

# **Solicitation RTQ-00310**

## **Catering Services**

### **Solicitation Designation: Public**



**Miami-Dade County**

## Solicitation RTQ-00310 Catering Services

Solicitation Number **RTQ-00310**  
 Solicitation Title **Catering Services**

Solicitation Start Date **Nov 17, 2015 11:30:43 AM EST**  
 Solicitation End Date **Dec 11, 2015 6:00:00 PM EST**  
 Question & Answer End Date **Nov 30, 2015 12:00:00 PM EST**

Solicitation Contact **Claudia Portocarrero**  
**Procurement Contracting Officer**  
**Miami-Dade County**  
**305-375-4252**  
**porclau@miamidade.gov**

Contract Duration **8 years**  
 Contract Renewal **Not Applicable**  
 Prices Good for **30 days**

Solicitation Comments **The purpose of this solicitation is to establish a pool of pre-qualified vendors 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 vendors 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 vendors to qualify at any time after the RTQ opening date.**

### Item Response Form

Item **RTQ-00310--01-01 - Catering Services**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Miami-Dade County**  
Miami-Dade County  
 111 NW 1 Street  
 Suite 1300  
 Miami FL 33128  
**Qty 1**  
**Expected Expenditure \$300,000.00**

#### Description

The purpose of this solicitation is to establish a pool of pre-qualified vendors 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 vendors 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 vendors to qualify at any time after the RTQ opening date.

SOLICITATION NO.: RTQ-00310  
OPENING: 6:00 P.M.  
Catering Services  
Dec 11, 2015



**MIAMI-DADE COUNTY, FLORIDA**

**R E Q U E S T T O Q U A L I F Y**

**TITLE:**  
Catering Services

**BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON Dec 11, 2015**

**FOR INFORMATION CONTACT:**  
Claudia Portocarrero 305-375-4252 [porclau@miamidade.gov](mailto:porclau@miamidade.gov)

**IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-4.pdf>

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**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

**PLEASE NOTE THE FOLLOWING:**

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance

with all specifications contained in the solicitation electronically.

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## **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**

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

**SOLICITATION TITLE: CATERING SERVICES****SOLICITATION NO.: RTQ-00310**

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.

**SOLICITATION TITLE:** CATERING SERVICES**SOLICITATION NO.:** RTQ-00310**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](mailto: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

**SOLICITATION TITLE: CATERING SERVICES****SOLICITATION NO.: RTQ-00310**

- 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.

SOLICITATION TITLE: CATERING SERVICES

SOLICITATION NO.: RTQ-00310

**SECTION 4 – QUALIFICATION RESPONSE FORM****Group A – Catering Firms**

<b><u>Paragraph</u></b>	<b><u>Description</u></b>
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**

<b><u>Paragraph</u></b>	<b><u>Description</u></b>
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**

<b><u>Paragraph</u></b>	<b><u>Description</u></b>
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.
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<b>Reference No. 1</b>	
Customer's Name	
Name & Title:	
Address:	
Phone Number:	
Email Address:	
Doing business together?	
Catering Services for how many people?	
<b>Reference No. 2</b>	
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.

**SOLICITATION TITLE:** CATERING SERVICES

**SOLICITATION NO.:** RTQ-00310

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?	



**Miami-Dade County  
Procurement Management Services  
Solicitation Submittal Form**

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. RTQ-00310		Solicitation Title: Catering Services		
Legal Company Name (include d/b/a if applicable): <input style="width: 90%;" type="text"/>		Federal Tax Identification Number: <input style="width: 90%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 90%;" type="text"/>		State Incorporated/Organized: <input style="width: 90%;" type="text"/>		
Company Operating Address: <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Company Contact Person: <input style="width: 90%;" type="text"/>		Email Address: <input style="width: 90%;" type="text"/>		
Phone Number (include area code): <input style="width: 90%;" type="text"/>	Fax Number (include area code): <input style="width: 90%;" type="text"/>	Company's Internet Web Address: <input style="width: 90%;" type="text"/>		

**Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.**

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.

Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.**

The address of the Locally-headquartered office is:

**LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)**

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide your Certification Number:

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:**

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.**

<b>Bidder's Authorized Representative's Signature.</b> <input style="width: 90%;" type="text"/>	<b>Date</b> <input style="width: 90%;" type="text"/>
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**Type or Print Name**

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**



**FAIR SUBCONTRACTING PRACTICES**

**In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.**

**NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT**

Signature

Date



**SUBCONTRACTOR/SUPPLIER LISTING**  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

**(Please duplicate this form if additional space is needed.)**

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Oth	
Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Oth	

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

\_\_\_\_\_  
 Signature of Bidder/Proposer                      Print Name                      Print Title                      Date

## Question and Answers for Solicitation #RTQ-00310 - Catering Services

### Overall Solicitation Questions

There are no questions associated with this Solicitation.