

***CITY OF FORT LAUDERDALE
SPECIFICATIONS PACKAGE***

583-9872

**CATERING SERVICES FOR CITY
EMPLOYEE PICNIC**



AnnDebra Diaz

954-828-5949

Bid 583-9872 CATERING SERVICES FOR CITY EMPLOYEE PICNIC

Bid Number 583-9872
 Bid Title CATERING SERVICES FOR CITY EMPLOYEE PICNIC

Bid Start Date Oct 18, 2007 8:32:21 AM EDT
 Bid End Date Oct 30, 2007 2:00:00 PM EDT

Bid Contact AnnDebra Diaz
 Procurement Specialist II
 Procurement
 954-828-5949
 adiaz@fortlauderdale.gov

Contract Duration 1 year
 Contract Renewal 4 annual renewals
 Prices Good for 90 days

Bid Comments The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide catering services for the City Employees' annual picnic for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

Item Response Form

Item 583-9872-1-01 - Group 1: 1,000 Adults, 200 Children: Group 1, Adults
 Lot Description Group 1: 1,000 Adults, 200 Children
 Quantity 1000 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Snyder Park
 3299 SW 4 AVE.
 FT. LAUDERDALE FL 33312
 Qty 1000

Description
 Adults that are over the age of 12

Item 583-9872-1-02 - Group 1: 1,000 Adults, 200 Children: Group 1, Children (6-12)
 Lot Description Group 1: 1,000 Adults, 200 Children
 Quantity 200 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Snyder Park
 3299 SW 4 AVE.
 FT. LAUDERDALE FL 33312
 Qty 200

Description

Children that are between the ages of 6-12 years old

Item 583-9872-2-01 - Group 2: 1,250 Adults, 250 Children: Group 2, Adults
 Lot Description Group 2: 1,250 Adults, 250 Children
 Quantity 1250 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Snyder Park
 3299 SW 4 AVE.
 FT. LAUDERDALE FL 33312
 Qty 1250

Description
 Adults over the age of 12

Item 583-9872-2-02 - Group 2: 1,250 Adults, 250 Children: Group 2, Children (6-12)
 Lot Description Group 2: 1,250 Adults, 250 Children
 Quantity 250 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Snyder Park
 3299 SW 4 AVE.
 FT. LAUDERDALE FL 33312
 Qty 250

Description
 Children that are between the ages of 6-12

Item 583-9872-3-01 - Group 3: 1,500 Adults, 300 Children: Group 3, Adults
 Lot Description Group 3: 1,500 Adults, 300 Children
 Quantity 1500 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Snyder Park
 3299 SW 4 AVE.
 FT. LAUDERDALE FL 33312
 Qty 1500

Description
 Adults that are over the age of 12

Item 583-9872-3-02 - Group 3: 1,500 Adults, 300 Children: Group 3, Children (6-12)
 Lot Description Group 3: 1,500 Adults, 300 Children
 Quantity 300 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Snyder Park
 3299 SW 4 AVE.
 FT. LAUDERDALE FL 33312
 Qty 300

Description
Children that are between the ages of 6-12

Item	583-9872-4-01 - Group 4: 1,750 Adults, 350 Children: Group 4, Adults
Lot Description	Group 4: 1,750 Adults, 350 Children
Quantity	1750 each
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale <u>Snyder Park</u> 3299 SW 4 AVE. FT. LAUDERDALE FL 33312 Qty 1750

Description
Adults that are over the age of 12

Item	583-9872-4-02 - Group 4: 1,750 Adults, 350 Children: Group 4, Children (6-12)
Lot Description	Group 4: 1,750 Adults, 350 Children
Quantity	350 each
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale <u>Snyder Park</u> 3299 SW 4 AVE. FT. LAUDERDALE FL 33312 Qty 350

Description
Children that are between the ages of 6-12 years old

Item	583-9872-5-01 - Group 5: 2,000 Adults, 400 Children: Group 5, Adults
Lot Description	Group 5: 2,000 Adults, 400 Children
Quantity	2000 each
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale <u>Snyder Park</u> 3299 SW 4 AVE FT. LAUDERDALE FL 33312 Qty 2000

Description
Adults that are over the age of 12

Item	583-9872-5-02 - Group 5: 2,000 Adults, 400 Children: Group 5, Children (6-12)
Lot Description	Group 5: 2,000 Adults, 400 Children
Quantity	400 each
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale <u>Snyder Park</u> 3299 SW 4 AVE. FT. LAUDERDALE FL 33312

Qty 400

Description

Children that are between the ages of 6-12 years old

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City uses automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, RFP Depot. Notices of Invitations to Bid (ITB'S) are sent by e-mail or fax to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with RFP Depot in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact RFP Depot. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including

Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 **MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible

property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.

- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part

of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder will, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of three (3) years beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.

3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 **ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

INVITATION TO BID #583-9872

Catering Services for City Employee Picnic

PART I - INFORMATION/SPECIAL CONDITIONS**01. PURPOSE**

The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide catering services for the City Employees' annual picnic for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this ITB, technical specifications, etc., utilize the question / answer feature provided by RFP Depot. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of RFP Depot Site). No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

03. TRANSACTION FEES

The City of Fort Lauderdale uses RFP Depot (www.rfpdepot.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.rfpdepot.com for further information.

04. SITE VISIT

It will be the sole responsibility of the bidder to inspect the City's location(s) prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the bidder has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required. Please contact Recreation Program Coordinator, Tom Foley at (954) 828-3647 or Employee Picnic Chairperson, Stephanie Brady at (954) 828-5859.

05. AWARD

Award will be made to the responsive and responsible bidder, quoting the lowest price, for that service that will best serve the needs of the City of Fort Lauderdale.

The City reserves the right to award to that bidder who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all bids and to award or not award a contract based on this bid proposal.

06. CONTRACT PERIOD

The initial contract term shall commence upon date of award by the City and shall expire one year from that date. The City reserves the right to extend the contract for four additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Purchasing Manager. The

extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

07. COST ADJUSTMENTS

Prices quoted shall be firm for the initial contract term (one year). Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month one year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

08. ELIGIBILITY

To be eligible to respond to this ITB, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this ITB, to at least one entity similar in size and complexity to the City of Fort Lauderdale.

09. PERMITS, TAXES, LICENSES

The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract. Copies of all necessary licenses should be included with your bid response.

10. INVOICES/PAYMENT

Each invoice shall fully detail all related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project.

The City does not make advance payment for catering services. Full payment is usually made the day of the picnic for the per person guarantee. The successful Contractor shall provide a billing in advance, based upon on the minimum guarantee. Additional charges, if applicable, shall be made subsequent to the picnic date, based on an actual gate ticket receipt count. The City will process an invoice for payment of additional services based on mutual agreement and acceptance by the City.

If Bidder requires a signed agreement for catering services, a copy of that agreement must be included with ITB response. Bidder should be aware that the City reserves the right to add, delete and/or modify any terms and conditions contained in such an agreement, as may be required by the City Attorney.

Bidder may request a payment schedule other than that specified, including any cash discounts, which may be offered for such special payment terms. However, the City reserves the right to reject, modify or accept, in its best interest, any alternate payment terms that may be proposed by the Bidder.

11. PRICING

All pricing MUST include delivery and be quoted FOB: Destination.

12. INSURANCE

The Contractor shall furnish proof of Worker's Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability and Automobile Insurance. Any costs for adding the City as "additional insured" will be at the contractor's expense.

Worker's Compensation and Employer's Liability Insurance

Limits: Worker's Compensation – Statutory 440.055
Employer's Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Worker's Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for hazards commonly referred to as "explosion, collapse and underground", exclusions – on contract contracts only.

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury \$250,000 each person
 \$500,000 each occurrence
Property damage \$100,000 each occurrence
Combined single limit \$1,000,000 (bodily injury and property damage combined)

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an “additional insured” for both General Liability and Automobile.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement and Materials Management
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

13. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

14. SELLING, TRANSFERRING OR ASSIGNING CONTRACTS

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City of Fort Lauderdale.

15. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personal policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

16. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

17. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

18. LOBBYING ACTIVITIES

ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://ci.ftlaud.fl.us/documents/index.htm>.

19. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

20. INDEMNITY/HOLD HARMLESS

The Contractor agrees to protect, defend, indemnify and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to this bidding process. Without limiting the foregoing, any and all such claims, suits, or other defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

PART II - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES**01. GENERAL INFORMATION/INTENT:**

The scheduled event for the Fiscal Year 07/08 will be held on Saturday, February 9, 2008, at Snyder's Park, 3299 S.W. 4th Avenue, Fort Lauderdale, FL. Picnic food service serving hours will be from 11:00 a.m. until 4:00 p.m. All other activities will cease at 5:00 p.m. The event schedule for any annual renewal terms (if applicable) will be determined at least ninety (90) days before each event.

The City is seeking a qualified vendor to provide all food, soft drinks, utensils, cups, napkins, plates, condiments, equipment and supplies, cooking and serving tents and canopies, labor and supervision sufficient to provide catering services for the City employees' annual picnic. The 2007 event's ticket sales were 1760 adults and 350 children. Although they are not included in ticket sales or the total per person final guarantee count, the number of children 5 and under was approximately 200. The Contractor shall provide for their cost in the prices charged for adults and children 6-12.

The City will be requesting pricing based on five possible attendance projections (See Bid Summary Pages for pricing breakdown). All projections will need to accommodate approximately an additional 200 children age 5 and under, and potential additional un-forecasted guests, usually about 150-250.

The estimates provided are only our best anticipated attendance projections. They are estimates and no guarantee is given as to the actual number that shall be served as a result of this contract. If the Contractor has price breaks based on minimum attendance, it must be clearly defined within the Bid Summary pages under the PRICING section.

The City shall provide a minimum guarantee not less than five days prior to the actual picnic date, unless otherwise mutually agreed between the City and the Contractor.

Note: Contractor should take into consideration that additional ticket sales subsequent to the guarantee count, and tickets sold at the gate on the day of the picnic might increase the final number of attendees.

- 02. EVENT LOCATION:** Synder Park, 3299 S.W. 4th Avenue, Fort Lauderdale, FL. A layout of the proposed picnic is provided as Exhibit A. The actual layout of these areas will be finalized between the successful Contractor and the Park Manager.

The Contractor may make prior arrangements to set-up his equipment at the picnic site beginning at 6:00 a.m. on the day of the event, or after 5:00 p.m. on the day prior. Set-up must include tents for cooking and serving, but not for dining. The Contractor may make these arrangements in advance by contacting the Park Manager, Tom Foley, at (954) 828-4585 or the event coordinator, Stephanie Brady at (954) 828-5859.

The Contractor must be set-up and prepared to serve all food commencing at 11:00 a.m. and continuing until 4:00 p.m., and beverages served from 10:00 a.m. until 5:00 p.m. on Saturday, February 9, 2008.

- 03. SERVING SITES:** The successful Contractor shall provide multiple serving sites for food and beverages, as well as the completion of any cooking on-site, as follows:

Serving Area:

- 1.) Two multi-station serving sites for hamburgers and hot dogs, and hot side dishes or alternate menu selections as may be determined by the City, will be set up just East of the playground indicated on the map provided. These serving sites shall allow for multiple lines or multi-directional food table service.
- 2.) Two serving sites for salads, cold accompaniments, condiments, etc... will be set up.
NOTE: Any and all salads, cold accompaniments, onions, cheese slices, lettuce, sour cream, tomato, relishes, condiments, plates, napkins and utensils shall be set up apart from the serving lines. **All cold salad items, lettuce, tomato, fresh fruit (if applicable), shall be kept on ice, in covered serving containers and under cover from the sun to prevent spoilage. All cooked items will be kept warm during the hours of food service.**
- 3.) Two soft drink stations will be set up in the same general vicinity as the sites in item 1 above. Each station to include a complete assortment of all soft drinks provided.

- 04. CONTRACTOR STAFFING REQUIREMENTS:** All food service personnel shall wear uniforms recognizable as a member of the catering staff. Head coverings and plastic serving gloves must be worn. All food service personnel shall use serving utensils for dispensing food items. The City requests the Contractor provide a minimum of 20 qualified and experienced staff for the required services. Information regarding the specific number of cooks, servers, and supervisors is required on the Bid Summary pages attached to the ITB. No service personnel shall be found drinking any alcoholic beverages during the event.

05. FOOD AND BEVERAGE REQUIREMENTS: The City encourages Bidders to submit alternate menus and suggestions to provide a variety of appropriate picnic foods. Following is the suggested standard menu on which the bid should be based plus any alternate menu suggestions and prices offered by the Bidder.

A. Minimum Menu: Bidder shall provide the following minimum menu in sufficient quantities to feed those in attendance. Bidder shall quote a total cost per person based on this menu, minimum number of serving sites, and portion sizes. Portions are based on adult per person. Child portion should be specifically stated by Bidder, if different from portion size contained in the ITB specifications.

ALL ITEMS LISTED BELOW SHALL BE MINIMUM ONE PORTION OF EACH ITEM PER PERSON EXCEPT VEGETARIAN BURGER, WHICH SHALL BE TEN (10) PERCENT OF OVERALL TOTAL PERSON COUNT.

ITEM DESCRIPTION

PORTION SIZE PER ADULT

1.) Main Menu Entrees:

- | | |
|--|--|
| b.) Hamburger, all beef, grilled, | Four ounces (4 oz.) minimum uncooked weight, with bun. Beef should be ground chuck; minimum grade "Good". Bidder shall state exact beef type, and grade proposed. |
| d.) Hot dogs, all beef, grilled | Minimum size 8/per pound, with bun. All beef only. Bidder shall state hot dog brand, content and weight/size proposed. |
| e.) Vegetarian Entrée
Vegetarian Burger | Four ounces (4 oz.) minimum uncooked weight, with bun. Vegetarian burgers must be "Morning Star brand" or an equivalent. Vegetarian burgers must be cooked on separate grill. (only 10% of total overall person count is needed for this item only) |

2.) Side Dishes: Bidder shall provide the following four main side dishes:

- a.) Cole Slaw
- b.) Baked Beans – to be kept warm during food service hours.
- c.) Potato Salad
- d.) Corn on the Cob – to be kept warm during food service hours.

3.) Beverages:

Soft Drinks: Bidder shall provide assorted, non-expired soft drinks, including ice, and cups. Soft drinks shall be in twelve-ounce (12 oz.) cans. Soft drinks shall include diet and regular cola and non-cola sodas. It is requested that the assortment includes other drinks such as iced tea, unsweetened, and/or lemonade, regular and diet. Soft drink service shall be available beginning at 10:00 a.m and served until 5:00 p.m. The per person price quoted should be based on a minimum of three (3) soft drinks consumed per person. Bidder shall specify the type of soft drinks that will be included.

4.) Accompaniments: To be included in total cost per person.

a.) Breads – Dinner rolls and buns for hamburgers and hot dogs.

b.) Condiments: Butter, relish, mustard, ketchup, hot sauce, mayonnaise packets, lettuce, tomato, chopped onion, cheese slices, sauerkraut, pickle slices, salt, pepper, regular sugar, sugar substitute. Those items requiring spoilage protection shall be kept iced during serving hours.

c.) Disposable Dinnerware: Heavy-duty dinner plates, napkins and utensils (heavy duty knives, forks, and spoons).

B. Optional Menu Items – The City may wish to add one or both of the following items to the menu. The Bidders are required to provide costs for the entrée dishes listed below. Bidder may also indicate any other suggestions for alternatives and their respective costs per person. However, the City reserves the right to make its final choice based on the original ITB specifications.

1.) Entrée Dishes:

Portion Size Per Adult:

a.) Chicken, grilled/barbecued

One quarter (1/4), w/skin, cut into 2 piece sections, leg & thigh/breast & wing. Whole chicken to be minimum 2-1/2 to 3 lbs. **NOTE: Chicken must be pre-cooked to insure sufficient doneness.** Final cooking is to be completed by the Contractor at the picnic site.

b.) Barbeque Spare Ribs

Smoked Barbeque St. Louis Pork Ribs, 3 Ribs per portion. **NOTE: Ribs must be pre-cooked to insure sufficient doneness.** Final cooking is to be completed by the Contractor at the picnic site.

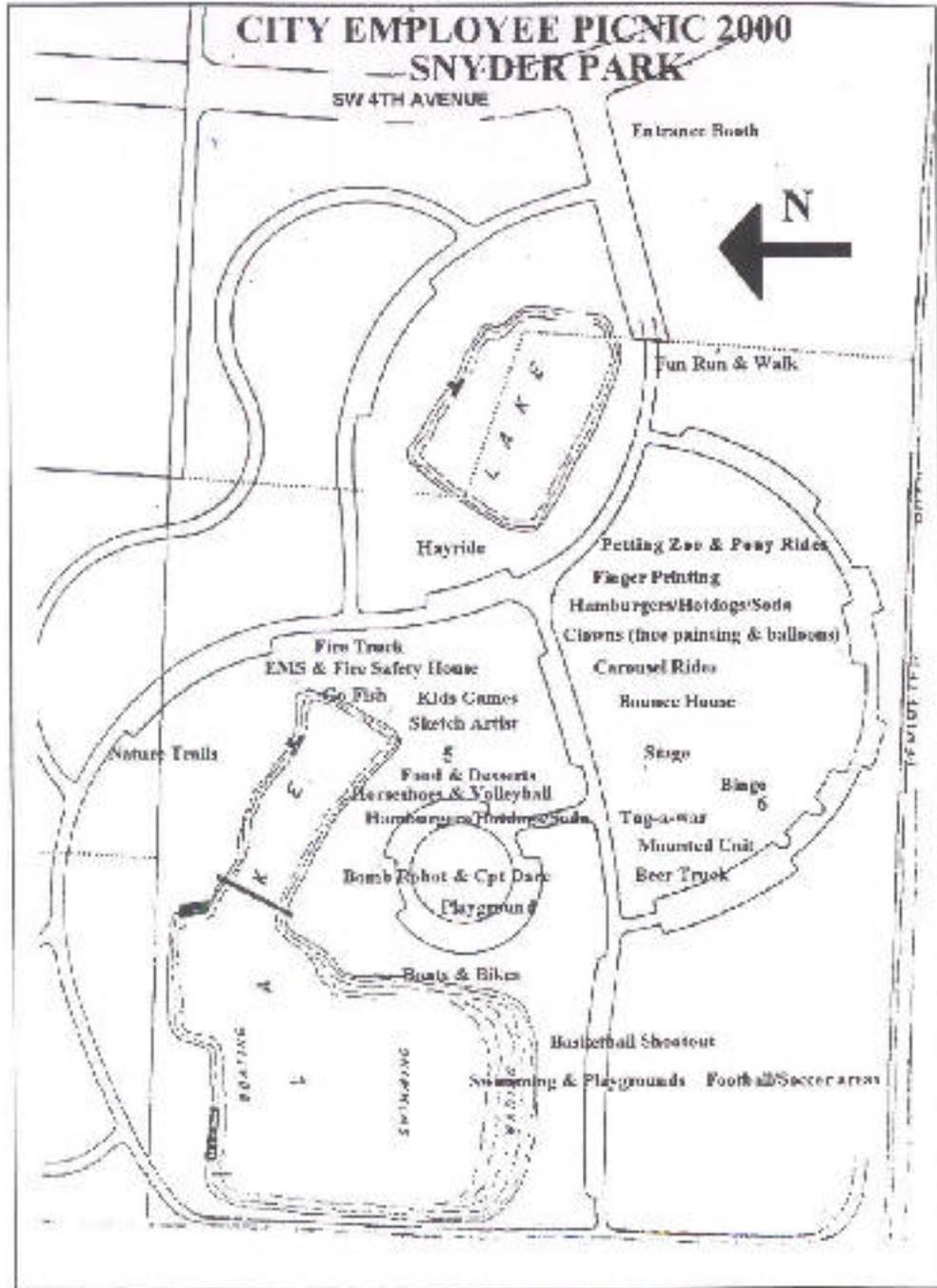
2.) Side Dishes: Bidder may indicate any alternate suggestions for side dishes and the per/person item cost. (I.e.: Green Garden Salad with packaged dressing selection; baked potato, sweet potato, etc.) Sides items will be further kept on ice, refrigerated or chilled to prevent any spoilage.

- 3.) Beverages: Bidder may indicate additional per item cost to provide each optional beverage. (I.e.: Fruit drinks and/or juices (specify juice content and size).
- 4.) Desserts: Bidder may indicate additional per item cost to provide each optional dessert. (I.e.: Fresh fruit, watermelon, sheet cake; etc.)

06. Disposition of Left-Overs:

Any food items that remain after 4:45 p.m. will be collected, properly labeled and contained by Contractor. Food must be placed in sanitary containers with sealable lids. The food will be taken by City Staff to a Homeless Shelter. Notify City Staff at the end of the picnic for instructions.

NOTE: Map indicates year 2000 – use same format for year 2008.



BID PROPOSAL PAGE

Bid #583-9872

BIDDER NAME _____

Bidder agrees to supply the products or services at the prices bid below in accordance with the terms, conditions, and specifications contained in this ITB. All price information to be used in the bid evaluation must be on this page. Pricing **MUST** include delivery and be quoted FOB: Destination.

Price quoted is the "Total Cost per person" to provide all Items and Services (excluding Optional Items) outlined in the ITB specifications. Bidder shall have considered the portions and servings in the total price per person quoted. By submitting this information, the Bidder certifies that the amounts proposed will provide sufficient quantities of food to service the estimated number of attendees throughout the picnic serving hours of 11:00am to 4:00pm and soft drinks serving hours of 10:am to 5:00pm.

1.) GROUP 1: 1,000 ADULTS, 200 CHILDREN

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1a.	1000	Adults	\$_____/EA	\$_____
1b.	200	Children (6-12)	\$_____/EA	\$_____
1c.	100	Children (1-5)	No Charge	
Group 1 Total				\$_____

OR

2.) GROUP 2: 1,250 ADULTS, 250 CHILDREN

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
2a.	1250	Adults	\$_____/EA	\$_____
2b.	250	Children (6-12)	\$_____/EA	\$_____
2c.	125	Children (1-5)	No Charge	
Group 2 Total				\$_____

OR

BID PROPOSAL PAGE

Bid #583-9872

BIDDER NAME _____

Bidder agrees to supply the products or services at the prices bid below in accordance with the terms, conditions, and specifications contained in this ITB. All price information to be used in the bid evaluation must be on this page. Pricing MUST include delivery and be quoted FOB: Destination.

Price quoted is the "Total Cost per person" to provide all Items and Services (excluding Optional Items) outlined in the ITB specifications. Bidder shall have considered the portions and servings in the total price per person quoted. By submitting this information, the Bidder certifies that the amounts proposed will provide sufficient quantities of food to service the estimated number of attendees throughout the picnic serving hours of 11:00am to 4:00pm and soft drinks serving hours of 10:am to 5:00pm.

OR

3.) GROUP 3: 1,500 ADULTS, 300 CHILDREN

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
3a.	1500	Adults	\$_____/EA	\$_____
3b.	300	Children (6-12)	\$_____/EA	\$_____
3c.	150	Children (1-5)	No Charge	
Group 3 Total				\$_____

OR

4.) GROUP 4: 1,750 ADULTS, 350 CHILDREN

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
4a.	1750	Adults	\$_____/EA	\$_____
4b.	350	Children (6-12)	\$_____/EA	\$_____
4c.	175	Children (1-5)	No Charge	
Group 4 Total				\$_____

OR

BID PROPOSAL PAGE

Bid #583-9872

BIDDER NAME _____

Bidder agrees to supply the products or services at the prices bid below in accordance with the terms, conditions, and specifications contained in this ITB. All price information to be used in the bid evaluation must be on this page. Pricing MUST include all delivery and be quoted FOB: Destination.

Price quoted is the "Total Cost per person" to provide all Items and Services (excluding Optional Items) outlined in the ITB specifications. Bidder shall have considered the portions and servings in the total price per person quoted. By submitting this information, the Bidder certifies that the amounts proposed will provide sufficient quantities of food to service the estimated number of attendees throughout the picnic serving hours of 11:00am to 4:00pm and soft drinks serving hours of 10:am to 5:00pm.

OR

5.) GROUP 5: 2,000 ADULTS, 400 CHILDREN

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
5a.	2000	Adults	\$_____/EA	\$_____
5b.	400	Children (6-12)	\$_____/EA	\$_____
5c.	200	Children (1-5)	No Charge	
Group 5 Total				\$_____

2. Is there anything contained in the ITB specifications that is NOT included in your bid?

YES:_____ NO:_____

IF YES, please explain:

3. Have you included a completed bidder questionnaire? ____ Yes

3. Have you included an original and 1 copy of your bid response? ____ Yes

Authorized Signature _____

ADDITIONAL INFORMATION

1. Optional items – Bidder to list additional costs, for the following optional menu items to be added at City’s discretion:

Chicken, grilled/barbequed plus \$ /per adult \$ /per child
 Barbequed Spare Ribs plus \$ /per adult \$ /per child

Bidder to list costs for additional suggested menu items: Bidder to provide description of item, price and portion size per adult and per child:

Item Description	Portion Size	
Entree: <input type="text"/>	Adult <input type="text"/>	plus \$ <input type="text"/> /per adult
	Child <input type="text"/>	plus \$ <input type="text"/> /per child
Entree: <input type="text"/>	Adult <input type="text"/>	plus \$ <input type="text"/> /per adult
	Child <input type="text"/>	plus \$ <input type="text"/> /per child
Side Dish: <input type="text"/>	Adult <input type="text"/>	plus \$ <input type="text"/> /per adult
	Child <input type="text"/>	plus \$ <input type="text"/> /per child
Side Dish: <input type="text"/>	Adult <input type="text"/>	plus \$ <input type="text"/> /per adult
	Child <input type="text"/>	plus \$ <input type="text"/> /per child
Dessert: <input type="text"/>	Adult <input type="text"/>	plus \$ <input type="text"/> /per adult
	Child <input type="text"/>	plus \$ <input type="text"/> /per child
Dessert: <input type="text"/>	Adult <input type="text"/>	plus \$ <input type="text"/> /per adult
	Child <input type="text"/>	plus \$ <input type="text"/> /per child

2. Bidder will check all items and provide details on any inclusions for the quoted "Total Cost per person". This information should include all entrees, side dishes, soft drink assortment, desserts, and any additional menu items or "extras/options" proposed by the Bidder and included in the per person price.

Item Included

Entree - Hamburger Yes No
 Grade
 Beef Type

Entree – Hot Dog Yes No
 Brand/Content
 Unit Pack/lb.

Vegetarian Burger Yes No
 Brand/Content

Side dish – Cole Slaw Yes No
 Side dish – Baked Beans Yes No
 Side dish – Potato Salad Yes No
 Side dish – Corn on the Cob Yes No

Beverage – Soft Drinks Yes No
 Types

Breads – Rolls/Buns Yes No
 Condiments Yes No
 Disposable Dinnerware Yes No

List any additional items included at no charge. If additional space is required, please provide as an attachment to your bid.

Specify type of sanitary containers to be used for leftovers:

3. If applicable, please **indicate any minimum guarantee (IF OTHER THAN SHOWN ON BID PAGE**

Adults
 Children (6-12)

4. Please complete the following information:

COMPANY NAME:

(legal registered)

PRINCIPAL CONTACT PERSON (S):

(Name & Title)

TELEPHONE NO: FAX NO. CELL PHONE NO:

5. Is there anything contained in the ITB specifications, which is not included in your bid?

YES: NO:

If yes, please explain all variances, exceptions:

6. References: Please submit a reference list to substantiate your ability to perform the requirements as contained in the ITB. Include references of other governmental entities, if applicable.

Please include contact person, telephone, and agency name. A MINIMUM OF THREE IS REQUESTED.

Contact Name	Phone Number	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Do you have the required insurance coverage? YES: NO:

Have you included a copy of your insurance certificates? YES: NO:

8. Are you licensed to provide these services? YES: NO:

Have you included copies of your licenses? YES: NO:

9. Are you certified by the Broward County Health Department to prepare and serve food products in accordance with the ITB specifications? YES: NO:

Have you included a copy of your certification? YES: NO:

10. State the number and category of experienced, qualified, personnel to be assigned to this contract:

COOKS:

SERVERS:

SUPERVISORS:

11. Is an agreement required for the City to sign? YES: NO:

If YES, did you include a copy of that agreement? YES: NO:

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
-	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.rfpdepot.com. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: (signature) (date)

Name (printed) Title:

Company: (Legal Registration)

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address:

City: State: Zip:

Telephone No. FAX No.

E-MAIL:

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Payment Terms (section 1.03): Total Bid Discount (section 1.04):

Does your firm qualify for MBE or WBE status (section 1.08): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>
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VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation.

Variances:



revised 8-17-07