

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 ___ **X** NO

Requisition/Project No: RQID1500024 **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: 961-15		SIC:	
Trade/Commodity/Service Opportunities			
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History </div>			
	EXISTING	2ND YEAR	3RD YEAR
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: _____

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

1. 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

1. 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 future 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 INSURANCE

Insurance requirements will be established in future RFQ as applicable.

2.8 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.

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: Entrée, Dessert, Snack, Bread or Crackers, Drink and Cutlery pack with spoon, fork, knife, salt, and pepper

MIAMI-DADE COUNTY

BID SUBMITTAL FOR: Various Food Items – Emergency Situations

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.					

MIAMI-DADE COUNTY

BID SUBMITTAL FOR: Various Food Items -- Emergency Situations

FIRM NAME: _____

<p style="text-align: center;">Section 2 Paragraph 2.5 Qualification</p> <p>A. CRITERIA FOR PRE-QUALIFICATION FOR GROUP I - COOKED FAST FOODS AND GROUP II – CATERING SERVICES:</p>	
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 / 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 on item #3 above.

MIAMI-DADE COUNTY

BID SUBMITTAL FOR: Various Food Items – Emergency Situations

FIRM NAME: _____

Section 2 Paragraph 2.5 Qualification	
B. ADDITIONAL CRITERIA FOR PRE-QUALIFICATION	
GROUP I - COOKED FAST FOODS	
1. 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. Submitted Yes _____ No _____	
GROUP II – CATERING SERVICES	
1. 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. Submitted Yes _____ No _____	