



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

**INVITATION TO BID (ITB)  
BID # FY 2015-2016-015**

**POST DISASTER CATERING SERVICES**

**EXHIBIT I SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
FIRE DEPARTMENT AND  
PROCUREMENT DEPARTMENT**

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## **INTRODUCTION / INFORMATION:**

### **PURPOSE AND PROJECT SCOPE**

The City of Hallandale Beach is requesting qualified experienced firms to provide responses to this Bid to provide Post Disaster Catering Services, buffet style and other as specified, to approximately five hundred (500) employees at various locations throughout the City. The firms responding to this Bid must be able to provide freshly cooked meals within thirty-six (36) hours notification from the City's assigned staff/Project Manager. All firms responding to this Bid must include their firm's cancellation policy.

The services rendered as a result of this Bid must meet rules and procedures for Federal Grants, as provided for in The Uniform Rules in Title 2 – Code Federal Regulations (C.F.R.), Sections 200.317-200.326, in order to be eligible for reimbursement under the Public Assistance Program. All awarded contractors must take affirmative steps to utilize small and minority businesses and women business enterprises and labor surplus firms.

To ensure availability of services, contracts awarded through this Bid will be made to multiple firms. A primary, secondary and tertiary firm will be awarded based on receipt of the three (3) lowest responsive, responsible bids received. If the City chooses to award to three (3) firms in the manner described, the primary vendor shall have the first opportunity to perform under the awarded contract. Notwithstanding, the City, at its own discretion, may choose to request performance by multiple vendors based on the size and scope of the disaster or emergency event.

The bidder's price per meal must include all labor costs and total cost of doing business, including, but not limited to, the following: overhead, set-up and tear down costs, profit, travel time, service charges, gratuity, delivery, potable water, lodging, fuel, propane, gas electric, etc., generators, food products and transportation, beverages, all necessary catering equipment including refrigeration, serving items, carry out food containers, utensils, napkins, and fringe benefits.

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The City has approximately five hundred sixty four (564) employees. This includes part time, full time, Fire and Police. The City is expecting to serve approximately four hundred (400) meals daily during the duration of time of the event and such information will be managed by the City's Contract Administrator. The awarded firm must prepare an adequate quantity of food to serve meals four (4) times per day for the activated period of time. It is estimated that the City will initially require one hundred (100) to four hundred (400) meals per day. As utilities are restored and employees can eat at home and/or office, this figure will decline. Meals to be served include breakfast, lunch, dinner and midnight meal – buffet style and as otherwise required. Also, breakfast, lunch and dinner and a midnight meal in the form of a box meal.

**Delivery times:**

The meals shall be delivered by the Contractor at the following times:

|           |                    |
|-----------|--------------------|
| Breakfast | 6:00 am – 8:00 am  |
| Lunch     | 11:00 am – 1:00 pm |
| Dinner    | 5:00 pm – 7:00 pm  |
| Midnight  | 12:00 am – 2:00 am |

The Contractor must provide fifty percent (50%) of the breakfast and lunch as a cold and hot combination of food.

The Contractor must provide one hundred (100%) of the dinner and midnight food as hot meals.

**Minimum suggested menu:**

| <b>1. Breakfast</b>                | <b><u>Serving Size per adult</u></b> |
|------------------------------------|--------------------------------------|
| a. Egg croissant with ham or bacon | 1 each                               |
| b. Bagels and pastries             | 1 each                               |
| c. Cold cereal                     | 1 serving                            |
| d. Fresh fruit                     | 1 serving                            |
| e. Coffee                          | 8 oz serving                         |
| f. Bottle of water                 | 2 each, 16 oz                        |

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**2. Lunch Serving Size per adult**

- a. Sandwich (12" or comparable) chicken, turkey, ham, Roast beef, tuna salad, with lettuce, tomato and Pickle) 1 each
- b. Whole fruit (apple, orange, banana, etc.) 1 piece
- c. Grilled chicken, burgers 1 each
- d. Assorted chips, French fries 1 each
- e. Cookies, pudding, brownies 1 serving
- f. Bottle of water 16 oz serving

**3. Dinner Serving Size per adult**

- a. Hot entrée 8 oz of meat or pasta
- b. Two (2) Sides (vegetable, pasta, potato, rice, similar) 4 oz serving each
- c. Tossed salad (dressing on side, 2 options) 1 serving
- d. Dinner roll and butter 1 each
- e. Dessert (cake, cookies or similar) 1 serving
- f. Bottle of water 2 each 16 oz

**4. Midnight meal Serving Size per adult**

- a. Hot entrée 8 oz of meat or pasta
- b. Two (2) Sides (vegetable, pasta, potato, rice, similar) 4 oz serving each
- c. Tossed salad 1 serving
- d. Dinner roll and butter 1 each
- e. Dessert (cake, cookies or similar) 1 serving
- f. Bottle of water 2 each 16 oz

**5. Snacks Serving Size per adult**

- a. protein bars 1 each
- b. chips 1 each
- c. fruit 1 each

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In a post emergency setting, the City's employees will be working outside under extremely difficult, stressful conditions that are potentially hazardous. This work will require stamina and the expenditure of a great deal of energy during the course of recovery operations. The weather will play a significant role and will necessitate adequate hydration and proper nutrition to ensure our employees overall well-being. The awarded firm must provide daily meals that includes foods that are visually appealing, appetizing, and nutritionally sound. Each meal is to include the USDA recommended servings of protein, grains, fruits and vegetables. Boxed meals must be appealing, tasty, non-perishable, and travel well.

**Locations:**

The City expects the Contractor to be able to provide delivery/drop off and/or on site prepared catering food services at the following locations, when directed and requested, within thirty-six (36) hours of notification by the City's Project Manager.

Below is a list of Departments and where it is expected such will be served. This list may be revised and the awarded Contractors will have to adjust delivery locations as necessary.

1. **Cultural Center and City Hall – 310 S.E. 3<sup>rd</sup> Street, Hallandale Beach FL 33009. The City's Cultural Center serves as the City's Comfort station for all employees after an emergency and it is located behind City Hall. The Cultural Center has a kitchen.**

**At this location the following Departments will be served:**

- a. **Police Department**
- b. **Finance Department**
- c. **Development Services Department**
- d. **Human Resources Department**
- e. **Information Technology Department**
- f. **Community Redevelopment Agency**
- g. **City Clerk**
- h. **Capital Improvements Department**
- i. **City Manager's Department**
- j. **City Attorney's Department**
- k. **Parks Department**
- l. **Procurement**

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2. **Hepburn Center** – 750 N.W. 8<sup>th</sup> Avenue, Hallandale Beach FL 33009. After August 2016 the new address for which the Contractor will be making deliveries is 1000 NW 8<sup>th</sup> Avenue, Hallandale Beach. The Hepburn Center provides an array of comprehensive services to meet the need of the community. The City may require the Contractor to provide food for employees at this location depending on the severity of the emergency. The Hepburn Center is expected to move into a new building in the near future.

At this location the following Departments will be served:

- a. Human Services Department
- b. Department of Public Works

3. **Main Fire Station** – 121 S.W. 3<sup>rd</sup> Street, Hallandale Beach FL 33009. A new Fire Station is being built and once that is completed deliveries will be made to 111 Foster Road, Hallandale Beach, FL 33009. The City's Main Fire Station will be relocating to the new address in the near future. The Fire Station has a kitchen.

At this location the following Department will be served:

- a. Fire Department

4. **Emergency Operations Center (EOC)** – 630 NW 2<sup>nd</sup> Street, Hallandale Beach FL 33009. A new fire station is being built and once that is completed deliveries will be made to 111 Foster Road, Hallandale Beach, FL 33009. Once a declaration of an emergency is done, the EOC is activated. The EOC will require delivery of approximately fifteen (15) meals per day.

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## MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid, in order to be eligible to respond to this Bid, must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be responsive and the firm's submittal to be considered. Firm(s) must provide a section with firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation/bidding process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

All named firm(s) within your response being proposed to do the work for this project must provide and meet the MQRs.

1. Years of Experience:

The proposing firm must be a provider, currently doing business with the public, servicing three (3) commercial accounts of equal size and scope to this solicitation within the past five (5) years.

All firms must use the charts below to provide the response to the Years' of Experience Minimum Qualification Requirement:



|   |  |
|---|--|
| Name of the Project # 1:  |  |
| Name of event if different from above:  |  |
| Name of location of project or City where services were performed:            |  |
| Cost of project:  |  |
| Year Project started:   |  |
| Year Project was completed:   |  |
| Manager name at the Project/location:   |  |
| Phone # for Manager at the location for where the services were provided:     |  |
| Services specifically provided and for how many staff:                        |  |
| Email address for Manager where project was done/completed/services rendered: |  |

|   |  |
|---|--|
| Name of the Project # 2:  |  |
| Name of event if different from above:  |  |
| Name of location of project or City where services were performed:            |  |
| Cost of project:  |  |
| Year Project started:   |  |
| Year Project was completed:   |  |
| Manager name at the Project/location:   |  |
| Phone # for Manager at the location for where the services were provided:     |  |
| Services specifically provided and for how many staff:                        |  |
| Email address for Manager where project was done/completed/services rendered: |  |

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|   |  |
|---|--|
| Name of the Project # 3:  |  |
| Name of event if different from above:  |  |
| Name of location of project or City where services were performed:            |  |
| Cost of project:  |  |
| Year Project started:   |  |
| Year Project was completed:   |  |
| Manager name at the Project/location:   |  |
| Phone # for Manager at the location for where the services were provided:     |  |
| Services specifically provided and for how many staff:                        |  |
| Email address for Manager where project was done/completed/services rendered: |  |

2. Licenses:

Firm must provide with submission of Bid response copy(s) of applicable State of Florida licenses necessary to perform the work as described in this Bid. If no licenses are required for this project/services firm must state so in their submittal.

3. Copy of Firm's Sunbiz:

Firm must provide with submittal a copy of the firm's Sunbiz. The website for Sunbiz is Sunbiz.org. Each firm proposed must be incorporated for three (3) years. The period of time to meet the three (3) years incorporation requirement must show a "date filed" on Sunbiz of March 2013 or earlier.

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All firm(s) named and providing work under your firm's submission must also submit all forms requested in Exhibit II.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

**All proposals must be submitted in accordance with the Bid document which may be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations).**

#### **ADDITIONAL BACKGROUND INFORMATION:**

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

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## PRICING SHEETS:

**Vendor must hold the unit Bid prices firm for the original contract period of three (3) years which will commence from the last signing party of the Agreement.**

Cost adjustments for the additional three (3) year periods of the Agreement must be submitted to the City by February 10 of each year in order to be reviewed by the City. Such cost adjustment will be applied to the next Agreement start period. Such cost adjustment request must be in writing to the Contract Manager and be based with supporting documentation on the latest yearly percentage increase in the Consumers Price Index (CPI) as published by the Bureau of Labor Statistics, U.S. Department of Labor. No greater than a four (4%) increase will be accepted.

**All prices for this Bid must be provided below. Price sheet below will be utilized for award of contract.**

**Proposing vendor must completely fill out each column below for the price sheets, unit price and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted and your response disqualified.**

\*The Contractor must provide fifty percent (50%) of the breakfast and lunch as a cold and hot combination of food.

\*\*The Contractor must provide one hundred (100%) of the dinner and midnight food as hot meals.

The following Price Sheets # 1 through # 10, will be utilized to award the contract to the lowest responsive and responsible firms. The City will pick and choose from Price Sheets # 1 - # 10, throughout the contract term in the City's best interest depending on the specific disaster and the City's needs.

The City reserves the right to not utilize all or some of items and/or quantities, increase and/or decrease for items listed below in Price Sheets # 1- # 10, as necessary throughout the contract periods, in the City's best interest.

| <b>PRICE SHEET #1 : <u>Meals to be catered and served buffet style at the following location</u></b><br><b><u>Cultural Center and City Hall : 310 S.E. 3rd Street, Hallandale Beach, FL</u></b> |                 |                       |            |                                |
|---|-----------------|-----------------------|------------|--------------------------------|
| ITEM  | TYPE OF MEAL    | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a   | Breakfast*      | 250                   |            |                                |
| b   | Lunch*          | 250                   |            |                                |
| c   | Dinner**        | 75                    |            |                                |
| d   | Midnight Meal** | 75                    |            |                                |
| e   | Snacks          | 250                   |            |                                |
| <b>TOTAL PRICE SHEET # 1, ITEMS a-e</b>   |                 |                       |            |                                |

| <b>PRICE SHEET #2 : <u>Meals to be catered and served buffet style at the following location</u></b><br><b><u>Hepburn Center : 750 N.W. 8th Avenue, Hallandale Beach, FL</u></b> |                 |                       |            |                                |
|--|-----------------|-----------------------|------------|--------------------------------|
| ITEM   | TYPE OF MEAL    | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a  | Breakfast*      | 80                    |            |                                |
| b  | Lunch*          | 80                    |            |                                |
| c  | Dinner**        | 40                    |            |                                |
| d  | Midnight Meal** | 40                    |            |                                |
| e  | Snacks          | 40                    |            |                                |
| <b>TOTAL PRICE SHEET # 2, ITEMS a-e</b>  |                 |                       |            |                                |

| <b>PRICE SHEET #3 : <u>Meals to be catered and served buffet style at the following location</u></b><br><b><u>Main Fire Station: 121 S.W. 3rd Street, Hallandale Beach, FL</u></b> |                 |                       |            |                                |
|--|-----------------|-----------------------|------------|--------------------------------|
| ITEM   | TYPE OF MEAL    | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a  | Breakfast*      | 50                    |            |                                |
| b  | Lunch*          | 50                    |            |                                |
| c  | Dinner**        | 50                    |            |                                |
| d  | Midnight Meal** | 50                    |            |                                |
| e  | Snacks          | 50                    |            |                                |
| <b>TOTAL PRICE SHEET # 3, ITEMS a-e</b>  |                 |                       |            |                                |

| <b>PRICE SHEET #4 : <u>Meals to be catered and served buffet style at the following location</u></b><br><b><u>Emergency Operations Center : 630 N.W. 2nd Street, Hallandale Beach, FL</u></b> |                 |                       |            |                                |
|---|-----------------|-----------------------|------------|--------------------------------|
| ITEM  | TYPE OF MEAL    | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a   | Breakfast*      | 15                    |            |                                |
| b   | Lunch*          | 15                    |            |                                |
| c   | Dinner**        | 15                    |            |                                |
| d   | Midnight Meal** | 15                    |            |                                |
| e   | Snacks          | 20                    |            |                                |
| <b>TOTAL PRICE SHEET # 4, ITEMS a-e</b>   |                 |                       |            |                                |

| <b>PRICE SHEET #5 : <u>Meals to be boxed and delivered to the following location</u></b><br><b><u>Cultural Center and City Hall : 310 S.E. 3rd Street, Hallandale Beach, FL</u></b> |                 |                       |            |                                |
|---|-----------------|-----------------------|------------|--------------------------------|
| ITEM  | TYPE OF MEAL    | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a   | Breakfast*      | 100                   |            |                                |
| b   | Lunch*          | 100                   |            |                                |
| c   | Dinner**        | 100                   |            |                                |
| d   | Midnight Meal** | 100                   |            |                                |
| e   | Snacks          | 100                   |            |                                |
| <b>TOTAL PRICE SHEET # 5, ITEMS a-e</b>   |                 |                       |            |                                |

| <b>PRICE SHEET #6 : <u>Meals to be boxed and delivered to the following location</u></b><br><b><u>Hepburn Center : 750 N.W. 8th Avenue, Hallandale Beach, FL</u></b> |                 |                       |            |                                |
|--|-----------------|-----------------------|------------|--------------------------------|
| ITEM   | TYPE OF MEAL    | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a  | Breakfast*      | 50                    |            |                                |
| b  | Lunch*          | 50                    |            |                                |
| c  | Dinner**        | 50                    |            |                                |
| d  | Midnight Meal** | 50                    |            |                                |
| e  | Snacks          | 50                    |            |                                |
| <b>TOTAL PRICE SHEET # 6, ITEMS a-e</b>  |                 |                       |            |                                |

| <b>PRICE SHEET #7 : <u>Meals to be boxed and delivered to the following location</u></b> |                     |                              |                   |                                       |
|--|---------------------|------------------------------|-------------------|---------------------------------------|
| <b><u>Main Fire Station: 121 S.W. 3rd Street, Hallandale Beach, FL</u></b>               |                     |                              |                   |                                       |
| <b>ITEM</b>  | <b>TYPE OF MEAL</b> | <b>ESTIMATED QTY (DAILY)</b> | <b>UNIT PRICE</b> | <b>TOTAL PRICE (QUANTITY X PRICE)</b> |
| a  | Breakfast*          | 50                           |                   |                                       |
| b  | Lunch*              | 50                           |                   |                                       |
| c  | Dinner**            | 50                           |                   |                                       |
| d  | Midnight Meal**     | 50                           |                   |                                       |
| e  | Snacks              | 50                           |                   |                                       |
| <b>TOTAL PRICE SHEET # 7, ITEMS a-e</b>  |                     |                              |                   |                                       |

| <b>PRICE SHEET #8 : <u>Meals to be boxed and delivered to the following location</u></b> |                     |                              |                   |                                       |
|--|---------------------|------------------------------|-------------------|---------------------------------------|
| <b><u>Emergency Operations Center : 630 N.W. 2nd Street, Hallandale Beach, FL</u></b>    |                     |                              |                   |                                       |
| <b>ITEM</b>  | <b>TYPE OF MEAL</b> | <b>ESTIMATED QTY (DAILY)</b> | <b>UNIT PRICE</b> | <b>TOTAL PRICE (QUANTITY X PRICE)</b> |
| a  | Breakfast*          | 50                           |                   |                                       |
| b  | Lunch*              | 50                           |                   |                                       |
| c  | Dinner**            | 50                           |                   |                                       |
| d  | Midnight Meal**     | 50                           |                   |                                       |
| e  | Snacks              | 50                           |                   |                                       |
| <b>TOTAL PRICE SHEET # 8, ITEMS a-e</b>  |                     |                              |                   |                                       |

| <b>PRICE SHEET #9 : <u>The items below are to accommodate approximately 250 people throughout the three (3) City's locations</u></b> |                     |                              |                   |                                       |
|--|---------------------|------------------------------|-------------------|---------------------------------------|
| <b>ITEM</b>  | <b>TYPE OF ITEM</b> | <b>ESTIMATED QTY (DAILY)</b> | <b>UNIT PRICE</b> | <b>TOTAL PRICE (QUANTITY X PRICE)</b> |
| a  | Tents               | 35                           |                   |                                       |
| b  | Chairs              | 250                          |                   |                                       |
| c  | Tables              | 35                           |                   |                                       |
| <b>TOTAL PRICE SHEET # 9, ITEMS a-c</b>  |                     |                              |                   |                                       |

| PRICE SHEET #10 : <u>The items below are to accommodate approximately 250 people throughout the three (3) City's locations</u> |                  |                       |            |                                |
|--|------------------|-----------------------|------------|--------------------------------|
| ITEM   | TYPE OF BEVERAGE | ESTIMATED QTY (DAILY) | UNIT PRICE | TOTAL PRICE (QUANTITY X PRICE) |
| a  | Bottled Water    | 400                   |            |                                |
| b  | Hot Coffee       | 400                   |            |                                |
| c  | Iced Tea         | 400                   |            |                                |
| d  | Lemonade         | 400                   |            |                                |
| <b>TOTAL PRICE SHEET # 10, ITEMS a-d</b>   |                  |                       |            |                                |

|   |  |
|---|--|
| <b>TOTAL COST PRICE SHEETS #1 - #10</b> |  |
|---|--|

**COST PROPOSAL:**

I, \_\_\_\_\_,

Name of authorized Officer per Sunbiz

Title

of \_\_\_\_\_

Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name



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## **CONTRACT TERMS:**

The term of the Agreement is for three (3) years. The City has the option of extending the contract for three (3) additional one (1) year terms not to exceed a total contract term of six (6) years.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis, if applicable.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach.

## **CONFLICT OF INTEREST:**

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

## **INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:**

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. **Firms must make sure that the thumb drives are tested before submission. Do not place a password on the thumb drives. Provide three (3) thumb drives with your firm's submittal.**

## REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide three (3) verifiable references with knowledge of your firm's contract performance with local government entities or private sector entities. The references must demonstrate experience in conducting similar work for other entities.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

1. Name of firm-company for which work was provided.
2. Name of Reference/Project Manager charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

## I. DEFINITIONS

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.

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- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the City (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
  - Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
  - CITY: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the CITY of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)
  - City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
  - Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
  - Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
  - Contract Administrator: The City Designee expressly designated as Contract Administrator in writing by the City.
  - Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of

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which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.

- **Contract Price**: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
- **Contract Time**: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- **Contractor**: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.
- **Notice to Proceed**: Written notice to Contractor authorizing the commencement of work as provided for by the Contract.
- **Project Initiation Date**: The date upon which the Contract Time commences.
- **Bid Prices**: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Bid Prices establishes the cash flow for the Project.
- **SubContractor**: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- **Surety**: The surety company or person which is bound by the performance bond and payment bond with and for Contractor who is primarily liable, and which surety company or person is responsible for Contractor's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.

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## **SUBMITTAL DUE DATE**

**RESPONSES ARE DUE: MAY 9, 2016 NO LATER THAN 11:00AM.**

**RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
YOUR FIRM'S NAME  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: BID # FY 2015-2016-015  
POST DISASTER CATERING SERVICES

### **NON-MANDATORY PRE-BID CONFERENCE:**

The Pre-Bid Conference is held to explain in detail Exhibits I-II, which makes up the Bid for this project. It is strongly encouraged that firms interested in proposing and responding to this Bid send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Non-Mandatory Pre-Bid Conference will be held **APRIL 12, 2016 at 2:00 PM**, at City Hall, Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

### **LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [alues@cohb.org](mailto:alues@cohb.org) by no later than **APRIL 15, 2016 NO LATER THAN 11:00 A.M.**

### **INSURANCE REQUIREMENTS:**

Read Exhibit II, Agreement, Article 5.

## QUESTIONS:

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

## TENTATIVE SCHEDULE:

**THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.**

|  |  |
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| BID ADVERTISING DATE VIA CITY SITE AND DEMAND STAR | MARCH 29, 2016   |
| BID RELEASED                                       | MARCH 29, 2016   |
| NON-MANDATORY PRE-BID CONFERENCE                   | APRIL 12, 2016 AT 2 PM   |
| QUESTIONS  | ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN APRIL 15, 2016 BY NO LATER THAN 11 AM |
| DEADLINE FOR RECEIPT OF RESPONSES                  | <u>MAY 9, 2016</u><br><u>BY NO LATER THAN 11 AM</u>                                  |
| CONTRACT AWARD BY CITY COMMISSION – ESTIMATED      | TO BE DETERMINED   |
| PROJECT START DATE – ESTIMATED                     | TO BE DETERMINED   |

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| <b>LIST OF CITY ADMINISTRATORS</b> |                                     |
|------------------------------------|-------------------------------------|
| <b>1.</b>                          | <b>CITY MANAGER</b>                 |
|                                    | Daniel Rosemond                     |
|                                    | 400 South Federal Highway           |
|                                    | Hallandale Beach, Florida 33009     |
|                                    | (954) 457-1300                      |
| <b>2.</b>                          | <b>FIRE CHIEF</b>                   |
|                                    | Mark Ellis                          |
|                                    | 121 S.E. 3 <sup>rd</sup> Street     |
|                                    | Hallandale Beach, Florida 33009     |
|                                    | (954) 457-16476                     |
| <b>4.</b>                          | <b>PROCUREMENT DIRECTOR</b>         |
|                                    | Andrea Lues                         |
|                                    | 400 South Federal Highway           |
|                                    | Hallandale Beach, Florida 33009     |
|                                    | (954)457-1332                       |
| <b>5.</b>                          | <b>SENIOR PROCUREMENTSPECIALIST</b> |
|                                    | Joann Wiggins                       |
|                                    | 400 South Federal Highway           |
|                                    | Hallandale Beach, FL 33009          |
|                                    | (954)457-1331                       |
| <b>6.</b>                          | <b>PROCUREMENT SPECIALIST</b>       |
|                                    | Tom Camaj                           |
|                                    | 400 South Federal Highway           |
|                                    | Hallandale Beach, FL 33009          |
|                                    | (954)457-1374                       |