

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: RFP609
<input checked="" type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQID1700039

TERM OF CONTRACT: 66 months with 1 one, 5- year option-to-renew

Requisition/Project Title: Operation of a Resturant at Overtown Translt Village

Description: Operation of a restaurant at OTV for use of employees and patrons

User Department(s): ISD

Issuing Department: ISD/PM

Estimated Cost: \$90,000

Contact Person: Robin Webb

Phone: 305-375-4356

Funding Source: Revenue generating

ANALYSIS

Commodity/Service No: 961-15, 962-19		SIC:	
Trade/Commodity/Service Opportunities			
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			
	EXISTING	2 ND YEAR	3 RD YEAR
Contractor:	Food Line Service Inc.	Food Line Service Inc.	Food Line Service Inc.
Small Business Enterprise:	N	N	
Contract Value:	\$90,000	\$90,000	\$90,000
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
X		%		
		%		
		%		
		%		

Basis of Recommendation:

This project was previously submitted under same Req# with an incorrect commodity code (962-70). The correct commodity code has now been loaded into ADPICs and is being used for this solicitation. The submittal format of the solicitation has been revised since it was first submitted on 9/11/15 in that all federally funded sites are now a separate group, Group D. The estimated quantities and dollar values for each funding source remain the same.

The certification lists have been reviewed for firms certified under it, and still, no certified firms are found.

Signed: Robin Webb

Date to DBD: 1/3/2016

Date Returned to DPM: _____

2.0 SCOPE OF SERVICES**2.1 Background**

Miami-Dade County, hereinafter referred to as the "County", as represented by the Miami-Dade County Internal Services Department (ISD) is seeking a qualified firm interested in leasing vacant space at the Overtown Transit Village Towers for the operation of a food service facility ("Restaurant"). The selected proposer must have experience in the development and provisioning of a food and beverage services facilities plus any other related activities including knowledge of the legal requirements that are involved in this type of operation. The selected Proposer must also have adequate financial strength to provide all development, equipment, start-up operations and reasonable working capital. The area designated for the Restaurant is located at 701 N.W. 1 Court, Miami, Florida, and has approximately 2,048 square feet.

The Overtown Transit Village consists of two towers: Tower I and Tower II. Tower I is comprised of seventeen floors and hosts approximately 1700 2,500 employees. Tower I hosts numerous County agencies including Miami-Dade Transit, Regulatory and Economic Resources Department and the Community Action and Human Services Department. Tower II is also comprised of seventeen floors, mostly occupied by the State Attorney's Office and has several courtrooms. Tower II has a high volume of visitors and court attendees. Currently there is a restaurant that serves both buildings in Tower II whose contract expires on or about June 30, 2017.

2.2 Objective

The selected Proposer shall operate and manage a Restaurant 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 of the Overtown Transit Village (currently 7:00am to 5:00pm), subject to approval by the County. The selected Proposer shall have the use of the completed operation Restaurant as shown on the attached building plan (see Appendix A). No nightclub type activities will be permitted under any agreement issued as a result of this Solicitation.

2.3 Preferred Qualification Requirements

- A. Proven financial strength to provide equipment, furniture and fixtures, start-up operations and reasonable working capital to be demonstrated by income tax returns and/or financial statements for a minimum of three years and a pro forma financial statement (Appendix B) with detailed information listing all projected revenue and expenses.
- B. Knowledge of all legal requirements for the development and operation of food and beverage service facilities to include the requirements of obtaining a State of Florida Public Food Service Establishment license and certificates of use and occupancy from the appropriate jurisdiction.
- C. At least five (5) years of experience in the past ten years in successfully operating a licensed food and beverage establishment with annual gross sales in excess of \$250,000.

Comment [mca1]: We need back-up documentation to prove that the vendor awarded has sufficient financial strength and proven record of financial status to make sure he/she complies with the financial terms of the contract. We have too many delinquent tenants already or have to go back and amend the contract to reduce the rent after the contract is awarded - Emphasis on Financial Strength first, then Experience - Per

Comment [mca2]: The existing restaurant currently sells \$500,000 per year. We need to increase this figure to make sure we only have qualified solicitors that can handle and responsibly manage a facility of \$250K or more.

2.4 Requirements and Services to be Provided

The Restaurant is provided in as-is condition. The selected Proposer shall perform all required Restaurant improvements, in compliance with the South Florida Building Code, with all necessary permits, and County's approval, obtained prior to starting any Restaurant improvements and pursuant to the County's then current Construction Rider.

The selected Proposer shall bear all costs associated with all improvements to the Restaurant and all such improvements shall become the property of the County at the termination of any agreement as a result of this Solicitation.

A. General Services

The selected Proposer shall:

- 1) Obtain a State of Florida Public Food Service Establishment license within thirty (30) days of contract award.
- 2) Obtain Certificates of Occupancy and Certificate of Use as required by the City, County and/or State.

Comment [mca3]: The vendor needs to provide copies of certificate of occupancy and certificate of use.

- 2) 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 Restaurant.
- 3) Prepare an appropriate emergency evacuation plan and hurricane plan and provide it to the County prior to commencement of the operation of the Restaurant. Thereafter, the selected Proposer shall provide the County with any and all updates to the plans.

B. Operation and Quality of Services

The selected proposer shall:

- 1) Create a first class food service Restaurant. The Restaurant shall provide quality of product and customer service, with an emphasis in appearance and ambiance, and in its competitiveness with other food and beverage destinations in the downtown area. The Restaurant shall comply with the Standard of Food Services (Appendix C).
- 2) Operate a fast food/casual deli-style restaurant and snack bar with the purpose to serve Overtown Transit Village employees and the public, with top quality food at fair prices. The selected Proposer shall also provide take-out, delivery and/or a catering program.
- 3) Create a visually exciting and inviting restaurant environment, through a creative high-impact store design, including product displays, signage, graphic and lighting.
- 4) Maintain a complementary menu that is reflective of current trends in the fast/casual food industry and the local consumer market. Original menu, menu pricing, and future changes must be approved by the County.
- 5) Must provide multiple payment options to its clientele, including cash payment, credit card and debit card payment as provided by the customers from various financing institutions.
- 6) Operate the restaurant at a minimum, five (5) days a week, Monday through Friday, 7:00 AM to 4:00 PM, except on County holidays. Sufficient staff shall be available to provide service to Restaurant patrons. Any changes in the hours of operation require the express written agreement of both parties.
- 7) At its sole cost and expense, make improvements to comply with the Americans with Disabilities Act (ADA), and any other County, State, federal requirements that may become applicable.
- 8) Not assign or sublet nor otherwise encumber the Agreement without prior written County approval.
- 9) Be in full operation within 180 days following the award of the agreement.
- 10) Provide seating and tables for the dining area. Operate and maintain the entire leased premises in a first-class manner and condition. Selected Proposer shall provide ample tables and chairs for the dining room/seating area and shall maintain the area and keep it clean at all times.
- 11) Provide security for the Restaurant 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) Take good care of the Restaurant and shall, 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.
- 13) Employ a qualified full-time on-site manager having experience in the management of food service operation. The selected proposer and employees shall be distinctively uniformed or appropriately attired so as to be distinguishable as the selected Proposer's employees and not as employees of the Department.

Comment [mca4]: We need to make all payment options mandatory because we have some vendors that only accept cash and this is not practical in today's world. Limited payment options reduce potential revenue to the County that could be generated from clients willing to pay with credit cards or debit cards.

2.5 Revenue

The selected proposer shall:

- A. Pay a Monthly Guarantee Rent to the County on the first day of each month as of the first date of operation of the Restaurant and a percentage of monthly Gross Receipts for revenue from the sale of all goods and services provided at the Restaurant. Partial months will be pro-rated.
- B. Submit payment for utilities as described in the Draft form of Agreement, Article 19
- C. Submit Security Deposit in the amount of \$7,500
- D. 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.

Comment [WR(5)]: Per Elva Marin this is equal to 3 months rent at current vendor's rate

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 or for the selected Proposer. The objective of this Solicitation is to establish a contract to provide for the management and operation of a Restaurant.