

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

Rev 1

<input 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: 8043-2/15-2
<input checked="" type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: ___ YES ___ X NO				

Requisition/Project No: RQID1500069
TERM OF CONTRACT: 8 years with 0 one year options-to-renew

Requisition/Project Title: Various Food Items

Description: To establish a contract for various food items for emergency situations.

User Department(s): ID, JU, PD, PW, SP
Issuing Department: ISD Procurement Management **Contact Person:** Claudia Portocarrero
Phone: 305-375- 4252
Estimated Cost: \$712,000 **Funding Source:** General, Proprietary and Internal Service Funds

ANALYSIS

Commodity/Service No: 961-15	SIC:
Trade/Commodity/Service Opportunities	
<div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;"> 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 2 ND YEAR 3 RD 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:

Signed: Claudia Portocarrero

Date to SBD: 3/23/15

Date Returned to ISD: _____

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 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**

2.3 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.

2.4 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.

2.5 INSURANCE

Insurance requirements will be established in future RFQ as applicable.

2.6 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Claudia Portocarrero, at (305) 375-4252 or email porclau@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

**VARIOUS FOOD ITEMS
USING DEPARTMENTS, ALLOCATION AND FUND SOURCE
(EIGHT YEARS WITH 0 OPTIONS TO RENEW)**

(The below allocations are 8yr. estimates)

Department	8 year Allocation	Funding Source
Internal Services Department (Design and Construction)	\$32,000	Internal Service Funds
Juvenile	\$40,000	General/Grant/State/Federal Funds
Police	\$200,000	General Fund
Public Works	\$400,000	General/PTP/Proprietary Funds
Seaport	\$40,000	Proprietary Funds
TOTAL		
Grand Total	\$712,000	