

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☒ Emergency

Current Contract/Project No.

TBD

☐ Contract

☐ Re-Bid ☐ Other Accessing other government contract

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQFR1800017

TERM OF CONTRACT 4 MONTHS(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: MEALS READY TO EAT (MRE'S)

Description:

Fire Rescue has declared an emergency to purchase meals ready to eat in an effort to prepare for emergency situations at various evacuation shelters.

Issuing Department: ISD, PM

Contact Person: Sherry Clentscale

Phone: 305-375-5482

Estimate Cost: \$250,000

GENERAL

FEDERAL

OTHER

Funding Source:

X

ANALYSIS

Commodity Codes:

961-15

Contract/Project History of previous purchases three (3) years

Check here ☐ 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: Sherry Clentscale

Date sent to SBD: 8/21/2018

Date returned to ISD-PM:

DECLARATION OF EMERGENCY PURCHASE FORM



*"An emergency purchase may be necessary to resolve an unforeseen or unanticipated urgent and immediate need for goods and/or services for which the protection of life, health, safety or welfare of the Miami-Dade County community, or the preservation of public properties, would **not** be possible using any other procurement method described in I.O. 3-38, Master Procurement."*

Department:	Fire Rescue		
Contact Person:	Charles Cyrille	Phone Number:	786-331-4247
Requisition No.:	RQFR1800017	Contract Value:	\$250,000
Vendor:	OFD Foods Inc.		
Vendor FEIN:	431121507-02	Funding Source(s):	Fire District Funds
Commodity Code:	961-15		

Emergency Project Title:	Hurricane Preparedness
Description of Emergency:	Meals ready to eat (MRE's) will be purchased and stored in a warehouse in preparation for emergency situations.
Explanation for the Declaration of Emergency Purchase:	The Fire department is charged with being the lead agency in the operation of evacuation centers which requires that the emergency operations center purchase food supplies to conduct cafeteria style mass feeding for up to 50 evacuation centers for up to seven days.

Emergency Contract Term:	Effective Date: August 24, 2018	Expiration Date: November 30, 2018
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Insurance Applicable:		YES	x	NO
UAP Applicable:	x	YES		NO
Will CITT Funds be used:		YES	x	NO
Will Federal Funds be used:		YES	x	NO

DECLARATION OF EMERGENCY PURCHASE FORM



Signature(s)

Charles Cyrille

8/21/18

Department Contract Person

Date

Department Director Approval

Date

Attachments:

1. Written proposal/price quotation(s), inclusive of terms and conditions.
2. Vendor(s) Certificate of Insurance.
3. Copy of invoice(s).