

MEMORANDUM

Agenda Item No. 8(P)(1)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: June 4, 2024

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution approving additional time of five years and expenditure authority up to \$2,592,500.00 for a total modified prequalification pool amount of \$7,780,500.00 for Prequalification Pool No. RTQ-00310 for catering services for multiple County departments; provided that any contract award under the pool exceeding \$5,000,000.00 is ratified by the Board

The accompanying resolution was prepared by the Strategic Procurement Department and placed on the agenda at the request of Prime Sponsor Commissioner Kionne L. McGhee.



Geri Bonzon-Keenan
County Attorney

GBK/jp


MDC001

Memorandum



Date: June 4, 2024

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor 

Subject: Request for Additional Time and Expenditure Authority to Prequalification Pool for Catering Services

Summary

This pool is used by multiple County departments to purchase catering items for community events, to provide meals to elderly residents and other vulnerable County residents, and for emergency response operations to sustain employees who are precluded from leaving their assigned posts for extended periods of time. This item is requesting additional time and expenditure authority under this prequalification pool for the provision of catering services and Meals Ready to Eat (MREs).

This is an open pool and there are no changes to the requirements. It is anticipated that if the pool was resolicited the same vendors would prequalify, hence a five-year extension is being requested. This extension will allow existing prequalified vendors to remain in the pool provided they continue to meet the requirements, while new vendors will be able to access the pool for additional participation, resulting in greater efficiency for both existing vendors and the County due to reduction in administrative work. Continuing with the current pool will allow existing vendors to focus on accessing bid opportunities, as opposed to repeating prequalification documentation. Thus, the pool will continue to streamline processes and reduce time to procure these goods and services, saving the County time and money and reducing administrative barriers for our vendors.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve extending *Prequalification Pool No. RTQ-00310, Catering Services*, for five years and \$2,592,500 in additional expenditure authority for multiple County departments. The use of this pool for the purchase of catering services allows departments the flexibility to request quotes for different sizes of catering events and variety of foods and adapt to changes in the market to meet their needs.

This pool was established on March 1, 2016, for an eight-year term under delegated authority with two groups: *Group A: Catering Firms* and *Group B: Meals Ready to Eat*. The pool was subsequently modified for additional expenditure authority under delegated authority and by the Board through Resolution Nos. R-884-18 and R-1142-19. Currently, nine vendors are prequalified, of which seven are local, including one certified Small Business Enterprise (SBE) firm.

Background

This prequalification pool was established to allow County departments to purchase catering items including various meat and poultry dishes, salads, and desserts. Additionally, MREs are purchased to provide appropriate food rations to personnel unable to purchase meals due to their post assignments. Meals provided must adhere to strict compliance with United States Department of Agriculture and the Food and Drug Administration requirements.

Prior to the decision to seek extension of the pool, outreach was conducted to identify potential local vendors via INFORMS and DemandStar. To identify additional vendors, a search of local catering companies was conducted and were later contacted. Eight local vendors were identified that are currently registered as County vendors. The vendors have been invited to submit their qualifications for inclusion in the pool. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added.

MDC002

Scope

The impact of this item is countywide in nature.

Delegated Authority

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted when the pool was modified under Resolution No. R-1142-19. Any contract award under the prequalification pool exceeding \$5,000,000 is subject to ratification by the Board.

Fiscal Impact/Funding Source

The pool term expires on August 31, 2024, and has a current cumulative allocation of \$5,188,000 for eight years and six months. If this request is approved, the pool will have a modified cumulative allocation of \$7,780,500 and will expire on August 31, 2029. The requested increase is based on the anticipated needs throughout the five-year extension period.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Community Action and Human Services	\$800,000	\$500,000	\$1,300,000	General Fund/Federal Funds	Brad Skinner
Corrections and Rehabilitation*	\$600,000	\$500,000	\$1,100,000	General Fund	Alessandra Linares
Fire Rescue	\$499,789	\$50,000	\$549,789	General Fund/Federal Funds/Fire District	Marianela Betancourt
Office of Emergency Management	\$1,374,211	\$100,000	\$1,474,211	General Fund	Lesbia Baez-Silva
Parks, Recreation, and Open Spaces	\$15,000	\$25,000	\$40,000	General Fund	Fernando Robreno
Police**	\$716,000	\$500,000	\$1,216,000	General Fund	Isaura V. Berrios
PortMiami	\$127,500	\$180,000	\$307,500	Proprietary Funds	Frank Ramirez
Strategic Procurement	\$2,500	\$20,000	\$22,500	General Fund	Kyndal Campbell
Transportation and Public Works	\$703,000	\$530,000	\$1,233,000	DTPW Operating	Alonzo Joseph
Transportation Planning Organization	\$50,000	\$0	\$50,000	Federal Funds	Oscar Camejo
Water & Sewer	\$300,000	\$187,500	\$487,500	Proprietary Funds	Fredrick Taylor
Total	\$5,188,000	\$2,592,500	\$7,780,500		

* Corrections and Rehabilitation will not use this pool after the contract for outsourcing inmate and staff meals is awarded.

** The resultant contracts will contain termination for convenience provisions, which can be exercised if the commodities and/or services in this item are affected by the establishment of the constitutional offices.

Track Record/Monitor

Christopher Grant-Henriques of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

Prequalified Vendors

Vendor	Principal Address	Local Address	Principal	Group Prequalified
Caffe Cappuccino Inc. dba Catering the Event (SBE)	6335 NW 99 Avenue Doral, FL	Same	Susan Bleemer	A
Elia Mediterranean Products LLC	196 NW 36 Street Miami, FL	Same	Marios Harvalis	A & B
Greater Miami Caterers, Inc.	4001 NW 31 Avenue Miami, FL	Same	Jacqueline Butler	A
G&J Grill, LLC dba G&J Catering N Grill Events	5451 NW 72 Avenue Miami, FL	Same	Evelina A Costa	A
Half Moon Empanadas LLC (ACDBE, DBE)	5201 NE 5 Avenue Miami, FL	Same	Juan O. Zavala	A
ILS Group LLC dba Classic Caterers	4601 NW 77 Avenue Miami, FL	Same	Nestor J Plana	A
MRE Star, LLC^	6411 Parkland Drive Sarasota, FL	None	Katherine L Smith	B
OFD Foods LLC^	525 25 Avenue SW Albany, OR	None	Joseph B Folds III	B
Spuntino, Inc. dba Spuntino Bakery & Catering	1000 NW 54 Street Miami, FL	Same	Graziano Sbroggio	A


^Vendor is in the process of updating its vendor registration. Vendors are ineligible for award of spot market quotes until the registration is updated.

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance and compliance issues through various vendor responsibility lists and a keyword internet search. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program applies.
- SBE measures will be determined prior to advertising each spot market competition where permitted by funding source. Local Preference will be applied at the time of spot market competition where permitted by funding source.
- The Living Wage Ordinance applies.



 Jimmy Morales
 Chief Operations Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: June 4, 2024

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(P)(1)
6-4-24

RESOLUTION NO. _____

RESOLUTION APPROVING ADDITIONAL TIME OF FIVE YEARS AND EXPENDITURE AUTHORITY UP TO \$2,592,500.00 FOR A TOTAL MODIFIED PREQUALIFICATION POOL AMOUNT OF \$7,780,500.00 FOR PREQUALIFICATION POOL NO. RTQ-00310 FOR CATERING SERVICES FOR MULTIPLE COUNTY DEPARTMENTS; PROVIDED THAT ANY CONTRACT AWARD UNDER THE POOL EXCEEDING \$5,000,000.00 IS RATIFIED BY THE BOARD

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes additional time of five years and expenditure authority up to \$2,592,500.00 for a total modified prequalification pool amount of \$7,780,500.00 for Prequalification Pool No. RTQ-00310 for catering services for multiple County departments; provided that any contract award under the pool exceeding \$5,000,000.00 is ratified by the Board. A copy of the pool documents is on file with and available upon request from the Strategic Procurement Department.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman
Anthony Rodríguez, Vice Chairman

Marleine Bastien	Juan Carlos Bermudez
Kevin Marino Cabrera	Sen. René García
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Eileen Higgins
Kionne L. McGhee	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 4th day of June, 2024. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

MBV

Michael B. Valdes