

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract   
  OTR   
  CO   
  SS   
  BW   
  Emergency  
 Re-Bid   
  Other

Previous Contract/Project No:  
8043-2/15-2

LIVING WAGE APPLIES: \_\_\_ YES \_\_\_  NO

**Requisition/Project No:** RQID1400136      **TERM OF CONTRACT:** 8 years with no OTR

**Requisition/Project Title:** Various Food Items – Emergency Situations - Pre Qualification

**Description:** The purpose of this solicitation is to establish a pool of pre-qualified vendors capable of providing/delivering fast food and catering services for Miami-Dade County in the event of an emergency situation. Below is a list of the Miami-Dade County Departments which are included on this contract, along with their respective funding source: Internal Services Department – Internal Services, Juvenile Services Department – Grant, Miami Dade Police Department – General, Public Works and Waste Management – Proprietary and General, Port Miami – Seaport Revenues.

**User Department(s):** Miami-Dade County on an as needed basis.

**Issuing Department:** Internal Services, Procurement Mgmt.

**Contact Person:** Mike Ramos      **Phone:** 305-375-5215

**Estimated Cost:** \$ 852,000.00      **Funding Source:** Various (General, Proprietary, Grant, Internal Services)

**ANALYSIS**

Commodity/Service No: <b>961-15</b>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here ___ if this is a New Contract/Purchase with no Previous History			
<b>EXISTING</b>		<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

**Basis of Recommendation:** Maintain SBE Bid Preference as current contract

Signed: Mike Ramos

Date to DBD: 8/6/14

Date Returned to DPM: \_\_\_\_\_

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 2014 AUG -7 PM 1:51

**SECTION 2 – SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of providing/delivering fast food and catering services for Miami-Dade County (MDC) in the event of an emergency situation. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for inclusion in the pool. Pre-qualified vendors will be invited to participate in future Request for Quotations (RFQ). The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

**2.2 CONFERENCES**

Pre- bid conferences may apply to subsequent RFQ if so defined.

**2.3 TERM**

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the **eight year period**.

**2.5 PRE- QUALIFICATION CRITERIA**

Submitters shall provide all of the qualifying information and or documents, as listed on this paragraph, with their submittal form in order to be placed on a list for participation in future requests for quotes.

**A. CRITERIA FOR PRE-QUALIFICATION FOR GROUP I - COOKED FAST FOODS AND GROUP II – CATERING SERVICES:**

1. Three current references of existing customers, from large commercial businesses or government agencies, other than the MDC. The references listed must be customers that are currently receiving or have received the services listed under Group I or Group II as described in this RTQ, for a period no less than one year within the last three years. These references shall ascertain to the County's satisfaction that the Submitter has sufficient experience and expertise in supplying the services listed in the RTQ.
2. Submitters shall provide a copy of the most recent health inspection report from the Miami-Dade County Health Department. Submitters with a location outside Miami-Dade County shall submit their local Health Department inspection report. Failure to submit this document may preclude the vendor inclusion in the pool.
3. Submitters shall be equipped with a facsimile (FAX) and / or e-mail address.
4. Submitters shall provide 24 hour contact information.

**B. ADDITIONAL CRITERIA FOR PRE-QUALIFICATION****GROUP I - COOKED FAST FOODS**

5. Submitters for Group I shall have their respective food operation facility (ies) in Miami Dade County, as a result they shall submit an Occupational License from Miami-Dade County.

**GROUP II – CATERING SERVICES**

6. Submitters for Group II shall have their respective food operation facility (ies) in Miami Dade County, Broward or Monroe County; as a result they shall submit an Occupational License from their corresponding County.

Submitters shall provide all of the specified information as listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents.

It shall be the sole prerogative of the County as to the number of Submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or remove Submitters as it deems necessary and in its best interests.

**2.6 DELIVERY DURING EMERGENCY SITUATION**

1. All deliveries shall be made in accordance with the requirements as specified on futures RFQ.
2. All food items ordered by Miami-Dade County shall have first priority for fulfillment by all pre-qualified vendors.
3. Whenever and wherever possible, during the duration of the emergency situation, food items are required to be delivered upon request by the County or whatever time table is reflective of the best possible effort to be delivered. Delivery is required throughout various areas located throughout the boundaries of Miami-Dade County. Some orders may be picked-up by County employees.

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Mike Ramos, at (305) 375-5215 email – [ramosmi@miamidade.gov](mailto:ramosmi@miamidade.gov).

**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF WORK**

This solicitation is intended to establish a pool of Pre-Qualified Vendors capable of providing fast food and catering services to Miami-Dade County employees during an emergency situation.

**3.2 SAMPLE ITEMS TO BE PURCHASED DURING THE TERM OF THIS RTQ ARE AS FOLLOW:****Group I: Fast Foods Services**

1. Pizza (assorted)
2. Submarine Sandwiches
3. Hamburgers
4. Hot Dogs
5. Barbecue Ribs
6. Cold Cuts
7. Chicken

**Group II: Catering Services**

A. Hot Meals (specified upon request) to be provided to Miami-Dade County employees.

B. Meals Ready to Eat (MRE)

Heater Meals and MRE Pouch to include: Entree, Dessert, Snack, Bread or Crackers, Drink and Cutlery pack with spoon, fork, knife, salt, and pepper

FIRM NAME: \_\_\_\_\_

**Section 2 Paragraph 2.5 Qualification**

**A. CRITERIA FOR PRE-QUALIFICATION FOR GROUP I - COOKED FAST FOODS AND GROUP II – CATERING SERVICES:**

1. Three current references of existing customers, from large commercial businesses or government agencies, other than the MDC. The references listed must be customers that are currently receiving or have received the services listed under Group I or Group II as described in this RTQ, for a period no less than one year within the last three years. These references shall ascertain to the County's satisfaction that the Submitter has sufficient experience and expertise in supplying the services listed in the RTQ.

Company Name	Contact Person's Name	Contact Person Title	Customer Address	Telephone Number	E-mail Address
1.					
2.					
3.					

FIRM NAME: \_\_\_\_\_

**Section 2 Paragraph 2.5 Qualification**

**A. CRITERIA FOR PRE-QUALIFICATION FOR GROUP I - COOKED FAST FOODS AND GROUP II – CATERING SERVICES:**

2. Submitters shall provide a copy of the most recent health inspection report from the Miami-Dade County Health Department. Submitters with a location outside Miami-Dade County shall submit their local Health Department inspection report. Failure to submit this document may preclude the vendor inclusion in the pool. **Submitted Yes** \_\_\_\_\_ **No** \_\_\_\_\_

3. Submitters shall be equipped with a phone, facsimile (FAX) and 7 or e-mail address.

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Contact Person Title \_\_\_\_\_

4. Submitters shall provide 24 hour contact information.

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Contact Person Title \_\_\_\_\_

\_\_\_\_\_: Write a check mark if the 24 hour contact information is the same as the contact information provided above on item #5.

FIRM NAME: \_\_\_\_\_

<b>Section 2 Paragraph 2.5 Qualification</b>	
<b>B. ADDITIONAL CRITERIA FOR PRE-QUALIFICATION</b>	
<b>GROUP I - COOKED FAST FOODS</b>	
5. Submitters for Group I shall have their respective food operation facility (ies) in Miami Dade County, as a result they shall submit an Occupational License from Miami-Dade County. <b>Submitted Yes</b> _____ <b>No</b> _____	
<b>GROUP II – CATERING SERVICES</b>	
6. Submitters for Group II shall have their respective food operation facility (ies) in Miami Dade County, Broward or Monroe County; as a result they shall submit an Occupational License from their corresponding County. <b>Submitted Yes</b> _____ <b>No</b> _____	