



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#13-0737**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee Feldman, ICMA-CM, City Manager

**DATE:** June 4, 2013

**TITLE:** Motion to approve a two-year contract for the purchase of emergency catering services – Request for Proposal (RFP) 432-11139 - \$121,692 (two year cost)

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**Recommendation**

It is recommended that the City Commission approve a two-year contract for the purchase of emergency catering services from the top ranked proposer, Professional Concessions, Inc., in the estimated two-year amount of \$121,692 and authorize the City Manager to approve the renewal options contingent upon approval and appropriation of funds. These services are only used if an emergency is declared.

**Background**

This is a recommendation to establish an annual contract for emergency catering services. This contract will provide meals to essential personnel Citywide during emergency recovery operations. The quantities are based on providing approximately 1,350 employees, three meals per day, for five days, plus a snack (midnight meal) when required.

The lowest ranked firm did not identify the midnight meal, so the evaluation committee could not evaluate that section of the RFP. The proportions being offered are half the portions recommended for adults and did not meet the minimum requirements of the specifications. Some of the references given were for contracts that had not been awarded and contracts that had never been activated. The highest ranked proposer is the current emergency catering contractor for the City. The pricing being offered is historically in line with current and past contracts. The portion sizes are adult size portions. The references were excellent and they qualified for local preference. In case of a storm, they have facilities in Miami and Palm Beach as well as Fort Lauderdale.

The Procurement Services Division sent an RFP to 679 vendors and received 2 responses. Professional Concessions, Inc. was the top ranked proposer, in the estimated annual amount of \$60,846 and a total estimated two-year amount of \$121,692. These services will only be used if an actual emergency is declared by the City Manager.

**Resource Impact**

No budgetary impact until an emergency is declared.

**Attachment**

Exhibit 1 - 432-11139 Tabulation

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