

Memorandum



Date: July 20, 2021

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

Agenda Item No. 14(A)(13)

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: Recommendation for Approval to Establish a Prequalification Pool for Elderly Meal Services

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-01778, Elderly Meal Services*, for the Community Action and Human Services Department in the amount of \$11,000,000. The current pool, *RTQ-00280*, was established by the Board on March 8, 2016 through Resolution No. R-200-16 for a five-year term and has seven prequalified vendors.

Eight vendors are being recommended for inclusion in the pool, of which seven have local addresses and one is a Certified Disadvantaged Business Enterprise (DBE). During market research, staff identified potential vendors and sent an e-mail blast to gauge their interest in participating. A total of 2,728 vendors were notified upon advertisement and 15 responded to the solicitation. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added throughout the pool's term. Staff will continue to reach out to vendors to encourage additional participation.

Since March 2020, elderly meal services have also been provided through Emergency Contract E-10072, COVID-19 Emergency Supplies/Services in response to the coronavirus pandemic. Emergency Contract E-10072 provides nutritional, low-sodium meals to seniors whose daily meals were affected by the closure of adult care and senior centers. Six vendors provide meals under this emergency contract, of which five responded to the solicitation and three are being recommended for inclusion in the pool.

The replacement pool will provide for the purchase of ready-made meals for daily consumption by the department's elderly clients. The meals will be packaged in disposable containers and delivered to the elderly clients at designated adult care and senior centers as well as congregate sites in addition to homebound participants through the Meals on Wheels Program. The meals will consist of both hot and frozen foods with adherence to strict nutritional guidelines and special dietary needs of the elderly clients as prescribed by their physicians. These meals may be low fat, low cholesterol, restricted in sugar, or have other restrictions prescribed by the clients' physicians.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$11,000,000. The current pool, *RTQ-00280*, is valued at \$11,000,000 for a five-year and six-month term and expires on September 30, 2021.

Department	Allocation	Funding Source	Contract Manager
Community Action and Human Services	\$11,000,000	Federal Funds	Brad Skinner
Total:	\$11,000,000		

Track Record/Monitor

Sophia Cunningham of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

Upon approval of this item, a pool of prequalified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor’s designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor’s designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38 and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Vendors Prequalified for Pool

A Request to Qualify was issued under full and open competition. Fifteen vendors responded to the solicitation, of which eight are being recommended for inclusion in the pool as set forth in the table below.

Vendor	Principal Address	Local Address*	Number of Employee Residents	Principal
			1) Miami-Dade 2) Percentage*	
Annabella Café Corp.	600 W 27 Street Hialeah, FL	Same	10	Ulises Fernandez
			100%	
G&J Grill, LLC d.b.a. G&J Catering N’ Grill Events	5451 NW 72 Avenue Miami, FL	Same	7	Evelina A. Costa
			100%	
Greater Miami Caterers, Inc.	4001 NW 31 Avenue Miami, FL	Same	103	Jacqueline Butler
			95%	
Half Moon Empanadas, LLC. (DBE)	5201 NE 5 Avenue Miami, FL	Same	65	Juan O. Zavala
			100%	
Juanita’s Kitchen, LLC d.b.a. Sweet Butter/Shuckin n Jivin/JK Products	4759 NW 167 Street Miami, FL	Same	10	Ernisha L. Randolph
			100%	
Metz Culinary Management, Inc.	2 Woodland Drive Dallas, PA	None	30	Jeffrey C. Metz
			1%	
Nutrispa, Inc.	5406 NW 72 Avenue Miami, FL	Same	5	Yulenia Perez
			100%	
Sergio’s Restaurant No. 6, LLC	1640 NW 87 Avenue Miami, FL	Same	48	Carlos Gatizua
			100%	

*Provided pursuant to Resolution No. R-1011-15. Percentage of employee residents is the percentage of vendors' employees who reside in Miami-Dade County as compared to the vendor's total workforce.

Vendors Not Prequalified for Pool

Vendor	Local Address	Reason for Not Recommending
BRC Eatery, Inc.	Yes	Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendor may be added to the pool.
Concession Service System, Inc.	Yes	
ECRS, LLC. d.b.a. Big Chef	No	
GRL Investment Group, LLC. d.b.a. Miami/Slush/Good Eatin Cuisines/Express Catering & Box Meals/CRL Investment Group, LLC	Yes	
Independent Living Systems, LLC. d.b.a. MSO Health Systems	Yes	
Lean Culinary Services, LLC. d.b.a. Deliver Lean/Perfect Fuel Meals	No	
Sushi Maki Catering Corp.	Yes	

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

Pursuant to Resolution No. R-140-15, prior to re-procurement, a full review of the scope of services was conducted to ensure the replacement pool reflects the County's current needs. The review included conducting market research, posting a draft solicitation for industry comments, and holding meetings and drafting sessions with the user department.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision does not apply.
- The Small Business Enterprise (SBE) Bid Preference and the Local Preference do not apply.
- The Living Wage does not apply.



Morris Copeland
Chief Community Services Officer




MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: July 20, 2021

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 14(A)(13)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 14(A)(13)
7-20-21

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01778 IN A TOTAL AMOUNT UP TO \$11,000,000.00 FOR THE PURCHASE OF ELDERLY MEAL SERVICES FOR THE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT FOR A FIVE-YEAR TERM; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the establishment of Prequalification Pool RTQ-01778 for the purchase of elderly meal services for the Community Action and Human Services Department in a total amount up to \$11,000,000.00 for a five-year term and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board; (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38; and (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document is on file and available upon request from the Internal Services Department, Strategic Procurement Division.

The foregoing resolution was offered by Commissioner _____,
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Jose "Pepe" Diaz, Chairman	
Oliver G. Gilbert, III, Vice-Chairman	
Sen. René García	Keon Hardemon
Sally A. Heyman	Danielle Cohen Higgins
Eileen Higgins	Joe A. Martinez
Kionne L. McGhee	Jean Monestime
Raquel A. Regalado	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 20th day of July, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney
as to form and legal sufficiency.



Oren Rosenthal