



## 2.0 SCOPE OF SERVICES

### 2.1 Background

Miami-Dade County, hereinafter referred to as "the County", as represented by the Internal Services Department (ISD), Procurement Management Division, the Real Estate Development Division, and the Miami-Dade Public Library System, is soliciting an opportunity for an experienced, qualified and sufficiently financed food service firm, hereinafter referred to as "Proposer", to provide coffee beverages and limited food concession services to library employees and visitors at the Miami-Dade County Public Library, Northeast Dade – Aventura branch location.

The Northeast Dade - Aventura Library is located at 2930 Aventura Boulevard, Miami, Florida, and has an average of 125,000 patrons visiting annually, which include regular library patrons and patrons attending various special event programs. The special events consist of approximately 300 programs conducted throughout the year, which brings in an additional 7,000 visitors. These special events include art exhibitions, health seminars, film series events, school tutoring, educational classes, special contests, booking readings with meet and greet book signings, children's story time sessions and special workshops. The County intends to enhance the experience to these patrons by providing food and beverage services during the library's operational hours.

The selected Proposer shall provide beverage and light food fair, which is to include coffee, tea, water and sodas, juices, as well as pre-packaged sandwiches, chips, pastries, salads, and such other snacks. The food service area does not have and will not have conditions and equipment appropriate for food prep or cooking, therefore the selected Proposer will be required to prepare food offsite and store in appropriate equipment on site. The concession location is in a dedicated area within in the library, and includes a section for tables and chairs. The Selected Proposer will be responsible for maintaining the area in which it occupies.

The term of the agreement shall be for two (2) years with two (2), one-year optional renewal periods at the County's sole discretion.

### 2.2 Preferred Qualifications

The preferred qualifications for this Solicitation are:

1. Three (3) years of experience as a food service facility owner (concessionaire), manager and/or supervisor within the past five (5) years in a similar food service facility (e.g. café, bistro, cafeteria, etc.);
2. Knowledge of all applicable rules and regulations adopted by the County, and any and all laws, ordinances, and/or rules and regulations of other governmental entities and/or authorities having lawful jurisdiction, which may be applicable to the Selected Proposer(s) development and operation of the concession/Food Service Facility/cart.
3. Adequate financial strength for improvements, to provide equipment, furniture, fixtures, start-up operations and working capital as to demonstrate through the Proposer's Pro-Forma and financial documents submitted as part of the response to this solicitation.

### 2.3 Tasks

The selected Proposer shall operate and manage the café/concession stand, and provide food and beverage services in a manner that provides a high-level of service and quality to employees and County patrons. At a minimum, food and beverage services shall be provided on a set schedule, during the regularly scheduled operating hours. The selected Proposer shall have the right to use the space shown on the attached building plan (Appendix A) for the operation of the café/concession. No alcoholic beverage sales will be permitted under any agreement issued as a result of this Solicitation. The agreement does not provide ownership rights to the selected Proposer, however, the County may grant certain allowances to modify, change or otherwise adapt the property to suit the needs of the selected Proposer.

### 2.4 Deliverables

The Leased area is provided in "as-is" condition. It is the selected Proposer's responsibility to perform any and all improvements to the Leased area, in compliance with the Lease agreement. The County will not pay for or reimburse the Selected Proposer to make any improvements to the Leased Area. The Selected Proposer shall bear all costs associated with all improvements to the Space and shall return the property to the County in good working condition at the termination of the Lease Agreement.

## 2.5 Operation and Quality of Services

The selected Proposer(s) shall:

1. Obtain all applicable permits as required by the Department of Agriculture, the State of Florida Department of Health, Miami-Dade County and any other entity that regulates concessionaire services within the municipality of the site location.
2. Provide all furnishings, fixtures, and equipment necessary for operation.
3. Operate the concession with the purpose of serving the Library employees and patrons with top quality food and café beverages at fair and affordable prices.
4. Provide an operation that will be safe, customer oriented with prompt service, complaint resolution, effective employee performance and training and timely initiation and completion of all work.
5. Maintain a complementary menu that consists of coffee, soda and foods such as, but not limited to, pre-packaged sandwiches, fruits, salads, pastries and snacks at reasonable pricing. Food pricing and future changes must be approved by the County in writing.
6. Provide equipment for multiple payment options to its clientele, including cash payment, credit card and debit card payment as provided by the customers from various financing institutions.
7. Be responsible for the daily upkeep and maintenance of the concession area. The floors shall be kept free of debris, displays shall be kept stocked and clean, and food displays shall be rotated regularly.
8. Provide ample tables and chairs for the seating area and shall maintain the area at all times.
9. Operate the concession per the location's set operating hours of Monday, Tuesday, Saturday and Sunday 10:00am to 6:00pm, and Wednesday and Thursday 12:00pm to 8:00pm. The location is closed on Friday. Sufficient staff shall be available to provide service to library patrons. Any changes in the hours of operation require the express written agreement of both parties. The library will be closed during County, state and federal holiday schedule, unless otherwise notified.
10. Operate and maintain the food service area and equipment in a safe manner pursuant to Food and Drug Administration Food Code, Chapter 64E-11, Florida Administrative Code, and Florida Department of Business and Professional Regulation, and comply with the Minimum Operating Standards for Food services (Appendix B).
11. Provide security at its own discretion. The County is not responsible for the selected Proposer's furnishing, fixtures, equipment, soft goods, mobile concession unit(s), or supplies.
12. Provide trash removal from all point of sale areas to dumpsters.
13. At its own cost and expense, repair County property or facilities damaged by selected Proposer's operations under any agreement issued as a result of this Solicitation.
14. Mandate that all employees be distinctively uniformed or appropriately attired so as to be distinguishable as the selected Proposer's employees and not as employees of the Library.
15. Be responsible for maintaining the dedicated area of the wall and indoor signage, at its sole cost and expense. Should it elect to do so, may seek to advertise in other areas of the Building with the prior written approval of the County. Simple business signage allowed in front lobby. Signage and menu offerings shall be located at the café/concession cart. Signage must meet each municipality codes and permits where applicable.
16. Employ qualified and responsible staff for operation of the concession.
17. A management person of the selected Proposer shall be on call, at all times, for emergencies or other matters related to the operations under this Contract.
18. Have the option to provide catering services for the special events, if requested.
19. Comply with all applicable rules and regulations adopted by the County, and any and all laws, ordinances and/or rules and regulations of other governmental entities and/or authorities having lawful jurisdiction, which may be applicable to selected Proposer's operation of the concession stand.

**Note:** Utilities are included; there are no allowances for coolers (drainage); deliveries prior to opening are to be coordinated with location manager; rent is not due during build-out; there are no refrigerators available at the library for Proposer's use.

## 2.6 Schedule

1. Within thirty (30) days of contract award, Proposer shall secure all permits/licenses necessary for the establishment and operation of a food service facility.
2. Opening of concession stand should be within 60 days of the effective date of the Lease and must be agreed upon in writing by both parties.

## 2.7 Revenue and Payment Schedule

The selected Proposer(s) shall:

1. Pay the County a monthly installment fee of 5% of the monthly gross sales in U.S. funds, plus applicable sales tax as required by law. The percentage of monthly gross sales as applied as rent shall be adjusted upward at the end of each Lease Agreement year, at a rate consistent with the latest Consumer Price Index (CPI) under the Fort Lauderdale-Miami group, for All Urban Consumers, all items.
2. Provide by the 10<sup>th</sup> day of proceeding month a completed Statement of Sales along with the monthly percentage of gross sales payment.
3. Pay a security deposit required of \$ 500.00, prior to occupancy of the space, which shall be fully refundable within sixty (60) days after termination of Lease with stipulation that Lessee is not under any default pursuant to the terms of the Lease Agreement.
4. Submit to the County a financial plan, which will indicate the source of funding to be used for capital improvements, and the amount of working capital the selected Proposer determines will be required to maintain operations. Additional information will include, but not be limited to, estimated costs for improvements with projected expenses for improvements and/or furniture, fixtures and equipment.

It is the intent of the County to provide the best possible service to the public. It is the County's further intent to gain revenues. However, the County makes no guarantee the Department or the County will act, promote, approve, assist or cooperate in any manner to assure that this project will be a financial success for the County and the selected Proposer.

## 4.2 Evaluation Criteria

Proposals will be evaluated by a Review Team which will evaluate and rank proposals on criteria listed below. The Review Team will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Review Team is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Review Team member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance related to providing the type of services requested in this Solicitation	25
2. Relevant experience and qualifications of key personnel assigned to this project.	10
3. Proposer's approach to providing the services requested in this Solicitation	25
 <u>Financial Criteria</u>	 <u>Points</u>
4. Proposer's ability to demonstrate proven financial capability for the purpose of this solicitation	40