

___ I am "NOT" interested in this solicitation.

Name of Firm: _____ SBE Exp. Date: _____

Owner's Name: _____ Signature: _____

Please respond by **12:00pm, Wednesday 26, 2013** – (Providing References)

Any questions, feel free to contact me at the number below.

(Respond to the "Verification" whether you are interested or not (choosing "Yes" or "No" as applicable); this helps SBD in the determination of measures).

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"Delivering Excellence Every Day"

2.0 SCOPE OF SERVICES**2.1 Introduction**

Miami-Dade County, hereinafter referred to as the County, as represented by Miami-Dade County Seaport ("PortMiami"), is 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 Proposers will participate in the Special Event Catering Pool, hereinafter referred to as the "Pool", for events on an as needed basis.

The Pool of pre-qualified caterers, with applicable licenses and experience, will be assigned to one or more of the three special event catering service categories based on submitted qualifications.

Service categories are as follows:

- 1) Small Event Catering: Minimum of one (1) year experience in the catering business, and catered events for 35 people or less.
- 2) Medium Sized Event Catering: Minimum of two (2) years of experience in the catering business, and catered events for 36 -100 people.
- 3) Large Sized Event Catering: Minimum of three (3) years of experience in the catering business, and catered events for 101 people or more.

2.2 Minimum Qualification Requirements

The minimum qualification requirements for this Solicitation are:

- A. Selected Pool member must have a valid, current Catering License from the Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants as of proposal due date.
- B. Selected Pool members proposing for the medium and large size event catering categories must have a valid Series 13 CT License to sell, provide and serve alcoholic beverages issued by the Division of Alcoholic Beverages as of proposal due date.

Notes: These requirements are a continuing condition of award, and are required throughout the duration of the contract.

2.3 Structure of Pool

The County anticipates issuing multiple awards per service category. Selected Proposers will be added into the Pool in the respective service category in the order of their total overall score and ranking (i.e., highest ranked first) in said category, as described in Section 4.0

Selected Proposer(s) shall sign an agreement with the County prior to being accepted into the Pool (refer to anticipated Form of Agreement in Section 5.0). The agreement will include general legal and administrative provisions, and may be updated periodically to reflect new County requirements. The agreement will be supplemented, upon project award, by a Purchase Order specifying project scopes, payment and price information. Selection into the Pool does not guarantee work and does not provide for exclusive rights to provide these services to the County.

At the County's discretion, Pool members may be dropped from the Pool for lack of participation, which shall include failure over a reasonable time to propose on Invitations to Quote (ITQs) offered through the Pool, poor performance on an awarded ITQ, being in arrears in obligations to the County, and any other reason specified by County policies and procedures. Pool members shall maintain the qualifications of the firm and proposed personnel at a standard consistent and equivalent to the qualification submissions submitted in response to this Solicitation.

Pool members are in no way restricted from responding to other County solicitations falling outside the Pool.

2.4 Invitation to Quote Process

Membership in the Pool is a pre-requisite for obtaining work for catering projects issued through the Pool. As catering services are needed for various events, an ITQ with a Scope of Work defining what is required for the event will be sent to all Pool members in the category for which the catering services are required. Pool members will be invited to offer a price based on the ITQ. The Pool member offering the lowest price for the requested catering services in the ITQ will be issued an award via a Purchase Order, which will define project scope, payment and price information. The County reserves the right to establish an alternate, streamlined method for awarding Quotes.

The County will attempt to give Pool members 72 hours' notice for any changes for preparation or cancellation of an event. If it is not possible to give the pool member a 72 hour advance notice, the County will pay the Pool member for only the cost of the food and materials purchased specifically for the event. This food shall be delivered to the Port. The County will not pay the Pool member for the time that would have been spent at the event, including set-up and clean-up costs.

The County will endeavor to give the Pool member at least four (4) hours' notice, if cancellation is due to circumstances beyond the County's control, such as, but are not limited to hurricanes, floods, other acts of nature, civil unrest, or acts of terrorism. In these instances, the County will pay the Pool member for only the cost of the food and materials purchased specifically for the event. The County will not pay the Pool member for the time that would have been spent at the event, including set-up and clean-up costs.

Local Preference and Certified Service-Disabled Veteran's consideration will not apply to Invitations to Quote.

Note: The County may require Pool members to provide food tastings for certain events, in addition to price quotes. This requirement will be identified during the ITQ process.

2.5 Requirements and Services to be Provided

A. Services to be provided

Pool members at a minimum shall:

1. Provide full service catering, similar to those normally provided to private sector accounts, including top-grade food and beverage service.
2. Set-up, provide servers, breakdown, and clean-up for all catering functions.
3. Provide all equipment required for the event (e.g., skirted tables and centerpieces, chafers and sterno, chairs, china, flatware, stemware, disposable service, ice, and other related items etc.) with the exceptions of those, which the County specifically agrees to provide.
4. Provide costumes or different uniforms for theme events (e.g., flowered shirts for Hawaiian Luau). Prior to each catering event, the County will work with the Pool member in the accommodation of the different themes.
5. Collect all waste material, garbage and refuse, making sure that all work areas are left in a clean condition. The Pool member is responsible for a thorough cleaning of the respective areas used after each event.
6. Make payment to the County for loss, breakage, malfunction or damage, other than normal wear and tear, to County property due to negligence, abuse, or improper use by its staff or helpers, in the appropriate amount as determined by the County.

B. Compliance Requirements

Pool members shall:

1. Adhere to the standards set forth by Florida Statutes and the Department of Health regarding food preparation and safety, and agrees to inspection by same at any reasonable time.
2. Be responsible for obtaining all permits, licenses, and certifications required by federal, state and local laws and regulations for the performance of the services required herein.
3. Comply with Division of Alcoholic Beverages and Tobacco, Bureau of Licensing, Florida Statute 561.20 13CT.

4. Ensure all food is packaged, stored and transported in a manner to protect against potential contamination; including dust, insects, rodents, unclean equipment, utensils and unnecessary handling.

C. Personnel

Pool members shall:

1. Adequately staff all events with professional, courteous staff that will maintain a consistently high level of service and appearance including working with customers in a timely and professional manner before, during, and after the event.
2. Provide a comprehensive training program to their employees, which at a minimum addresses uniforms and neatness, appropriate behavior at catered functions and health requirements. Employees involved in the preparation and delivery of meals shall also have training in safe food handling techniques.

D. Delivery

Pool members shall:

1. Ensure all transported items are packaged in covered, insulated containers, and/or utilize temperature regulated "hot" or "cold" carts or other equipment in order to insure proper temperature controls. If necessary, Pool member shall provide hot and/or cold food and beverage storage during the event.
2. Work with requested departments/agencies to ensure appropriate delivery times and locations for each event.

2.6 MENU DESCRIPTIONS

The following menus are examples of the food and beverage services that may be required during the term of the contract. These menus are provided as examples only and should not be considered as limiting the type of menus that may be subsequently offered or requested. Pool members will be provided specific requirements (e.g., theme of event, number of invitees, type of service required, budget etc.) during the ITQ process. Additionally, Pool members shall have the ability to provide menus to accommodate dietary restrictions and allergies (e.g., gluten or wheat, fish or shellfish, lactose or dairy, peanuts, vegetarian, kosher etc.) upon request.

A. Menu 1- Continental Breakfast

1. Assorted pastries, bagels, pastelitos, croissants, fruit, and assorted yogurts
2. Coffee, assorted teas, assorted juices, and bottled water.

B. Menu 2- Full Service Breakfast

1. Assorted pastries, bagels, fruit, assorted cereals, toast (white & wheat), croissants, bacon (turkey and pork), sausage (patties & links), eggs (scrambled and boiled), assorted yogurts, grits, hash browns or home fries.
2. Coffee, assorted teas, assorted juices, and bottled water.

C. Menu 3 – Buffet Luncheon

1. Assortment of deli sandwiches: turkey, ham and roast beef; deli salads: coleslaw, potato and pasta salad.
2. Dessert platter; cookies, mini pastries, brownies
3. Assorted diet and non-diet, caffeinated and non-caffeinated soft drinks, and bottled water

D. Menu 4 – Cocktail Reception

1. Chafing dishes with hot appetizers and appropriate dipping sauces: spring rolls, chicken quesadillas, conch fritters, mushroom caps, chicken skewers; block cheese with crackers/bread; vegetable crudité with dip.
2. Dessert display: fancy pastries, pies and cookies
3. Add as option: assorted hors d'oeuvres with dipping sauces (e.g., beef skewers, coconut shrimp, crab cakes, spinach phyllo etc.)

E. Menu 5 – Assisted Buffet

1. Carving Station: 1 beef item, 1 turkey or ham item, appropriate sauces; pasta station: pasta with 2 different sauces
2. Stir-fry: chicken and vegetables; fruit and vegetable crudité's; salad bar: Caesar salad; rolls & butter

F. Menu 6 – Formal Dinner and Luncheons

1. Fruit cup appetizer
2. Green salad with vegetables and choice of two dressings
3. Starch & vegetable
4. Dinner roll & butter
5. Dessert
6. Entrée Choices:
 - a) N.Y. Sirloin Steak, 12-14 oz.
 - b) Boneless 10 oz. chicken breast
 - c) Salmon

G. Full Bar

Full beverage service: premium liquors, domestic and imported beer, wine, assorted juices, diet and non-diet, caffeinated and non-caffeinated soft drinks, ice, lemons, limes and plastic ware, stirrers, napkins etc.

H. Beer & Wine Bar

Service to include domestic and imported beer and wine only (red, white and blush)

3.0 RESPONSE REQUIREMENTS**3.1 Submittal Requirements**

In response to this Solicitation, Proposer should **return the entire completed Proposal Submission Package** (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS**4.1 Review of Proposals for Responsiveness**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee 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 Evaluation/Selection Committee 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 Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance in providing catering services; references	35
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	25
3. Proposer's approach to providing the services requested in this Solicitation	30
 <u>Financial</u>	
4. Proposer's financial capability	10

Proposals will receive a separate score, in each service category for which proposal is submitted. Proposals will be ranked on a category by category basis. For example, proposals submitted for the Small Event Catering Category will only be ranked against other Small Event Catering proposals.

4.3 Oral Presentations and Food Tasting

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation which may include a food tasting of the sample menus provided for the various categories with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) After the food tasting and upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents and food sampling combined with the oral presentation.

4.4 Selection Factor

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://new.miamidade.gov/business/business-development.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

4.5 Local Certified Service-Disabled Veteran's Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

4.6 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained

Please provide two client references below:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:
