

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

Rev 1

| | | | | | | |
|---|---------------------------------------|--|------------------------------------|------------------------------------|---|--------------------------------------|
| <input checked="" type="checkbox"/> New contract | <input type="checkbox"/> OTR | <input type="checkbox"/> CO | <input type="checkbox"/> SS | <input type="checkbox"/> BW | <input type="checkbox"/> Emergency | Previous Contract/Project No: |
| <input type="checkbox"/> Re-Bid | <input type="checkbox"/> Other | LIVING WAGE APPLIES: ___ YES <u> X </u> NO | | | | |

Requisition/Project No: RQCO1600002

TERM OF CONTRACT: 8 years with no Options-to-Renew

Requisition/Project Title: Catering Service

Description: The purpose of this solicitation is to establish a pool of pre-qualified vendors capable of providing and delivering meals to different departments and locations throughout Miami-Dade County.

User Department(s): Miami-Dade County Departments

Issuing Department: Internal Services Department, Procurement Management Division

Contact Person: Claudia Portocarrero **Phone:** 305-375-4252

Estimated Cost: \$300,000.00
Funding Source: Mixed Funds

ANALYSIS

| | | | |
|--|-----------------|----------------------------|----------------------------|
| Commodity/Service No: 961-15 | | SIC: | |
| Trade/Commodity/Service Opportunities | | | |
| 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 | | | |
| | 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: *Claudia Portocarrero*

Date to DBD: 10/27/2015

Date Returned to DPM: _____

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

The purpose of this solicitation is to establish a pool of pre-qualified submitters capable of providing Catering Services to various Miami-Dade County Departments. Entry into the pre-qualification pool is not a contract between Miami-Dade County and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified submitters will be invited to participate in future spot market competitions. The pool shall remain open for the term of the Request to Qualify (RTQ), enabling submitters to qualify at any time after the RTQ opening date.

2.2 TERM OF CONTRACT

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 ninety-sixth (96) month.

2.3 QUALIFICATION CRITERIA**Group A – Catering Firms**

Submitters shall provide the following documents to demonstrate qualifications to provide services:

- 2.3.1A** Copy of the most recent Local Business Tax receipt issued by Miami-Dade County or Broward County.
- 2.3.2A** Copy of the submitter's most current annual inspection report from the Florida Department of Health. The report must show corrective action, if applicable, where deficiencies are noted.
- 2.3.3A** Copy of a valid State of Florida Department of Business and Professional Regulations Division of Hotels and Restaurants Certificate. (See Section 509.013, Florida Statutes).
- 2.3.4A** References from two (2) existing customers. The references listed must be customers that are currently receiving or have recently received catering services for 100 people or more from the submitter. The references must include the customer's name, and the name, title, address, and telephone number of the contact person who can verify that the submitter has successfully provided the services that the submitter is offering under this solicitation. These references shall ascertain to the County's satisfaction that the submitter has sufficient experience and expertise in providing catering services. The submitter may only use one Miami-Dade County department as a reference.

Group B – Meals Ready To Eat

- 2.3.1B** References from three (3) existing public sector entities. The references listed must be entities that are currently receiving or have recently received Meals Ready To Eat from the submitter. The references must include the entity's name, and the name, title, address, and telephone number of the contact person who

can verify that the submitter has successfully provided the services that the submitter is offering under this solicitation. These references shall ascertain to the County's satisfaction that the submitter has sufficient experience and expertise in providing Meals Ready To Eat. The submitter may only use one Miami-Dade County department as a reference.

2.4 PROOF OF COMPLIANCE TO THIS SOLICITATION'S REQUIREMENTS

Submitters are required to submit, with their solicitation submittal form, all the specified information, documents and attachments as proof of compliance to the solicitation's requirements. Miami-Dade County may allow submitters to complete, or supplement, their proof of compliance to the solicitation's requirements but failure to provide proof of compliance to this solicitation's requirement, as requested by the County, may result in being declared incomplete and not evaluated until such time as all documentation is received by the County.

2.5 VERIFICATION OF INFORMATION

The County may verify the information submitted by the submitter and may obtain and evaluate additional information, as it deems necessary to ascertain the submitter's ability to perform under this solicitation. The County shall be sole judge of a submitter's ability to perform and its decision shall be final.

2.6 EXEMPTION CERTAIN CLAUSES

Quotes to be awarded under this Request to Qualify may be accessed by federally funded department(s). As a federally funded department(s), certain clauses within the General Terms and Conditions do not apply to that department's allocation:

Section 1 Paragraph 1.11 (Local Preferences), Section 1 Paragraph 1.28 (Office of the Inspector General), Section 1 Paragraph 1.44 (Small Business Enterprises (SBE) Measures), Section 1 Paragraph 1.36 (County User Access Program - UAP), Section 1 Paragraph 1.45 (Local Certified Veteran's Business Enterprises Preference), and Section 1 Paragraph 1.47 (First Source Hiring Referral Program).

2.7 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING

Since the goods that will be acquired under this Request to Qualify and subsequent quotes will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this solicitation and resultant contract by reference.

2.8 INSURANCE

Additional or revised insurance requirements outside of those listed in Section 1.22 may be necessary when performing work or services. Any change or addition in insurance requirements will be detailed in the Spot Market Request.

2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE SUBMITTER

Submitter shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County.

2.10 CONTACT PERSON

For any additional information regarding this solicitation, please contact Claudia Portocarrero, at (305) 375-4252 or email at porclau@miamidade.gov.



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

This section of the solicitation is to provide and deliver food catering services to various Miami-Dade County Departments. Subsequent quotes will provide predetermined menus and quantity of food and/or beverages at a specific site, which is generally different for each event; the site or event not being open to the general public.

3.1.1 TRANSPORTATION OF FOOD

Adequate refrigeration or heating shall be provided in clean vehicles during delivery of all food to ensure the wholesomeness of food at delivery in accordance with State or local health codes.

3.1.2 QUALITY CONTROL

Submitter must be able to prepare bacteriological samples when requested by the using department. Results of bacteriological samples are to be forwarded to the registered/licensed dietitian when occasion warrants such action. If frozen meals are not purchased and are packed by the submitter, a blast freezer must be on the premises at all times during the contract period.

3.1.3 FOOD INSPECTION

3.1.3.1 The Miami-Dade County reserves the right to inspect and determine the quality of food delivered and reject any meals which do not comply with the requirements and specifications. It is the responsibility of the awarded submitter to provide appropriate amounts of each menu item to be served. This amount shall be based on the number of meals ordered.

3.1.3.2 All meals shall be prepared under properly controlled temperatures and assembled no more than 24 hours prior to delivery. Hot and cold items may be tested for compliance with the temperature requirements. The awarded submitter's delivery personnel are required to secure signed delivery tickets verifying the quantities received by Miami Dade-County staff. The awarded submitter is responsible for delivering the proper quantities of meals at the correct temperature within the time limits specified in the spot market quotes.

3.1.3.3 The awarded submitter shall not delivered unauthorized menu changes, incomplete meals, meals not delivered within the specified delivery time period, meals not delivered at the required temperature, meals not delivered in the appropriate containers, meals which contain spoiled or unwholesome food items and/or meals that are rejected because they do not comply with the specifications. The Miami Dade-County reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. The Miami-Dade County shall notify the awarded submitter in writing as to the number of meals rejected and the reasons for rejection.

3.1.4 SPECIAL CONDITIONS

If the submitter fails to provide meals, or should any person eating meals prepared under this contract become ill as a result of food poisoning attributable to the negligence of the submitter, as determined by the Department of Health or the County's Risk Department, then such action shall be justification for immediate cancellation of the agreement, among other remedies.

3.1.5 SAMPLE OF FOOD TO BE PURCHASED DURING THE TERM OF THIS SOLICITATION ARE AS FOLLOW:

- Barbeque Chicken
- Frozen Collard Greens (Cooked in Chicken Broth)
- Pigeon Peas and Rice
- Cornbread
- Peach Cobbler
- Ice Tea (Sweetened)
- Bourbon Chicken
- Red Bean and Rice
- Steamed Cabbage
- Dinner Rolls with Individual Butter
- Coconut Cake
- Fruit Punch
- Baked Ham
- Whipped Sweet Potatoes Topped with Roasted Marshmallows
- Green Beans
- Cornbread
- German Chocolate Cake
- Raspberry Flavored Tea (Sweetened)
- Jerk Chicken
- Red Beans and Rice
- Buttered Frozen Carrot Slices
- Lettuce, Tomato, Cucumber Salad
- Yellow Cake with Chocolate Icing
- Pink Lemonade
- Baked Ziti and Ground Turkey Topped w Cheddar Cheese
- Salad Greens w Grated Carrots
- Lemon Cake
- Fruit Punch
- Meatloaf with Gravy
- Mashed Potatoes
- Whole Kernel Corn
- Strawberry Mouse
- Lemonade
- Arroz Con Pollo (Chicken, Yellow Rice, Green Peas, Pimentos)
- Lettuce, Tomato, Cucumber Salad
- Salad Dressing
- Garlic Rolls
- Chocolate Mouse

- Roast Turkey
- Cornbread Stuffing
- Mashed Potatoes
- Frozen Green Beans (Cooked in Chicken Broth)
- Pumpkin Pie
- Roast Pork
- Candied Yams
- Macaroni and Cheese
- Frozen Green Beans (Cooked in Chicken Broth)
- Cheesecake Topped w/Strawberries
- Crispy Chicken Breast Strips
- Oven Roasted Potatoes with Rosemary and Garlic
- Salad with spring greens, sliced fresh pear, candied pecans and crumbled blue cheese
- Vinaigrette Dressing
- Vanilla Panna Cotta with Fresh Berries
- Bottled Water
- Lemon Pasta with Grilled Chicken Breast and Pine Nuts
- Roasted or Grilled Seasonal Vegetables with fresh herbs
- Dinner Rolls with Individual Butter
- Sour Cream Chocolate Cake

3.2 SCOPE OF WORK – GROUP B

Meals Ready to Eat must be individual full meals that are nutritionally balanced, self-heated in non-perishable packaging. Freeze dried meals will not be acceptable. Meals must have a shelf life of a minimum of three (3) years and must have the expiration best by date and lot number printed on case.

Meals must be individually packaged and nutritionally balanced. Each meal must contain a minimum of 1,050 calories. Each meal must include a minimum of an entrée; a side item; dessert; snack; an accessory packet; and flameless ration heater (FRH). All items furnished under the purchase order for this solicitation must be in compliance with USDA (United States Dept. of Agriculture) and FDA (Food and Drug Administration) requirements and laws including labeling requirement.

SECTION 4 – QUALIFICATION RESPONSE FORM

Group A – Catering Firms

Paragraph **Description**

2.3.1.A Copy of the most recent Local Business Tax receipt issued by Miami-Dade County or Broward County.

Initial to confirm attachment to submittal

Paragraph **Description**

2.3.2.A Copy of the submitter's most current annual inspection report from the Florida Department of Health. The report must show corrective action, if applicable, where deficiencies are noted.

Initial to confirm attachment to submittal

Paragraph **Description**

2.3.3.A Copy of a valid State of Florida Department of Business and Professional Regulations Division of Hotels and Restaurants Certificate. (See Section 509.013, Florida Statutes).

Initial to confirm attachment to submittal

2.3.4.A References from two (2) existing customers. The references listed must be customers that are currently receiving or have recently received catering services for 100 people or more from the submitter. The references must include the customer's name, and the name, title, address, and telephone number of the contact person who can verify that the submitter has successfully provided the services that the submitter is offering under this solicitation. These references shall ascertain to the County's satisfaction that the submitter has sufficient experience and expertise in providing catering services. The submitter may only use one Miami-Dade County department as a reference.

| Reference No. 1 | |
|--|--|
| Customer's Name | |
| Name & Title: | |
| Address: | |
| Phone Number: | |
| Email Address: | |
| Doing business together? | |
| Catering Services for how many people? | |
| Reference No. 2 | |
| Customer's Name | |
| Name & Title: | |
| Address: | |
| Phone Number: | |
| Email Address: | |
| Doing business together? | |
| Catering Services for how many people? | |

Group B – Meals Ready To Eat

2.3.1.B

References from three (3) existing public sector entities. The references listed must be entities that are currently receiving or have recently received Meals Ready To Eat from the submitter. The references must include the entity's name, and the name, title, address, and telephone number of the contact person who can verify that the submitter has successfully provided the services that the submitter is offering under this solicitation. These references shall ascertain to the County's satisfaction that the submitter has sufficient experience and expertise in providing Meals Ready To Eat. The submitter may only use one Miami-Dade County department as a reference.

| | |
|--------------------------|--|
| Reference No. 1 | |
| Entity's Name | |
| Name & Title: | |
| Address: | |
| Phone Number: | |
| Email Address: | |
| Doing business together? | |
| Reference No. 2 | |
| Entity's Name | |
| Name & Title: | |
| Address: | |
| Phone Number: | |
| Email Address: | |
| Doing business together? | |
| Reference No. 3 | |
| Entity's Name | |
| Name & Title: | |
| Address: | |
| Phone Number: | |
| Email Address: | |
| Doing business together? | |

MONTHLY CSBE UTILIZATION REPORT

This report is required to be submitted by the tenth day or before of each month to Miami-Dade County (MDC). Failure to comply may result in MDC commencing proceedings to impose sanctions on the successful bidder. In addition to pursuing any other available legal remedy, Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any further contracts awarded by MDC.

| | | |
|--------------------------------|---|---------------------|
| REPORTING PERIOD (DATE) | PROJECT NAME | CSBE PROJECT |
| FROM | Push-Button Contract for Traffic Signal Improvements | MEASURES: 100% |
| TO | PROJECT NUMBER | TRADE SET-ASIDE |
| | PROJECT LOCATION | GOALS |
| | NW 117 th Ave & NW 25 th Street | SET-ASIDE |
| | | SIC CODE |

| | | | | | |
|--|----------------------------|------------------------------|----------------------------|------------------------|---------------------------|
| PRIME CONTRACTOR | CONTRACT AWARD DATE | CONTRACT AWARD AMOUNT | CHANGE ORDER AMOUNT | CONTRACT PERIOD | % COMPLETE TO DATE |
| Statewide Electrical Services, Inc 12905 W. Okeechobee RD. Bay #4 Hiawah Gardens, FL 33018 | 02/23/2015 | \$289,164.00 | N/A | 365 days | 49% |
| AMOUNT OF REQUISITION THIS PERIOD \$144,717.56 | | | | | |

TOTAL AMOUNT REQUISITIONED TO DATE \$ _____
COMMUNITY SMALL BUSINESS ENTERPRISE (CSBE) OPPORTUNITIES

| NAME OF CSBE | DESCRIPTION OF WORK | CONTRACT AMOUNT | AMOUNT PAID TO DATE | AMOUNT REQUISITIONED THIS PERIOD | STARTING DATE | CONTRACT PERIOD | ENDING DATE |
|----------------------------|-----------------------------|---------------------|---------------------|----------------------------------|---------------|-----------------|-------------|
| Statewide Electrical Svcs. | Traffic Signal Intersection | \$330,159.68 | \$0 | \$144,717.56 | | | |
| TOTAL | | \$330,159.68 | \$0 | \$144,717.56 | | | |

Executed by: _____ Sworn before me: This 25th Day of September 2015
 Signature of Affiant: _____
 Printed Name of Affiant: CARLOS A. FERNANDEZ
 Notary Commission #EE-845918
 EXPIRES: December 13, 2016
 Bonded Thru Budget Notary Services
