

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

Contract

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: FB-01575
 TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Transit Station Concessions

Description:

Bid process to establish a revenue generating concession stand located at the Government Center Metrorail Station. It is anticipated that this stand will be staffed by 1 to 2 people.

Issuing Department: DTPW
 Contact Person: Javier Bustamante
 Phone: 786-469-5244

Estimate Cost: Revenue Generating

Funding Source:
 GENERAL
 FEDERAL
 OTHER

n/a
n/a
n/a

ANALYSIS

Commodity Codes:	<u>90534</u>				
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$	\$	\$		
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: <u>Brian Webster</u>	Date sent to SBD: <u>08/09/2021</u>
	Date returned to DPM: <u></u>

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a revenue generating contract for the operation of a concession located at the Department of Transit and Public Works Government Center Metrorail Station.

2.2 DEFINITIONS

Project Manager - Department of Transportation and Public Works representative tasked with being the main point of contact between the County and the Awarded Bidder for all matters related to this solicitation.

2.3 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the thirty-six (36) month term.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder that meets all the listed qualifications below and whose offer represents the highest revenue in the aggregate for the operation of the listed concession location.

Qualifications

- a) Bidder shall provide the contact information of a designated representative that can be reached during normal business hours (between 8:00am and 5:00pm local time) for County business matters. Bidder shall provide the representative's name, title, phone number, and email address.
- b) Bidder shall be regularly engaged in the business of providing concession services. Bidder(s) shall provide two (2) references from customers that have received concession services from the submitting Bidder within the last two (2) years. The references shall contain the reference company name, contact person, title of contact person, telephone number, email address, business address, and the term and dates of the concession services contract entered into by the Bidder and customer reference(s). The County shall be able to ascertain, to its satisfaction, that the Bidder is capable of providing the services as described in this Solicitation.

2.4 PAYMENT OF REVENUE TO THE COUNTY

It is the intent of the County that the best possible services be provided to the public, while generating revenues. The Awarded Bidder shall pay a guaranteed monthly fixed fee to the County for the operation and management of the concession location. The revenue paid to Miami-Dade County shall remain fixed and firm during the term of the contract.

2.5 METHOD OF PAYMENT TO THE COUNTY

The County shall receive on a quarterly basis, payment from the Awarded Bidder equivalent to 3 months. The initial payment shall be received within 15 days of the commencement of the contract.

Payment shall be mailed in the form of a check to the Department of Transportation and Public Works. In accordance with Administrative Order No. 4-86, all checks shall be drawn only on United States banks in United States currency with the drawer's name and address imprinted on the check.

All checks are to be mailed to:

Department of Transportation and Public Works
Right-of-Way, Utilities and Joint Development
Attention: Mr. Javier Bustamante, Chief
701 NW 1 Court, 15th Floor
Miami, FL 33136

Any non-payments or Insufficient Funds (ISF) / bounced checks may result in a non-performance. In addition, the Awarded Bidder may be charged service fees per ISF check in accordance with Administrative Order 4-86 and Florida Statutes, Sections 68.065 and 125.0105.

2.6 UNFORSEEN CIRCUMSTANCES

Strictly in relation to the obligations of each party to the other under this Agreement, and not for any other purpose or for any benefit of a third party, each party shall be excused from the timely performance of their respective obligations or undertakings provided in this Agreement, if the performance of such obligations or undertakings is prevented or delayed by unforeseen circumstances which would make timely performance impractical or impossible or retarded or hindered by strikes, lockouts, boycotts, actions of labor unions, labor disputes, labor disruptions, work stoppages or slowdowns, unless involving employees of the Concessionaire, embargo's, general shortages of labor, equipment, locations, materials or supplies in the open market, acts of God, acts of the public enemy, acts of governmental authority, including, without limitation, the FAA, the DOT, the TSA, the EPA, the DOJ, or civil and defense authorities, extreme weather conditions, war (declared or undeclared), invasion, insurrection, terrorism, riots, rebellion or sabotage.

SECTION 3
SCOPE OF WORK

3.1 SCOPE OF WORK

The Awarded Bidder shall provide concession services at one Department of Transportation and Public Works (DTPW) public transit location.

3.2 GOODS/SERVICES TO BE PROVIDED

The County requires the operation of concession services at the Government Center Metrorail Station location.

- a. Government Center Metrorail Station - 111 N.W. 1st Street, 2nd floor terrace
 - i. Awarded Bidder must provide a modular structure for the provided space along with all fixtures, merchandise, and equipment necessary to operate a concession stand.
 - ii. The modular structure may not exceed 22 feet in length, 6 feet in depth, or 10 feet in height.
 - iii. Modular structure must be theft and vandalism resistant. The structure must be secure, locked, and inaccessible to any unauthorized persons.
 - iv. No flashing lights, electronic displays, or animated components of any kind are allowed.
 - v. Modular structure must comply with all federal, state and local laws, regulations and ordinances including all applicable ADA regulations.
 - vi. One (1) 25 amp outlet is currently available. Any additional outlets must be approved by DTPW Project Manager and added according to all applicable code and regulations.
 - vii. No utilities other than electrical will be permitted.

3.3 MODULAR STRUCTURE APPROVAL PROCESS

The modular structure at the Government Center Metrorail Station must be approved by Miami-Dade County before installation. The approval process is as follows:

- a. Proposed detailed design drawn to scale showing exterior elevations, electrical connections, materials, etc. must be submitted within 48 hours of notification of bid acceptance by Miami-Dade County.
- b. Miami-Dade County personnel will review design and approve, reject or require revisions to the design.
- c. If design is rejected or revisions are required the new or revised plans must be submitted within fourteen calendar days.
- d. Miami-Dade County will again review plans for kiosk. If design is rejected the successful bidder will have no further opportunity to revise the design, the bid will be rejected and the County will begin the design approval process with the next highest bidder. County personnel, however, reserve the right to require minor changes to the design in lieu of rejecting the design.

3.4 PROHIBITED ITEMS

The Awarded Bidder will not provide any product listed herein;

- a. Chewing gum
- b. Nail polish
- c. Nail polish remover
- d. Pins
- e. Pornographic material
- f. Peanuts

- g. Any shelled nuts
- h. Non-can beverage containers
- i. Firearms
- j. Alcoholic beverages
- k. Smoking and vaping products.

The County reserves the right to add items to the Prohibited Items list as it deems necessary. If an item is identified as prohibited, the DTPW Project Manager will inform the Awarded Bidder in writing and the prohibited item(s) must be removed in a reasonable amount of time.

3.5 HOURS OF OPERATION

The concession location must be open to the public between the hours of 7:00am and 7:00pm Monday through Friday. Awarded Bidder may choose to open on Saturday and Sunday between the hours of 7:00am and 7:00pm but is not required to do so.

3.6 STAFFING

The Awarded Bidder must have at least one employee present during operating hours.

3.7 ADVERTISEMENTS

Displaying advertisements for third parties is prohibited. Awarded Bidder may display their own trade name or logo.

3.8 MAINTENANCE

Awarded Bidder will, at their sole cost and expense, maintain the concession location up to a ten (10) foot perimeter from exterior of modular structure. Area must be maintained in a clean condition and free from refuse, debris, and graffiti.

3.9 FOOD PREPARATION

Cooking of food is prohibited. Pre-cooked food may be warmed in conventional heating devices.

SECTION 4: BID SUBMITTAL

<p>2.4(a)</p>	<p>Bidder(s) shall provide the contact information of a designated representative to the County. Bidder shall provide the representative's name, title, phone number, and email address.</p> <p>Representative Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>	
<p>2.4(b)</p>	<p>Bidders shall be regularly engaged in the business of providing concession services. Bidder(s) shall provide two (2) references from customers that have received concession services from the submitting Bidder within the last two (2) years. The references shall contain the reference company name, contact person, title of contact person, telephone number, email address, business address, and the term and dates of the concession services contract entered into by the Bidder and customer reference(s). The County shall be able to ascertain, to its satisfaction, that the Bidder is capable of providing the services as described in this Solicitation.</p> <p><u>Reference No. 1</u></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title of Person: _____</p> <p>Telephone Number: _____</p> <p>Email Address: _____</p> <p>Business Address: _____</p> <p>_____</p> <p>Contract Term Dates: _____</p>	

	<p><u>Reference No. 2</u></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title of Person: _____</p> <p>Telephone Number: _____</p> <p>Email Address: _____</p> <p>Business Address: _____</p> <p style="text-align: center;">_____</p> <p>Contract Term Dates: _____</p>	
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Item	Location	Unit of Measure	Total Quantity	Revenue Paid to County
1.	Government Center Metrorail Station 111 N.W. 1 st Street	Months	36	\$ _____ / Per Month