

To: The Honorable Mayor and Council Members

From: Alberto Destrade, Interim Purchasing Manager 

Date: October 27, 2015

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING THE CITY ADMINISTRATION'S COMPETITIVE SELECTION OF SEMAJ'S ONE WAY CATERING AND EVENTS, INC., AS THE HIGHEST RANKED RESPONDENT FOR THE PROVISION OF LIBRARY CAFÉ SERVICES, INCLUDING CAFÉ MANAGEMENT, MENU DEVELOPMENT, CATERING AND MARKETING SERVICES FOR THE BENEFIT AND CONVENIENCE OF THE COMMUNITY; FURTHER AUTHORIZING THE INTERIM CITY MANAGER TO NEGOTIATE AND EXECUTE A CONCESSION AGREEMENT WITH THE SELECTED RESPONDENT, FOR AN INITIAL TERM OF TWO (2) YEARS WITH THREE (3) OPTIONS TO RENEW ON A YEARLY BASIS, IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS CONTAINED IN THE REQUEST FOR PROPOSAL - LIBRARY CAFÉ SERVICES RFP NO. 44-08-15; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

Staff is requesting that the Mayor and Council approve award of Request For Proposals (RFP) No. 44-08-15, Library Café Services, and authorize the Interim City Manager to execute a contract with Semaj's One Way Catering and Events, Inc. (Semaj's) for an initial two (2) year term, with three (3) options to renew on an annual basis. The award of this contract shall provide for Semaj's to pay the City of North Miami (City) an annual concession fee of \$7,800 and an additional 6% of gross monthly sales after the first six months of the contract.

SCOPE

The scope of services to be provided under this contract includes, but is not limited to, the operation and maintenance of a café at the North Miami Library. Semaj's will be responsible for menu development and marketing their services, dispensing beverages and high quality light fare to Library customers and staff, providing the necessary supplies and furniture for the café space, as well as proper maintenance of the café facility to ensure the safety of staff and

customers. Semaj's has also agreed to coordinate with the Library Manager to provide catering services for events held in the Library's meeting room or other rented areas and to operate the café in compliance with all applicable laws, including obtaining and maintaining all necessary licenses and permits.

BACKGROUND

On June 17, 2015, the City advertised RFP 24-03-15, Library Café Services, was advertised but received no responses. Accordingly, RFP 44-08-15, Library Café Services, was re-advertised on August 10, 2015 with the following results:

1. A non-mandatory pre-bid meeting was held on August 17, 2015 and the following firms were in attendance: Semaj's and Downtown Book Center Inc. (DBC).
2. On August 26, 2015, the City received two proposals, one from Semaj's and the other from DBC. Both proposals were deemed to be responsive.
3. As a result of the Evaluation Committee meetings, the highest ranked respondent, Semaj's scored 257 (out of a total maximum of 300 points) and the second ranked respondent, DBC scored 250 points.
4. Neither firm met the City's guidelines for Local Vendor Preference.
5. Semaj's has provided all requisite documents:
 - a) Public Entity Crimes Affidavit
 - b) Non-Collusive Proposal Certificate
 - c) Acknowledgement of Addenda
 - d) Disclosure of Subcontractors
 - e) References
 - f) State of Florida active Sunbiz report
6. Semaj's has agreed to comply with the insurance requirements established by Risk Management.

FUNDING SOURCE

Not Applicable.

ATTACHMENT(S)

RFP Legal Advertisement
Bid Tabulation

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING THE CITY ADMINISTRATION'S COMPETITIVE SELECTION OF SEMAJ'S ONE WAY CATERING AND EVENTS, INC., AS THE HIGHEST RANKED RESPONDENT FOR THE PROVISION OF LIBRARY CAFÉ SERVICES, INCLUDING CAFÉ MANAGEMENT, MENU DEVELOPMENT, CATERING AND MARKETING SERVICES FOR THE BENEFIT AND CONVENIENCE OF THE COMMUNITY; FURTHER AUTHORIZING THE INTERIM CITY MANAGER TO NEGOTIATE AND EXECUTE A CONCESSION AGREEMENT WITH THE SELECTED RESPONDENT, FOR AN INITIAL TERM OF TWO (2) YEARS WITH THREE (3) OPTIONS TO RENEW ON A YEARLY BASIS, IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS CONTAINED IN THE REQUEST FOR PROPOSAL - LIBRARY CAFÉ SERVICES RFP NO. 44-08-15; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, on August 10, 2015, the City of North Miami ("City") advertised *Request for Proposal – Library Café Services RFP No. 44-08-15* ("RFP"), seeking competitive sealed proposals from experienced and qualified respondents to provide Library Café Services, including the following services for the benefit of the attending community: café management, menu development, catering and marketing services, to be performed in accordance with the terms, conditions and specifications contained in the RFP (collectively referred to herein as "Services"); and

WHEREAS, in response to the RFP, Semaj's One Way Catering and Events, Inc., ("Concessionaire"), submitted its proposal and was competitively selected by City administration as the most experienced and qualified respondent, with qualifications and references demonstrating to be the most advantageous to the City in the provision of Services; and

WHEREAS, the Concessionaire manifested the capability and willingness of providing Services to the City under a concession agreement with an initial term of two (2) years and three (3) options to renew on a yearly basis, in accordance with the terms, conditions and specifications contained in the RFP ("Concession Agreement"); and

WHEREAS, under the Concession Agreement, Concessionaire will pay the following amounts to the City: (1) a monthly fee of Six Hundred Fifty Dollars (\$650.00); and (2) a monthly fee of six (6) percent of monthly gross sales, to be paid after the first six (6) months of the initial term under the Concession Agreement; and

WHEREAS, City administration respectfully requests that the Mayor and City Council approve the selection of Concessionaire and further authorize a Concession Agreement for the provision of Services; and

WHEREAS, the Mayor and City Council find the selection of Concessionaire, and the provision of Services at the North Miami Public Library under the aforementioned Concession Agreement, will serve the best interest of the City.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. **Selection Approval.** The Mayor and City Council of the City of North Miami, Florida, hereby approve the City Administration's competitive selection of Semaj's One Way Catering and Events, Inc., as the highest ranked respondent for the provision of Library Café Services, including café management, menu development, catering and marketing services for the benefit and convenience of the community.

Section 2. **Authority of Interim City Manager.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the Interim City Manager to negotiate and execute a Concession Agreement with the selected respondent, for an initial term of two (2) years with three (3) options to renew on a yearly basis, in accordance with the terms, conditions and specifications contained in the *Request for Proposal - Library Café Services RFP No. 44-08-15*.

Section 3. **Effective Date.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ___ day of _____, 2015.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ROLAND C. GALDOS, ESQ.
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Carol Keys, Esq.
Councilman Scott Galvin
Councilman Philippe Bien-Aime
Councilman Alix Desulme

_____	(Yes)	_____	(No)
_____	(Yes)	_____	(No)
_____	(Yes)	_____	(No)
_____	(Yes)	_____	(No)
_____	(Yes)	_____	(No)



REQUEST FOR PROPOSAL

Library Café Services RFP No. 44-08-15

PRE-SOLICITATION CONFERENCE
AUGUST 17, 2015 AT 2:00P.M. (NON-MANDATORY)

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
AUGUST 18, 2015 AT 12:00PM

RESPONSE SUBMISSION DATE AND TIME
AUGUST 26, 2015 NO LATER THAN 3:00 PM (LOCAL TIME)

AT

CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FL 33161-4116

The responsibility for submitting a response to this Solicitation at the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or caused by any other occurrence.

Copies of this Solicitation document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document No. 44-08-15

Contact Person: Heylicken Espinoza, Purchasing Department
Email: purchasing@northmiamifl.gov | Phone: (305) 895-9887



The City of North Miami, Florida, hereinafter referred to as "City", is hereby soliciting Proposals from qualified and experienced Vendors ("Proposers" or "Respondents") to provide café Services to the North Miami Public Library located in North Miami, Florida.

Please submit one (1) original bound Proposal, two (2) complete copies of the original Proposal and two (2) digital compact disk (CD) or USB Flash Drive either by mail or hand delivery in response to this Solicitation. Proposals are to be submitted in a sealed envelope bearing the name of the individual and/or company, and the address as well as the number and title of this Solicitation no later than the date and time specified in the Solicitation Timetable section, where shortly after a public opening will take place in the Council Chambers at which time accepted Proposals will be opened and read. Proposals received after said date and time will not be considered and no time extensions will be permitted. Address your Proposal to City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161. Please clearly mark Proposals:

"IMPORTANT, SOLICITATION ENCLOSED"

**Library Café Services
RFP No. 44-08-15**

The City's tentative schedule for this Solicitation is as follows:

Event	Date	Time
Advertisement Date:	August 10, 2015	
Non-Mandatory Pre-Solicitation Conference:	August 17, 2015	2:00pm
Last Date for Receipt of Written Questions:	August 18, 2015	12:00pm
Opening of Solicitation:	August 26, 2015	3:00pm
City Council Contract Approval Date:	To Be Determined	

(The City Manager reserves the right to delay or modify scheduled dates and will notify Respondents of all changes in scheduled dates.)

Copies of this Solicitation may be obtained by contacting DemandStar via Onvia at www.demandstar.com or calling toll free 1-800-711-1712.

PRE-SOLICITATION CONFERENCE

A non-mandatory Pre-Solicitation conference will be held on the date and time specified in the Solicitation Timetable section at the Library, 835 NE 132 Street, North Miami, FL 33161 to discuss the special conditions and specifications included within this Solicitation. Proposers are requested to bring this Solicitation document to the conference, as additional copies will not be available.

ACCEPTANCE AND REJECTIONS

The City Manager reserves the right to reject any or all Proposals with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the Respondent offering the greatest advantage to the City. Please be advised that this Solicitation is issued subject to the City of North Miami Code Section 7-192 prohibiting certain communications with City officials and employees as completely specified in the General Conditions contained herein.

We look forward to your active participation in this Solicitation.

Sincerely,

Shannon Graham,
Purchasing Manager



RFP TITLE: Library Café Services

RFQ No.: 44-08-15

Meeting Date: September 17 and 18, 2015 at 12:00 p.m.

Firms:	Evaluators:			Total Points	Local Preference	Ranking Order
	Lucia Gonzalez	Karol Geimer	Jennifer Adelson			
Downtown Book Center, Inc.	85	85	80	250	N/A	2
Semaj's One Way Catering and Events	80	90	87	257	N/A	1