

January 16, 2020

Potential Sponsor:

The City of Hollywood Department of Parks, Recreation & Cultural Arts is seeking proposals from State of Florida, Department of Agriculture and Consumer Services (DACS) approved food service sponsors to provide Summer Food Service Program and Florida Department of Health (DOH) After School Meal Program for the City's four (4) sites for a possible term of five summers and five school years; beginning summer of 2020 through the Fall of 2026; one (1) initial summer and school year season with four (4) potential renewals.

The food service sponsor must abide by all FDACS Division of Food, Nutrition and Wellness rules, agreements and/or guidelines. The food service sponsor shall provide snacks, breakfast, lunch and/or dinner as required by FDACS programs. These meals/snacks shall be provided at no cost to the City of Hollywood (recognized as a "Site") with FDACS' reimbursement being coordinated directly with the food service sponsor.

In addition to company information proposals must include the following;

1. History of more than five (5) years providing these services. Please include a current list of sites serviced and contact information.
2. Minimum of three references and contact information.
3. Sample of after school and summer menu to include hot and cold meals.
4. Menu flexibility pertaining to off-site field trips.
5. Process of ordering meals.
6. Sponsor's approach to respond to concerns and/or issues that may arise.
7. Provide current copy of Department of Business and Professional Regulation License.
8. Must submit certification of insurance meeting City's requirements. Please see attached.
9. State whether sponsor will provide refrigerators and food warmers or does site need to provide (per site)

Proposal must be submitted by 6:00 PM on Friday, February 07, 2020. Proposals may be faxed to 954.921.3572, mailed to: 1405 S. 28 Avenue, Hollywood, FL 33020 or emailed to [JArellano@hollywoodfl.org](mailto:JArellano@hollywoodfl.org)

Regards,

*Joaquin Arellano*

Joaquin Arellano  
Parks Manager  
City of Hollywood, FL  
Department of Parks, Recreation & Cultural Arts

1405 S. 28<sup>th</sup> Avenue  
P.O. Box 229045  
Hollywood, Florida  
33022-9045

[hollywoodfl.org](http://hollywoodfl.org)

## **INSURANCE REQUIREMENTS:**

Without limiting any of the other obligations or liability of the Contractor, Contractor shall provide, pay for, and maintain in force throughout the contract term and any extension terms(s), the insurance coverages set forth in this section. The Contractor shall furnish original certificates to the City's Procurement Director and receive approval by the City's Risk Manager, prior to the commencement of any work. Any sub-contractor used by the contractor shall supply such similar insurance required of the contractor. Such certificates shall name the City as an Additional Insured.

### Notice of cancellation and/or restriction:

The policy(s) must be endorsed to provide the City with thirty (30) days notice of cancellation and/or restriction.

#### **A. Comprehensive General Liability:**

Commercial General Liability Insurance naming the City as an Additional Insured with not less than the following limits:

General Aggregate	\$ 1,000,000.00
Products-Comp/Op Aggregate	\$ 1,000,000.00
Personal and Advertising injury	\$ 1,000,000.00
Each Occurrence	\$ 1,000,000.00
Damages to Rented Premises	\$ 50,000.00

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

#### **B. Commercial Automobile Liability:**

Commercial Automobile Liability Insurance with not less than the following limits:

Combined Single Limit	\$ 300,000.00
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Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

The City shall be listed as additional insured.

#### **C. Worker's Compensation Insurance:**

Worker's Compensation Insurance covering the contractor and the contractor's employees not less than the following limits:

Workers Compensation Statutory

Employers Liability:	
Each Accident	\$ 500,000.00
Disease Policy Limit	\$ 500,000.00
Disease Each Employee	\$ 500,000.00