



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

**#21-0806**

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

**FROM:** Chris Lagerbloom, ICMA-CM, City Manager

**DATE:** September 9, 2021

**TITLE:** Motion Approving Agreement for Emergency Catering Services – AshBritt, Inc. - \$800,000 - **(Commission Districts 1, 2, 3 and 4)**

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**Recommendation**

Staff recommends the City Commission approve a two-year agreement, in substantially the form attached, for the purchase of Emergency Catering Services with AshBritt, Inc. (“AshBritt”), in the estimated two-year amount of \$800,000; and authorize the City Manager to approve two (2), two-year renewal options, contingent upon satisfactory performance and appropriation of funds.

**Background**

The City of Fort Lauderdale is required to operate during and post emergency situations. While described effort typically happens before and after the presence of a hurricane, there may be other emergencies declared by City, State or Federal Officials that require the City to continuously operate. Under these circumstances, City employees may require meal provisions. Although the primary intent of proposed award is for emergency catering services before and after a hurricane, the City intends to establish a contract for the provision of meals upon the request of authorized City personnel.

On June 29, 2021, the Procurement Services Division issued Request for Proposals No. 12581-815 – Emergency Catering Services for the City Manager’s Office.

On July 20<sup>th</sup>, 2021, bids were due. Procurement staff noticed that there was only one bidder and to improve vendor participation, staff reached out to ten vendors who had shown interest in the solicitation. The bid was extended for two additional days to allow interested vendors to submit their bids.

On July 22<sup>nd</sup>, 2021, the City received three proposals and one No-Bid in response to the solicitation. One proposer indicated they are either a Minority Business Enterprise, Women Business Enterprise, or Small Business Enterprise. The three proposals came from the following:

- Ashbritt
- GRL Investment Group LLC – (“GRL”)
- Adam & Joe Know Lunch, LLC – (“AJKL”)

On July 29<sup>th</sup>, 2021, the RFP Evaluation Committee (“Committee”) consisting of Reina Gonzalez, Administrative Supervisor, Public Works; Astrid Sperling, Senior Administrative Assistant, Parks and Recreation; and Shane Simcox, Fire Captain / Assistant Emergency Manager, Fire Rescue and Emergency Operations Center met with Laurie Platkin, Senior Procurement Specialist, to evaluate and rank the proposals based on the following criteria:

CRITERIA	PERCENTAGE
Understanding if the overall needs of the City for such services, as presented in the narrative proposal. This will include problem identification and the proposed method to accomplish the work required as well as suggested menu options.	50%
Experience, qualifications, and past performance of the proposing firm, including persons proposed to provide the services, facilities, resources, and references.	20%
Total Project Cost	30%
<b>TOTAL PERCENTAGE AVAILABLE</b>	<b>100%</b>

All proposer responses were reviewed by the Committee. Scores were given and final rankings determined as described below.

- AshBritt – 1<sup>st</sup>
- GRL – 2<sup>nd</sup>
- AJKL – 3<sup>rd</sup>

The committee unanimously agreed to move forward to the contracting and negotiation phase with the top-ranking firm, AshBritt.

A Negotiation Team was appointed consisting of Laurie Platkin, Senior Procurement Specialist, Finance; Linda Short, Deputy Director, Finance; and Greg Chavarria, Assistant City Manager. On August 5, 2021, the team met with AshBritt to clarify details of the solicitation and negotiate pricing.

On August 6, 2021, AshBritt provided their final offer with clarified key points and revised pricing. Staff recommends the City Commission award a two-year agreement to Ashbritt for emergency catering services.

### **Resource Impact**

There is no fiscal impact associated with this action. All funds are subject to appropriation by the City Commission at such time as an emergency is declared or as soon thereafter as is practicable.

### **Strategic Connections**

This is a *2021 Commission Priority*, advancing the Safety initiative.

This item supports the *Press Play Fort Lauderdale 2024 Strategic Plan*, specifically advancing:

- The Internal Support Area

- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Objective: Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations, and long-term planning

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We Are United*.

**Attachments**

Exhibit 1 – Solicitation  
Exhibit 2 – AJKL Response  
Exhibit 3 – Ashbritt Final Offer  
Exhibit 4 – GRL Response  
Exhibit 5 – Final Ranking  
Exhibit 6 – Agreement

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