

2.1 INTRODUCTION/BACKGROUND

Miami-Dade County ("County"), as represented by the Miami-Dade Housing Agency ("Department") is soliciting proposals from experienced and sufficiently financed organization(s), business(es), firm(s), individual(s), etc. to operate a convenience store at the Robert King High Towers Public Housing Development located at 1405 NW 7 Street, Miami, Florida. The convenience store shall serve approximately 840 elderly and disabled residents of the Robert King High Towers Public Housing Development that also includes the Haley Sofgie Towers, and Martin Fine Towers. The residents at this development are of low income and are assisted with the rental of the units by Miami-Dade County's Public Housing Programs. It is anticipated that the selected Proposer shall have a minimum of three years experience in the operation of a convenience store or similar retail sales.

Approximately 1,445 square feet of space for the convenience store is located in units 123, 124 and 125 (ground floor of north end of building) at Robert King High Towers. The selected Proposer shall operate the convenience store in conformance with applicable federal, state, and local laws, acts, ordinances, and regulations; shall have and maintain all necessary licenses and permits; and shall pay all fees (see 2.2 Item 11) required in the performance of the contract. Reported Gross Revenue in 2002 for the existing Convenience Store was \$110,000.

The selected Proposer shall compensate the County at an anticipated Minimum Monthly Rent of \$1050 and a percentage (greater than 0%) of Annual Gross Revenue (also known as Sales), when Annual Gross Revenue EXCEEDS \$150,000. Revenue shall be deemed made when merchandise or a service has been served, shipped, delivered, or when charged against the purchaser on the books of the Contractor, or its concessionaires or sub-lessees, whichever of such events shall first occur. The Minimum Monthly Rent is payable by the first of the month, without advance billing, and any excess portion attributed to Annual Gross Revenue, when applicable, is payable within 30 days after the end of each contract year to the County through the Director of the Miami-Dade Public Housing Agency or designee, for the use and occupancy of said space.

2.2 REQUIREMENTS AND SERVICES TO BE PROVIDED

The selected Proposer shall:

1. Provide all supplies, equipment and labor necessary to operate the Convenience Store. Begin operation of the Convenience Store within 60 days of the execution date of any contract resulting from this RFP.
2. Sell groceries, related products, and other sundry items such as those sold at a typical convenience store and provide delivery service as requested by tenants. The selected Proposer shall maintain the pricing schedule submitted with its Proposal (subject to negotiations), with fair market prices comparable to those in the neighboring community. Prior to changing prices, products or services offered after award of any contract, the selected Proposer shall provide to the County a schedule of such proposed changes not later than ten (10) days prior to the

- intended implementation date for approval. The selected Proposer shall maintain a sufficient inventory to minimize stock-outs and must ensure the quality and freshness of products offered. Under no circumstances will the selected Proposer sell products after their expiration date.
3. Conduct its operation in an orderly manner so as not to annoy, disturb or be offensive to customers and other users of the convenience store.
 - a. Control the conduct and appearance of its employees, agents, and representatives. Set standards of behavior and appearance for customers. Upon objection by the MDPHA Director concerning the conduct or appearance of any such person, the selected Proposer shall immediately remedy the situation.
 - b. At all times, keep the Premises in a clean and orderly condition and appearance, including all equipment, fixtures and personal property.
 4. Operate the store during the hours of 8:00 AM to 6:00 PM (local time) Monday through Saturday (minimum) except holidays observed by the County. On Sundays the store shall operate 8:00 AM to 2:00 PM (local time) (minimum). Selected Proposer shall post notices in advance announcing store closures. The Department's Property Manager will approve, in advance, any changes in operating hours.
 5. Accept and handle government food stamps in accordance with applicable programs.
 6. Give priority to hiring tenants from the Robert King High Towers Public Housing Development or other public housing residents.
 7. Maintain a multi-lingual (e.g. English, Spanish and Creole) staff on duty at all times the store is in operation who can converse with the residents.
 8. Erect, maintain or display any signs of advertising matter at any location or make any other forms of advertisement with prior written consent from the Department.
 9. Sell no alcoholic beverages, except warm beer and wine shall be sold from these Premises.
 10. Coordinate with the Department Property Manager, all activities including, but not limited to, parking, delivery, and access to the Premises for selected Proposer, customers, and suppliers.
 11. Pay all Fees as applicable (including, but not limited to):
 - Department of Business – Merchant Retail; Alcohol & Tobacco; Ice Cream Retail; Grocery Retail;
 - Butchers' and Butcher shops Retail
 - Business Occupational License
 - Department of Agriculture & Consumer Service – Division of Food Safety
 - City of Miami Certificate of Use – Fire Safety

Money Order Equipment Rental Fee

12. Furnish financial and management reports mutually agreed to by the County and the selected Proposer

2) FACILITY/UTILITIES

1. Selected Proposer shall pay a flat fee of \$300 per month for electricity, water, and waste disposal in addition to other Payments to the County (eg. Rent and % Rent).
2. Selected Proposer shall use the Premises only for the use permitted. Any unapproved services or items shall be discontinued immediately by the selected Proposer upon written notice from the Department. The selected Proposer shall conduct its business at all times in accordance with the Contract.
3. The Convenience Store (the "Premises") extends to the interior faces of all exterior walls and the centerline of walls between the Premises and the Common Areas and Public Areas of the County's Robert King High Towers, but reserving and excepting to the County (i) the use of (a) the exterior faces of the exterior walls and (b) the space between the lower surface of the floor slab of any higher floor and the finished ceilings of the Premises; (ii) the right to install, maintain, use, repair and replace pipes, ducts, conduits and wires leading through the selected Proposer's Premises in locations which will not substantially interfere with the selected Proposer's use thereof.
4. Selected Proposer is responsible for routine maintenance and repair work required to the interior of the Premises and other ADA (Americans with Disabilities Act) code requirements at no cost to the County. Alterations, additions or changes to the interior must be approved in advance by the County, be done by licensed and insured workers, and in accordance with local building codes, at no cost to the County.

2.4 OTHER SERVICE REQUIREMENTS

It is the intent of the Department that the best possible services are provided to the public, while gaining revenue. However, the Department makes no guarantee that the Department or the County will act, promote, approve, or assist in any manner to assure that this project will be a financial success for the County or the selected Proposer.