

MIAMI BEACH

Invitation to Negotiate (ITN)

2025-088-ND

Operation of Congregate Senior Meal Site Program  
located at South Shore Community Center

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## SECTION 0200

## INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS

**1. GENERAL.** This Invitation to Negotiate (ITN) is issued by the City of Miami Beach, Florida (the "City"), as the means for prospective Bidders to submit proposals for the City's consideration in evaluating qualifications to select a firm with whom it may negotiate an agreement for the purpose noted herein.

The City utilizes Bidnet Direct ([Government Bids Opportunities and RFP | BidNet Direct](#)) for automatic notification of competitive solicitation opportunities and document fulfillment, including the issuance of any addendum to this ITN. Any prospective Bidder who has received this ITN by any means other than through Bidnet Direct must register immediately with Bidnet Direct to ensure it receives any addendum issued to this ITN. Failure to receive an addendum may result in disqualification of the proposal submitted.

## **2. BACKGROUND.**

According to the Department of Elder Affairs, approximately 64 congregate meal sites in Miami-Dade County provide thousands of meals daily to older residents. These programs deliver nutritionally balanced meals, nutrition education, and risk screening for individuals aged 60 and over, as well as their spouses. Additionally, they promote social interaction and enhance health through disease prevention and health promotion activities. In some areas, nutrition counseling may also be available. All meals are designed to meet nutritional standards by adhering to the Dietary Guidelines for Americans and providing at least one-third of the Dietary Reference Intakes.

Congregate meal site programs are generally funded through the federal Older Americans Act (OAA), participant donations, and local contributions.

On September 11, 2024, the Mayor and City Commission approved Resolution No. 2024-33271, directing the City Administration to develop a plan for implementing the senior meal site program at the South Shore Community Center, located at 833 6th Street. An update was requested for the Mayor and City Commission at the October 30, 2024, meeting. Additionally, Item C4K referred the discussion of programming at the South Shore Community Center to the Finance and Economic Resiliency Committee (FERC).

On September 16, 2024, the Mayor and City Commission discussed a one-time funding enhancement for FY 2025, allocating \$175,000 to implement the senior meal site programming at the South Shore Community Center. This funding, allocated to the Office of Housing and Community Services, was designated to procure a vendor to provide congregate meal services at the center.

On October 30, 2024, the Mayor and City Commission directed the Administration to issue an Invitation to Negotiate (ITN) to enter into a lease agreement with a vendor to reinstate the senior meal site program at the South Shore Community Center.

## **3. PURPOSE.**

The purpose of this ITN is to seek proposals from parties interested in operating a congregate senior meal site program at the South Shore Community Center owned by the City of Miami Beach. Interested parties are strongly encouraged to attend the site visit scheduled pursuant to Sub-section 6 below. Site is furnished "as is" to the selected bidder. The successful bidder shall, at a minimum, be responsible for the following:

- Provide one (1) hot and nutritious meal for up to 50 Miami Beach residents aged 60 and older at South Shore Community Center located at 833 6th Street
- Provide daily lunch meals Monday-Friday and supplement meals during federal holidays (253 working days)
- Provide socialization component/ programming for seniors
- Facilitate daily programming for the socialization component

- Transport meals to the South Shore Community Center
- Prepare meals as appropriate
- Operate equipment utilized to reheat meals
- Enroll and recruit program participants according to the requirements specified by the Office of Housing and Community Services
- Providing weekly attendance reports and monthly reimbursement requests for eligible services

**3.1 Interested Parties.** Interested parties are invited to submit proposals in accordance with Section 0300. A Pre-proposal conference will be held in accordance with Section 0100, Sub-sections 6 and 7. All proposals will be evaluated in accordance with the criteria found in Section 0400.

**4. ANTICIPATED ITN TIMETABLE.** The tentative schedule for this solicitation is as follows:

ITN Issued	February 5, 2025
Pre-Proposal Meeting	February 19, 2025 at 10:00 am ET <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Or call in (audio only)</b> +1 786-636-1480 United States, Miami Phone Conference ID: #
Deadline for Receipt of Questions	March 10, 2025, at 5:00 pm ET
Responses Due	March 24, 2025, at 3:00 pm ET <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Or call in (audio only)</b> +1 786-636-1480 United States, Miami Phone Conference ID: #
Evaluation Committee Review	TBD
Tentative Commission Approval	TBD
Contract Negotiations	Following Commission Approval

**5. PROCUREMENT CONTACT.** Any questions or clarifications concerning this solicitation shall be submitted to the Procurement Contact noted below:

Procurement Contact:

Natalia Delgado

Telephone:

305-673-7000 ext.26263

Email:

nataliadelgado@miamibeachfl.gov

Additionally, the City Clerk is to be copied on all communications via e-mail at: [RafaelGranado@miamibeachfl.gov](mailto:RafaelGranado@miamibeachfl.gov); or via facsimile: 786-394-4188.

The Bid title/number shall be referenced in all correspondence. All questions or requests for clarification must be received no later than ten (10) calendar days prior to the date proposals are due as scheduled in Section 0100-4. All responses to questions/clarifications will be sent to all prospective Bidders in the form of an addendum.

**6. PRE-PROPOSAL MEETING OR SITE VISIT(S).** A pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting shall be via web conference and recommended as a source of information but is not mandatory. Bidders interested in participating in the Pre-Proposal Meeting must follow these steps:

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

Bidders who are participating should send an email to the contact person listed in this ITN expressing their intent to participate.

**7. PRE-PROPOSAL INTERPRETATIONS.** Oral information or responses to questions received by prospective Bidders are not binding on the City. They will be without legal effect, including any information received at a pre-submittal meeting or site visit(s). The City, by means of Addenda, will issue interpretations or written addenda clarifications that are considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. The addendum will be released through Bidnet Direct. Any prospective Bidder who has received this ITN by any means other than through Bidnet Direct must register immediately with Bidnet Direct to ensure it receives any addendum issued to this RITN. Failure to receive an addendum may result in disqualification of the proposal. Written questions should be received no later than the date outlined in the **Anticipated ITN Timetable** section.

**8. CONE OF SILENCE.** This ITN is subject to, and all Bidders are expected to be or become familiar with, the City's Cone of Silence Requirements, as codified in Section 2-486 of the City Code. Bidders shall be solely responsible for ensuring that all applicable provisions of the City's Cone of Silence are complied with and shall be subject to any sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance. Communications regarding this solicitation are to be submitted in writing to the Procurement Contact named herein with a copy to the City Clerk at [rafaelgranado@miamibeachfl.gov](mailto:rafaelgranado@miamibeachfl.gov)

**9. ADDITIONAL INFORMATION OR CLARIFICATION.** After proposal submittal, the City reserves the right to require additional information from Bidders (or Bidder team members or sub-consultants) to determine qualifications (including, but not limited to, litigation history, regulatory action, or additional references) and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

**10. BIDDER'S RESPONSIBILITY.** Before submitting a response, each Bidder shall be solely responsible for making any investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the Contract. Ignorance of such conditions and requirements, or failure to make such evaluations, investigations, and examinations, will not relieve the Bidder from any obligation to comply with every detail and with all provisions and requirements of the Contract and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Bidder.

**11. DETERMINATION OF AWARD.** The City Manager may appoint an evaluation committee to assist in the evaluation of proposals received. The evaluation committee is advisory only to the city manager. The city manager may consider the information provided by the evaluation committee process or may utilize other information deemed relevant. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity, and skill of the Bidder to perform the Contract.
- (2) Whether the Bidder can perform the Contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the Bidder.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract.

The City Manager may recommend to the City Commission the Bidder(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Commission shall consider the City Manager's

recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals that it deems to be in the best interest of the City, or it may also reject all Proposals.

**12. NEGOTIATIONS.** Following selection, the City reserves the right to enter into further negotiations with the selected Bidder. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected Bidder in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Bidders that no property, Contract, or legal rights of any kind shall be created at any time until and unless an Agreement has been agreed to, approved by the City, and executed by the parties.

**13. BIDNET DIRECT** The Procurement Department utilizes Bidnet Direct, a Supplier-to-Government electronic bidding (e-Bid) platform. If you would like to be notified of available competitive solicitations released by the City, you must register and complete your vendor qualifications through Bidnet Direct, Supplier-to-Government [Government Bids Opportunities and RFP | BidNet Direct](#). Registration is easy and will only take a few minutes. For detailed instructions on how to register, complete vendor qualifications, and submit electronic bids, visit <https://www.miamibeachfl.gov/city-hall/procurement/for-approval-how-to-become-a-vendor/>.

Should you have any questions regarding this system or registration, please visit the above link or contact Bidnet Direct, Supplier-to-Government, at [support@bidnet.com](mailto:support@bidnet.com) or 800.990.9339, option 2.

**14. HOW TO MANAGE OR CREATE A VENDOR PROFILE ON VENDOR SELF SERVICE (VSS).** In addition to registering with Bidnet Direct, the City encourages vendors to register with our online Vendor Self-Service web page, allowing City vendors to easily update contacts, attachments (W-9), and commodity information. The Vendor Self-Service (VSS) webpage (<https://selfservice.miamibeachfl.gov/vss/Vendors/default.aspx>) will also provide you with purchase orders and payment information.

Should you have any questions or comments, do not hesitate to submit them to [vendorsupport@miamibeachfl.gov](mailto:vendorsupport@miamibeachfl.gov).

**15. SUPPLIER DIVERSITY.** In an effort to increase the number and diversity of supplier options in the procurement of goods and services, the City has established a registry of LGBT-owned businesses, as certified by the National LGBT Chamber of Commerce (NGLCC), and small and disadvantaged businesses, as certified by Miami-Dade County. See authorizing resolutions [here](#).

If your company is certified as an LGBT-owned business by NGLCC or as a small or disadvantaged business by Miami-Dade County, click on the link below to be added to the City's supplier registry (Vendor Self-Service) and bid system (Bidnet Direct, Supplier-to-Government). These are two different systems, and you must register for both.

Click to see acceptable certification and to register: <https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/>.

**16. E-VERIFY.** As a contractor, you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Therefore, you shall utilize the US Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to utilize the US Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

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**SECTION 0200**

**GENERAL CONDITIONS**

**FORMAL SOLICITATIONS TERMS & CONDITIONS - GOODS AND SERVICES.** By virtue of submitting a proposal in response to this solicitation, Bidder agrees to be bound by and in compliance with the Terms and Conditions for Services (10.27.2022), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

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## **SECTION 0300                      PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT**

**1. ELECTRONIC RESPONSES (ONLY).** Proposals must be submitted electronically through Bidnet Direct on or before the date and time indicated. Hard copy proposals or proposals received through email or facsimile are not acceptable and will be rejected.

A Bidder may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for proposal submittals. The City will only consider the latest version of the bid.

Electronic proposal submissions may require the uploading of attachments. All documents should be attached as separate files in accordance with the instructions included in Section 4 below. Attachments containing embedded documents or proprietary file extensions are prohibited. It is the Bidder's responsibility to ensure that its bid, including all attachments, is uploaded successfully.

Only proposal submittals received and time stamped by Bidnet Direct prior to the proposal submittal deadline shall be accepted as submitted in a timely manner. Late bids cannot be submitted and will not be accepted. Bidders are cautioned to allow sufficient time for the submittal of bids and uploading of attachments. Any technical issues must be submitted to Bidnet Direct by contacting 1-800-835-4603, option 2, or support@bidnet.com. The City cannot assist with technical issues regarding submittals and will in no way be responsible for delays caused by any technical or other issue.

**It is the sole responsibility of each Bidder to ensure its proposal is successfully submitted in Bidnet Direct prior to the deadline for proposal submittals.**

**2. NON-RESPONSIVENESS.** Failure to submit the following requirements shall result in a determination of non-responsiveness. Non-responsive proposals will not be considered.

1. Bid Submittal Questionnaire
- 2.

**3. OMITTED OR ADDITIONAL INFORMATION.** Failure to complete and submit the Bid Submittal Questionnaire (submitted electronically) with the bid and by the deadline for submittals shall render a proposal non-responsive. With the exception of the Bid Submittal Questionnaire (completed and submitted electronically), the City reserves the right to seek any omitted information/documentation or any additional information from Bidder or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the Bidder to perform in accordance with contract requirements. Failure to submit any omitted or additional information in accordance with the City's request shall result in proposal being deemed non-responsive.

**4. ELECTRONIC PROPOSAL FORMAT.** In order to maintain comparability, facilitate the review process, and assist the Evaluation Committee in the review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Line Items" attachment tab in Periscope S2G.

<b>TAB 1</b>	<b>Cover Letter &amp; Table of Contents</b>
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<p><b>1.1 Cover Letter and Table of Contents.</b> The table of contents should indicate the tabs, sections with tabs and page numbers to facilitate the evaluation committee's review. The cover letter must be signed by a principal or agent able to bind the firm.</p>
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<b>TAB 2</b>	<b>Experience &amp; Qualifications</b>
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**2.1 Qualifications of Proposing Firm.** Submit detailed information regarding the relevant experience and proven track record of the firm or its principals in providing a similar scope of services as identified in this solicitation, including experience in providing a similar scope of services to private/public sector agencies. Submit at least one (1) meal service program implemented within the past ten (10) years that has been successfully operated for a minimum of two (2) years, exemplifying experience in managing a congregate senior meal site program.

For each project that the Bidder submits as evidence of similar experience for the firm or any principal, the following is required:

- description of services,
- agency name,
- agency contact,
- contact telephone & e-mail, and
- year(s) and term of engagement.

For each project, identify whether the experience is for the firm or for a principal (include the name of the principal).

**2.2 Qualifications of Bidder Team.** Provide an organizational chart of all personnel and consultants to be used for this project if awarded, the role that each team member will play in providing the services detailed herein, and each team member's qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each Proposal team member to be assigned to this Contract.

<b>TAB 3</b>	<b>Approach and Methodology</b>
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Submit detailed information on the approach and methodology that the Proposer and its team have utilized on previous engagements to accomplish a similar scope of work, including detailed information, as applicable, which addresses, but need not be limited to, its approach and methodology to the following areas of work:

**3.1 Meal Planning.**

- Providing hot and nutritious meals for up to 50 Miami Beach residents aged 60 and older
- Providing a diverse menu catering to seniors' dietary needs and preferences. Beverages must be included, and they must be Pepsi sponsorship products only.
- Transporting meals to the South Shore Community Center
- Preparing meals as appropriate
- Providing Operating equipment utilized to heat meals

**3.2 Frequency and Scheduling.**

- Providing daily meals Monday-Friday and supplement meals during federal holidays (253 working days)

**3.3 Social and Educational Components.**

- Incorporating daily social activities and educational programs to foster community and engagement.
- Enrolling and recruiting Miami Beach program participants

**3.4 Sustainability Plan** Submit a sustainability plan that addresses how Proposer will abide by the City's sustainability initiatives including but not limited to "Plastic Free" Miami Beach.

**3.5 Business Plan.** Submit a business plan that addresses management, food safety procedures, schedule of operation, employee training, marketing, number of employees and employee qualifications, supervision, customer service policies and customer service conflict resolution, technology, tracking and reporting, etc.



## **SECTION 0400**

## **PROPOSAL EVALUATION**

**1. EVALUATION COMMITTEE.** An Evaluation Committee, appointed by the City Manager, may meet to evaluate each Proposal in accordance with the qualitative criteria set forth below. In doing so, the Evaluation Committee may review and score all proposals received, with or without requiring presentations. It is important to note that the Evaluation Committee is advisory only and does not make an award recommendation to the City Manager or the City Commission. The City Manager will utilize the results to take one of the following actions:

- a. In the event that only one responsive proposal is received, the City Manager, after determination that the sole responsive proposal materially meets the requirements of the ITN, may, without an evaluation committee, recommend to the City Commission that the Administration enter into negotiations; or
- b. The City Manager may recommend that the City Commission authorize negotiations or award a contract to one or more firms in accordance with Section 0100, Sub-section 11; or
- c. The City Manager may Recommend that the City Commission short-list one or more firms for further consideration by the Evaluation Committee; or
- d. The City Manager may recommend to the City Commission that all firms, if more than one (1) responsive submittal is received, be rejected.

**2. PRESENTATIONS BY SHORT-LISTED FIRMS.** If a short-listing of firms responding to this ITN is approved, the short-listed firms may be required to make presentations to and be interviewed by the Evaluation Committee. In further considering the short-listed firms, the Evaluation Committee will utilize the criteria set forth in Sub-section 4 below.

**3. TECHNICAL ADVISORS.** The City, at its discretion, may utilize technical or other advisers to assist the evaluation committee or the City Manager in evaluating proposals.

**4. EVALUATION CRITERIA.** Responsive, responsible proposals will be evaluated in accordance with the following criteria:

<b>Qualitative Criteria</b>	<b>Maximum Points</b>
Experience and Qualifications of Prime Bidder	60
Approach and Methodology	40
<b>TOTAL AVAILABLE POINTS for Qualitative Criteria</b>	<b>100</b>
<b>Quantitative Criteria</b>	<b>Maximum Points</b>
Veterans Preference	5
<b>TOTAL AVAILABLE POINTS for Qualitative and Quantitative Criteria</b>	<b>105</b>

**5. QUALITATIVE CRITERIA.** The Evaluation Committee shall review responsive, responsible proposals and assign points for the qualitative factors only. The Evaluation Committee shall not consider quantitative factors (e.g. veteran's preference) in its review of proposals. The Evaluation Committee shall act solely in an advisory capacity to the City Manager. The results of the Evaluation Committee process do not constitute an award recommendation. The City Manager may utilize, but is not bound by, the results of the Evaluation Committee process, as well as consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Section 0100, Sub-section 11. In its review of proposals received, the Evaluation Committee may review and score all proposals, with or without conducting interview sessions, in accordance with the evaluation criteria.

**6. QUANTITATIVE CRITERIA.** Procurement Department staff will assign points for the quantitative criteria. Veterans' Preference points will be assigned in accordance with Section 2-374 of the City Code

**7. DETERMINATION OF FINAL RANKING.** The sum of the evaluation criteria points will be converted to rankings in accordance with the example below:

		Bidder A	Bidder B	Bidder C
Committee Member 1	Qualitative Points	82	74	80
	Quantitative Points	5	5	0
	Total	87	79	80
	Rank	1	3	2
Committee Member 2	Qualitative Points	82	85	72
	Quantitative Points	5	5	0
	Total	87	90	72
	Rank	1	2	3
Committee Member 2	Qualitative Points	90	74	66
	Quantitative Points	5	5	0
	Total	95	79	66
	Rank	1	2	3
Low Aggregate Score		3	7	8
Final Ranking*		1	2	3

It is important to note that the results of the proposal evaluation process in accordance with Section 0400 does not represent an award recommendation. The City Manager will utilize the results of the proposal evaluation process, and any other information he deems appropriate, to develop an award recommendation to the City Commission, which may differ from the results of the proposal evaluation process and final rankings.

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