



Small Business Development Division Project Worksheet

Project/Contract Title: SPECIAL EVENT CATERING
Project/Contract No: RFQ 863
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$250,000.00

Funding Source:
 PROPRIETARY

Received Date: 06/20/2013

Description of Project/Bid: To establish a contract soliciting proposals from qualified caterers to submit their qualifications for inclusion in a pool of caterers to provide full service catering for various types of events at PortMiami and other County departments. Selected Caterers will participate in the Special Event Catering Pool, hereinafter referred to as the "Pool", for events on an as needed basis.

Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Selection Factor	SBE	

Reasons for Recommendation

SELECTION FACTOR

This project meets all the criteria set forth in I.O. # 3-41.

The eight (8) SBE firms certified in the required Commodity Code were polled via a "Verification of Availability"; an additional poll was conducted via phone calls, resulting in one (1) SBE responding as not able to meet the stated requirements.

Commodity Code: 96115-Concessions, Catering, Vending: Mobile And Stationary; 96234-Event Planning Services

Small Business Contract Measure Recommendation

<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
Total				

Living Wages: YES NO

Responsible Wages: YES NO

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.

REVIEW RECOMMENDATION

Tier 1 Set Aside Set Aside Level 1 Trade Set Aside (MCC) No Measure CWP	Tier 2 Set Aside Level 2 Level 3 Goal Bid Preference Deferred Selection Factor
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SBD Director

6/28/13
 Date