

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE CITY OF DORAL  
AND  
MELO HOUSE LLC  
FOR  
CONCESSIONS SERVICES AT CITY PARKS**

**THIS AGREEMENT** is made between **MELO HOUSE LLC**, an active, for-profit Florida Corporation, (hereinafter the “Provider”), and the **CITY OF DORAL, FLORIDA**, a Florida municipal corporation, (hereinafter the “City”).

**RECITALS**

**WHEREAS**, on October 1, 2024, Request for Proposals (“RFP”) No. 2024-23, “Doral Parks Concessions” was advertised for the provision of providing concessions management services at City Parks; and

**WHEREAS**, five (5) proposals were received on October 30, 2024, and evaluated based on the required criteria set forth in the RFP; and

**WHEREAS**, an evaluation meeting was held on December 10, 2024, where all submitted proposals were scored and ranked, and two (2) firms were shortlisted for Group 2 services; and

**WHEREAS**, during the January 15, 2025, City Council Meeting, the City Council of the City of Doral approved the award of RFP No. 2024-23 and authorized the City Manager to enter into an agreement with Melo House LLC for Group 2 – Doral Central Park Fitness & Community Center

**WHEREAS**, during the January 15, 2025, City Council Meeting, the City Council of the City of Doral approved Resolution # 25-07, awarding RFP No. 2024-23 and authorizing the City Manager to enter into an agreement with Melo House LLC for concession services at Doral Central Park Fitness & Community Center.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the aforementioned recitals, which are incorporated herein and made a part hereof by this reference, the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, Provider and the City agree as follows.

1. **Scope of Services/Deliverables.**

- 1.1 The City grants to the Provider the rights delineated in this Agreement and the Scope of Services to use the Concession as contemplated herein.

- 1.2 The Provider shall furnish professional services to the City as set forth in the Scope of Services found in Exhibit “A”, which is attached to this Agreement and incorporated herein and made part hereof by this reference.
- 1.3 The “Scope of Services” includes a Schedule for the Service which includes a breakdown of tasks, timeline and deliverables to the City.
- 1.4 The City reserves the right to include or exclude additional parks under this agreement as determined by the City Manager.
- 1.5 Provider may provide additional services to the City as determined by the City Manager or his/her designee and that are mutually agreeable by both parties.
- 1.6 As part of the license rights described herein, the Provider is eligible to receive a 15% discount on Parks & Recreation Department Vendor Application and Agreement fees to provide concessions at City special events. Award of the RFP does not guarantee participation in City special events.
- 1.7 The Provider may propose special party rental packages to compliment the City’s party rental program. This includes catering for birthday, baby showers, and all other activities which may utilize the rooms and pavilions available for rental at City parks and aquatic center. This is a non-exclusive arrangement and does not preclude parties renting spaces from using their preferred vendor.
- 1.8 The Provider acknowledges the operation of the vending machines is independent from this agreement. Items sold by the Provider do not preclude either party from selling the same or similar item.

## 2. **Term/Commencement Date.**

- 2.1 This initial Agreement shall become effective upon execution by both parties and shall remain in effect for three (3) years from the date of execution of Agreement, unless earlier terminated in accordance with **Paragraph 8.** Prior to, or upon completion of the initial term, the City shall have the option to renew this agreement for two (2) additional one (1) year periods. The Provider shall maintain, for the entirety of the stated additional period(s), the same terms and conditions included with this original Agreement. Continuation of the Agreement beyond the initial term, to include the optional years, is the City’s sole and absolute discretion.

- 2.2 Provider agrees that time is of the essence and Provider shall complete each deliverable for the Service within the timeframes set forth in the Service Schedule, unless extended by the City Manager.

3. **Compensation and Payment.**

- 3.1 The Provider agrees to pay the City the proposed rate per location on a monthly basis for the right to operate the concession stand at the specified location, as outlined in Exhibit "B." Additionally, the Provider shall remit to the City a percentage of gross revenue from concession sales, set at ten percent (10%) per month. The City may assess a 10% late fee on payments not received within ten (10) calendar days after the end of the previous payment period.
- 3.2 Prior to occupying the concession stand(s) the Provider shall submit a security deposit to the City in the amount of \$500.00.
- 3.3 The Provider shall begin compensating the City upon issuance of a Notice to Proceed ("NTP").

4. **Sub-Providers.**

- 4.1 The Provider shall be responsible for all payments to any subcontractors and shall maintain responsibility for all work related to the Service.
- 4.2 Any subcontractors used on the Service must have the prior written approval of the City Manager or his designee.
- 4.3 The City reserves the right to contract third party vendors to provide concession services at designated special events held at City park facilities.

5. **City's Responsibilities.**

- 5.1 Furnish to Provider, at the Provider's written request, all available data pertinent to the services to be provided by Provider, in possession of the City.
- 5.2 Arrange for access to and make all provisions for Provider to enter upon real property as required for Provider to perform services as may be requested in writing by the Provider (if applicable).

- 5.3 Provide two (2) copies of all required keys for concession areas within facilities, ensuring concession staff can access them after City staff have opened the facility. Any additional keys will be the Provider's responsibility. In the event of lost, stolen, or misplaced keys, the Provider will be responsible for the cost of replacing the lock and issuing new keys.

6. **Provider's Responsibilities.**

- 6.1 The Provider shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily provided by a provider under similar circumstances. If at any time during the term of this Agreement, it is determined that the Provider's deliverables are incorrect, defective or fail to conform to the Scope of Services, upon written notification from the City Manager, the Provider shall at Providers sole expense, immediately correct the work. The City in no way assumes or shares any responsibility or liability of the Provider or Sub Provider under this agreement.
- 6.2 Provider shall abide by the terms of the RFP to the extent not in conflict with this Agreement, including, without limitation, any and all requirements pertaining to the personnel provided by Contractor to provide the Services contemplated herein.
- 6.3 The Provider understands and agrees City staff shall have access to the concession at all times in order to access City-owned equipment. The Provider understands that the City may, from time-to-time, utilize the concession for storage or meal prep of City approved programming (e.g. camps or recreational programming.)
- 6.4 Provider may only enter the concession during the operating hours posted at each park facility.

7. **Conflict of Interest.**

- 7.1 To avoid any conflict of interest or any appearance thereof, Provider shall not, for the term of this Agreement, represent any private sector entities (developers, corporations, real estate investors, etc.), with regard to any City related matter.

8. **Termination.**

- 8.1 The City Manager may terminate this agreement immediately with cause or upon thirty (30) days written notice to the Provider without cause. Cause shall include but not be limited to a failure on the part of Provider to: follow

the reasonable Service directives of the City; cure a breach of this Agreement within ten (10) days of receiving the notice of breach or five (5) days before the anticipated Service, whichever is less; and/or failure to abide by local, state, and federal laws and regulations in performance of the duties provided herein.

- 8.2 Upon receipt of the City's written notice of termination, Provider shall stop providing the Service.
- 8.3 The Provider shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Service to the City, in a hard copy and electronic format specified by the City within 14 days from the date of the written notice of termination or the date of expiration of this Agreement.
- 8.4 If the Provider wishes to terminate this Agreement prior to the end of the initial term or during the option years, Provider must provide the City with one-hundred and twenty (120) days written notice. Failure to provide the City with one-hundred and twenty (120) days written notice may result in the Provider being unable to do business with the City in the future.
- 8.5 Upon termination or expiration of this Agreement, Contractor may remove any of its property from the Concession except that which has become fixtures. The City's property shall be left in a clean and as near to original condition as possible, this includes any repairs required to return the concession to its original condition. If the Provider fails in this responsibility, they City shall keep the security deposit.

9. **Concession Facilities.**

- 9.1 The Provider and a designated City of Doral staff member will conduct a facility inspection prior to Provider occupancy.
- 9.2 The Provider shall not display or affix any signs, install equipment, or make improvements to the Concession without first obtaining the advance written approval of the City Manager or designee.
- 9.3 The Provider agrees that it will be responsible for the installation, maintenance, repair and all costs associated there with for any equipment that the Provider desires to place into the Concession, as may be permitted under this Agreement. The City will have no responsibility for the cost of installation, maintenance, repair or any other costs related to any equipment placed into the Concession by the Provider. The City will have no responsibility to obtain any permits that may be required in

connection with the installation, maintenance or repair of any equipment placed in the Concession.

- 9.4 The sale, distribution, or use of polystyrene products, including but not limited to foam cups, plates, clamshell containers, straws, lids, and utensils, is strictly prohibited within the Concession. The Concession shall be limited to the sale of prepackaged foods and non-alcoholic beverages, with soda fountains permitted. Cooking and reheating of food products shall only be allowed using equipment that does not require a stove, gas grill, barbecue grill, or similar appliances. However, the use of a microwave, electric grill, electric fryer, or sandwich press may be permitted upon approval by the City. The Provider must submit a list of equipment for approval at the sole discretion of the City. Additionally, the sale or distribution of glass bottles or containers is prohibited. Other than the permitted uses outlined above, the Concession shall not be used for any other purpose.
- 9.5 In the event of any damage to the Concession by the Provider or its agents, employees, volunteers or participants, the Provider shall be responsible for replacing the Concession or restoring the Concession to its condition prior to the use of the Concession by Provider, as determined by the City Manager.
- 9.6 The Provider's proposed equipment shall not exceed 20 amps per breaker at each concession site.
- 9.7 The Provider shall at all times stock and display a reasonable supply of food and beverages sufficient to satisfy demand at competitive prices comparable with the prices charged for food and beverages at other public parks in the area. The Provider agrees that the level of services in the proposal cannot change without the City's approval.
- 9.8 The Provider agrees to use a point-of-sale system approved by the City. The City shall have access to this point of sale system. The Provider will keep accurate and complete records of all revenue and expenses in connection with the operation of the concession facility. Such revenue and expenses will be supported by cash register tapes, invoices, sales slips bills, vouchers, payroll records, purchase orders and other pertinent records that, under recognized accounting and industry practices, contain information relating to costs, including gross sales or profits. In addition to any and all such documents or statements ("records") identifying total concession stand revenues for the time periods of operation as specified herein. Refer to **Exhibit "E"** for a sample weekly sales report.
- 9.9 Provider understands that the Equipment at the Concession Facilities is being made available to Provider in **"As Is" Condition**. The City does

not expressly or impliedly warrant the condition of any food service equipment. The Provider waives the right to a claim for any damages Provider, its agents, employees, volunteers, guests or invitees from any use of the Concession

9.10 The total square footage of each concession facility covered under this agreement is as follows:

- Doral Central Park Community Center: 261 SF

10. **Insurance.**

10.1 The Provider shall secure and maintain throughout the duration of this Agreement insurance of such type and in such amounts as required by Exhibit "C". The insurance carrier shall be qualified to do business in the State of Florida and have agents upon whom service of process may be made in the State of Florida.

10.2 Certificates of Insurance shall be provided to the City at the time of execution of this Agreement and certified copies provided if requested. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to the City before any policy or coverage is cancelled or restricted, or in accordance to policy provisions. The City further reserves the right to solicit additional coverage, or require higher limits of liability as needed, and depending on the nature of scope, or level of exposure.

11. **Nondiscrimination.**

11.1 During the term of this Agreement, Provider shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, gender identity or gender expression or national origin and agrees to abide by all Federal and State laws regarding nondiscrimination.

12. **Attorneys' Fees and Waiver of Jury Trial.**

12.1 In the event of any litigation arising out of this Agreement, each party shall be responsible for their attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.

12.2 In the event of any litigation arising out of this Agreement, each party hereby knowingly, irrevocably, voluntarily and intentionally waives its right to trial by jury.



13. **Indemnification.**

- 13.1 Provider shall defend, indemnify, and hold harmless the City, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, or any way connected with Provider's performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from Agreements between the Provider and third parties made pursuant to this Agreement. Provider shall reimburse the City for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with Provider's performance or non-performance of this Agreement. This indemnification may not exceed the limits established in Section 768.25 of the Florida Statutes. This section shall be interpreted and construed in a manner to comply with any applicable Florida Statutes, including without limitation Sections 725.06 and 725.08, Fla. Stat., if applicable.
- 13.2 The provisions of this section shall survive termination of this Agreement.
- 13.3 Ten dollars (\$10) of the payments made by the City constitute separate, distinct, and independent consideration for the granting of this indemnification, the receipt and sufficiency of which is voluntary and knowingly acknowledged by the Provider.

14. **Notices/Authorized Representatives.**

- 14.1 Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the following addresses:

For the City: Zeida Sardiñas  
City Manager  
City of Doral, Florida  
8401 NW 53rd Terrace  
Doral, Florida 33166

With a Copy to: Lorenzo Cobiella, Esq.  
City Attorney  
City of Doral, Florida  
8401 NW 53rd Terrace  
Doral, Florida 33166



For The Provider:     Melo House LLC  
                                 1112 NW 110 St  
                                 Miami, FL 33161

15.     **Governing Law.**

15.1     This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Exclusive venue for any litigation arising out of this Agreement shall be in Miami-Dade County, Florida, or the Southern District of Florida.

16.     **Entire Agreement/Modification/Amendment.**

16.1     This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

16.2     No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.

17.     **Ownership and Access to Records and Audits.**

17.1     All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from the Provider providing services to the City under this Agreement shall be the property of the City.

17.2     The City Manager or his designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any Records of the Provider involving transactions related to this Agreement.

17.3     The City may cancel this Agreement for refusal by the Provider to allow access by the City Manager or his designee to any Records pertaining to work performed under this Agreement that are subject to the provisions of Chapter 119, Florida Statutes.

17.4     In addition to other contract requirements provided by law, Provider shall comply with public records laws, specifically to:

(a)     Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

- (b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

17.5 The Provider may also be subject to monthly audits of the concession facility by the City of Doral or their designee. The audit will specifically include a comprehensive review of the following:

- (a) Service quality, attentiveness, courteousness, etc.;
- (b) Food quality, presentation, and merchandising;
- (c) Sanitation practices and conditions;
- (d) Personal appearance;
- (e) Training program techniques, schedules, and records;
- (f) Safety conditions;
- (g) Operational performance from a financial perspective; and
- (h) Other related operational conditions and/or practices.

18. **No assignability.**

18.1 This Agreement shall not be assignable by Provider unless such assignment is first approved by the City Manager. The City is relying upon the apparent qualifications and personal expertise of the Provider, and such firm's familiarity with the City's area, circumstances and desires.

19. **Severability.**

19.1 If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

20. **Independent Contractor.**

20.1 The Provider and its employees, volunteers and agents shall be and remain independent contractors and not agents or employees of the City with respect to all of the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

21. **Representations and Warranties of Provider.**

21.1 Provider hereby warrants and represents, at all times during the Term of this Agreement, inclusive of any renewals thereof, that:

- (a) Provider, and its employees and/or subcontractors, shall maintain in good standing all required licenses, certifications and permits required under federal, state and local laws necessary to perform the Services hereunder;
- (b) Provider is a corporation duly organized, validly existing and in good standing under the laws of the State of Florida and duly registered, validly doing business and in good standing under the laws of the State of Florida;
- (c) The execution, delivery and performance of this Agreement by Provider has been duly authorized and no consent of any other person or entity to such execution, delivery and performance is required to render this Agreement a valid and binding instrument enforceable against Provider in accordance with its terms; and
- (d) Provider has the required knowledge, expertise, and experience to perform the Services and carry out its obligations under this Agreement in a professional and first-class manner.

22. **Compliance with Laws.**

22.1 The Provider shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the services.

22.2 The Provider shall not commit nor permit any violations of applicable federal, state, county and municipal laws, ordinances, resolutions and governmental rules, regulations and orders, as may be in effect now or at any time during the term of this Agreement, all as may be amended, which are applicable to the City, the Provider, or the Concession. The Provider, at the Provider's expense, shall be responsible for obtaining all required food licenses and permits relevant to the operation of the Concession.

22.3 The City may promulgate and enforce reasonable rules and regulations governing the use of the Concession by the Provider, and the Provider shall provide adequate supervision of the Concession at all times the Provider is in control of the Concession.

23. **Non-collusion.**

23.1 Provider certifies that it has not divulged, discussed or compared his/her/its quote with other individuals and/or entities that provided quotes to the City for the Services and has not colluded with any other individual or entity whatsoever.

24. **Truth in Negotiating Certificate.**

24.1 Provider hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for the Services that may be offered pursuant to this Agreement are accurate, complete, and current. Provider further agrees that the Fee provided shall be adjusted to exclude any significant sums by which the City determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the Term or any Extension term.

25. **Waiver**

25.1 The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

26. **Survival of Provisions**

26.1 Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

27. **Prohibition of Contingency Fees.**

27.1 The Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Provider, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Provider, any fee, commission,

percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

28. **Force Majeure.**

28.1 It is understood that performance of any act by the City or Provider hereunder may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party, provided however, the City shall have the right to provide substitute service from third parties or City forces as may be necessary to meet City needs. If the condition of force majeure exceeds a period of fourteen (14) days, the City may, at its option and discretion, cancel or renegotiate the Agreement

29. **Counterparts**

29.1 This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterpart shall constitute one and the same instrument.

30. **Interpretation.**

30.1 The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

30.2 Preparation of this Agreement has been a joint effort of the City and Provider and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

31. **Discretion of City Manager.**

- 31.1 Any matter not expressly provided for herein dealing with the City or decisions of the City shall be within the exercise of the reasonable professional discretion of the City Manager.

32. **Third Party Beneficiary**

- 32.1 Provider and the City agree that it is not intended that any provision of this Agreement establishes a third-party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

33. **No Estoppel**


- 33.1 Neither the City's review, approval and/or acceptance of, or payment for services performed under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and Provider shall be and remain liable to the City in accordance with applicable laws for all damages to the City caused by Provider's negligent performance of any of the services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.


**[THIS SPACE INTENTIONALLY LEFT BLANK. SIGNATURES TO FOLLOW.]**

IN WITNESS WHEREOF, the parties execute this Agreement on the respective dates under each signature:


Attest:

**CITY OF DORAL**

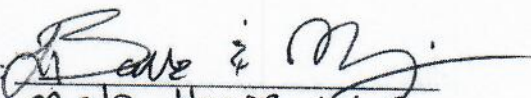
  
\_\_\_\_\_  
City Clerk

By:   
\_\_\_\_\_  
Zeid \_\_\_\_\_, City Manager  
Date: 3/28/2025

Approved As To Form and Legal Sufficiency for the Use  
And Reliance of the City of Doral Only:

  
\_\_\_\_\_  
\_\_\_\_\_, Esq.  
City Attorney

**Melo House LLC**

By:   
\_\_\_\_\_  
Its: Melo House LLC.  
Date: 3.28.25



## **Exhibit “A”**

### **Scope of Services**

#### **CONCESSION OPERATIONS**

**1.0 HOURS OF OPERATION:** The Provider agrees to operate the Concession at a minimum on the days and times, as outlined in Exhibit “B”, and as mutually determined with the Provider at the Park and other compatible uses as permitted under applicable law for which the City Manager or designee has given prior written consent in each instance. The Provider is encouraged to operate the concession outside the minimum requirements if demand exists so long as changes in hours of operation are advertised to City staff and park patrons. The City Manager, or designee, shall have the flexibility to modify the minimum hours of operation if it is in the best interest of the City due to fluctuations in park activity. If the Provider wishes to make any changes to the schedule as outlined in “Exhibit B”, the Provider must provide 72 hours written notice subsequently approved by the City.

**2.0 LICENSES, CERTIFICATIONS, INSPECTIONS, AND PERMITS:** All required municipal, county and state licenses, certifications, inspections, and/or permits must be obtained within thirty (30) days of execution of Agreement. Payment and renewal of these licenses, certifications, inspections, and/or permits will be the sole responsibility of the Provider. The Provider shall provide a copy of all licenses, certifications, inspections, and/or permits to the City.

**3.0 DEBIT AND CREDIT CARDS:** The Provider shall at parks where volume is sufficient, accept credit and debit card payments from park patrons.

**4.0 WEEKLY SALES REPORT:** The Provider shall maintain a detailed weekly sales report, including total sales figures and the calculated sales percentage fee, as specified in Exhibit “E,” and submit it to the City along with the monthly payment.

**5.0 REPORTING SALES:** The Provider shall provide the supervisor on duty at each facility a copy of total sales in the concession at the end of each business day. This report must be a direct print- out from point- of- sale (POS) software.

**6.0 STAFFING:** The individual(s) assigned to work for the City by Provider must pass Class 2 criminal background checks and will not be a City employee(s).

**7.0 REPORTING SALES TAX REMITTANCE:** The Provider shall pay sales taxes or provide the City with proof of collection and remittance of sales taxes to the State of Florida on a monthly basis. The Provider shall provide proof of sales tax remittance to the City on a monthly basis.

**8.0 MENU:** The Provider shall submit a sample menu with food items and proposed prices with a copy of each item's Food & Drug Administration mandated Nutritional Facts Label. Proposals will be evaluated and scored based on affordability, quality, and variety of menu options and conformance with Exhibit "D". Sales items and prices shall be subject to approval by the City Manager, or designee.

**9.0 CHANGES TO MENU:** The City must approve any changes to items on the menu in order to remain compliant with healthy snack options.

**10. PRE-PAID SNACK PACKAGES:** The Provider may provide special pre-paid snack package menus such as individual mixed fruit packages, sandwiches, and sports drinks. These menus and pricing are subject to the City's approval.

**11. PROMOTIONAL ACTIVITIES WITH LEAGUES:** The Provider is encouraged to work with the City's sports providers to develop fundraising promotions and activities throughout the year.

**12. NUTRITIONAL STANDARDS:** Provider shall reference Ordinance 2012- 21 (Exhibit "D") establishing nutritional requirements for food and beverages sold at City Facilities. **Failure to adhere to the requirements herein shall constitute a material breach of the contract and be subject to immediate termination.**

**13. DISPOSAL OF TRASH:** The Provider shall, on each day of operation of the Concession, properly dispose of all litter and trash generated through its use of the Concession upon the close of the operation day inside the dumpster located at the Park. The City will not have any responsibility for the disposal or removal of any litter or trash generated as a result of the Provider's operation of the Concession.

**14. SECURING ITEMS:** The Provider shall be solely responsible for securing all equipment and inventory stored within the concession.

**15. INCIDENT REPORTS:** The Concessions Manager or any Provider employee shall contact City staff when any noteworthy event occurs at the Concessions, including but not limited to injuries, trespassing, equipment/inventory loss or other significant event.

**16. INSPECTION OF CONCESSION:** The Provider shall be responsible for inspecting the condition of the facilities and equipment in the Concession, every day prior to its use. Inspection reports shall be made in writing and presented to the City Manager or designee if requested.

**17. MANAGEMENT MEETINGS:** The Concessions Manager shall meet with the City's Representative on a bi- weekly basis, at a mutually determined schedule, to discuss Concession-related matters and any contract issues.

**18. CUSTOMER SERVICE:** The Provider's employees shall be professional and courteous at all times with City staff and park patrons. The City requires a high level of customer service from the Provider's employees while performing concession duties. This item will be important in how the City evaluates the Provider's performance once a contract is awarded.

**19. COVERAGE:** There shall be No gaps in coverage. A gap in coverage constitutes a material breach of this Agreement.

**20. CONCESSIONS MANAGER:** The Provider shall designate a Concessions Manager who will be responsible for overseeing all work performed under this Contract and will serve as the primary point of contact. The Concessions Manager must meet the following minimum qualifications A minimum of two (2) years of supervisory experience in the food service industry, including concessions, restaurant, or catering management. Certification as a “Certified Food Manager” or “Certified Food Protection Manager”, as required by the Florida Department of Health. More information regarding this certification can be found at Florida Health Food Safety and Sanitation.

**21. SCHEDULE REQUIREMENTS:** The Concession Manager shall be on property at least five (5) days per week, two (2) hours per day during the hours of operation or at the request of the City’s Representative and shall be reachable during park operating hours.

**22. APPEARANCE:** The Provider’s employees shall come to work in a neat and sanitary manner and not pose a health threat or risk to the public.

**23. UNIFORMS:** The Provider shall purchase and provide to staff a uniform that meets the City’s approval. Staff shall not wear a City unapproved uniform or display City decals on Provider’s vehicles to conduct non- City related business or personal matters while inside or outside the city limits.

**24. CONDUCT:** The Provider shall not permit any intoxicated person or persons to remain at the Concession or allow profane or indecent language, or improper, boisterous or loud conduct to take place in or about the Concession.

**25. BACKGROUND CHECKS:** Provider shall conduct a Class 2 criminal background check on all employees that will perform work at City facilities once every calendar year. Provider shall submit the results of criminal background check prior any new employees commencing work at City facilities.

**26. TRAINING:** The Provider agrees that it will properly train and supervise all of its employees and ensure compliance with the City’s Drug Free Workplace policy.

**Exhibit “B”**

**Hours of Operation and Compensation**

**Exhibit “C”**

**Insurance Requirements**

**Exhibit “D”**

**Nutritional Standards**

**Exhibit “E”**

**Weekly Sales Report**



**RESOLUTION No. 25-07**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AWARDED REQUEST FOR PROPOSALS #2024-23 “DORAL PARKS CONCESSIONS” TO P&V INTERNATIONAL ENTERPRISE LLC FOR GROUP 1 AND TO MELO HOUSE LLC FOR GROUP 2, FOR A PERIOD OF THREE (3) YEARS WITH TWO (2) ADDITIONAL ONE (1) YEAR RENEWALS; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AGREEMENTS WITH P&V INTERNATIONAL ENTERPRISE LLC AND MELO HOUSE LLC; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Doral issued RFP 2024-23 “Doral Parks Concessions” on October 1 2024, to identify qualified and experienced firms to provide concession services, divided into two groups: Group 1 Doral Legacy, Morgan Levy and Doral Central Park Aquatic Facility, and Group 2 Doral Central Park Fitness & Community Center; and

**WHEREAS**, on October 30, 2024, the City received five (5) timely proposals; and

**WHEREAS**, on December 10, 2024, the Phase I Evaluation Committee conducted its meeting and shortlisted Group 2 firms for presentations; and

**WHEREAS**, following the Phase II Evaluation, P&V International Enterprise LLC. was ranked as the top firm for Group 1 and Melo House LLC was identified as the most suitable firm for Group 2; and

**WHEREAS**, the City Manager recommends that the City Council award the RFP to P&V International Enterprise LLC and Melo House LLC as the highest scoring proposals, authorize the City Manager to negotiate and execute an agreement with

each vendor respectively for the provision of Concession Management services, and enter into the proposed agreements for an initial term of three (3) years with two (2) additional one (1) year renewal terms, for a total term of five (5) years; and

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** The award of RFP No. 2024-23 for Group 1- to P&V International Enterprise LLC and Group 2 – Melo House LLC. is approved.

**Section 3. Authorization.** The City Manager is authorized to negotiate and execute an agreement with P&V International Enterprise LLC and Melo House LLC in a form acceptable to the City Attorney. The City Manager is further authorized to expend budgeted funds as provided for herein.

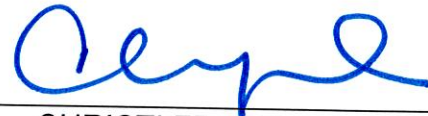
**Section 4. Implementation.** The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Pineyro who moved its adoption. The motion was seconded by Councilmember Reinoso and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Maureen Porras	Yes
Councilwoman Digna Cabral	Absent/Excused
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes

PASSED AND ADOPTED this 15 day of January, 2025.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



LORENZO COBIELLA  
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC  
CITY ATTORNEY