal ☐ NICR ☐ de minimis ☒ None

**Status of Contractor:** ☒ Subrecipient ☐ Contractor

CFDA	Program Description	Nation Funding	Pima County Award
14.218	Community Development Block Grant (CDBG)	FY 2017 \$3,060,000,000.00	FY 2017 \$2,589,081.00

**AMENDMENT NO. TWO (2)**

The Parties agree to amend the above-referenced Agreement as follows:

**1.0 BACKGROUND AND PURPOSE.****1.1 Background.**

- 1.1.1 On June 6, 2017, Pima County ("County") and Community Food Bank, Inc., ("Subrecipient"), entered into the above referenced contract to make facility improvements to serve the needy of Pima County.
- 1.1.2 The Pima County Board of Supervisors appropriated \$53,400.00 of FY 2017-2018 CDBG funds for the Subrecipient's Receiving Bay Upgrade Project.

**1.2 Purpose.**

- 1.2.1 Under the terms of the Agreement, Subrecipient is required to purchase bay doors, hydraulic lifts and associated equipment and complete installation by June 30, 2020.
- 1.2.2 Due to the outbreak of the Covid-19 Corona virus and the directives of national, state and county officials, Subrecipient must focus its efforts on serving an increased constituency in a safe and healthy manner, necessitating the delay of planned construction.

- 1.2.3 Although the Extension Option set forth in paragraph 1.2 of the Agreement has been exercised, the parties agreed that, if the Program Activities were not completed by June 30, 2020 due to unforeseen circumstances and unavoidable delays, the Agreement could be extended to ensure completion.
- 1.2.4 The Board of Supervisors finds that the outbreak of the international Covid-19 pandemic was unforeseen and that delays in construction are unavoidable as Subrecipient strives to meet the community's increased need for food resources.
- 1.2.5 The parties, therefore, agree to extend the term of the Agreement for an additional twelve (12) months to allow Subrecipient to focus its efforts on the provision of services and allow time to complete the construction as service needs decline.

**2.0 TERM AND EXTENSIONS, SECTION 1.0.** Pursuant to the provisions set forth in Amendment No. One, Section 2.0, an unavoidable delay has occurred and extension of the term is warranted. This Contract will terminate on **June 30, 2021**.

In the event that the Project Activities, as described in Exhibit A of the Agreement, are not completed by such date due to unforeseen circumstances, the parties will confer and determine whether the delays were unavoidable and whether or not to extend the Agreement further to ensure completion.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

**PIMA COUNTY**

**SUBRECIPIENT**

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Authorized Signatory

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

ATTEST:

\_\_\_\_\_  
Clerk of the Board

Date

Date: 5.12.20

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Interim Director, Community Development &  
Neighborhood Conservation

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney