

FOOD CATERING SERVICES PROPOSAL

FOR

The City of Concord



Bid Number 2364

RFP RELEASE DATE: 8/3/18

PROPOSAL DUE DATE: 8/17/18 by 5 pm

**THIS RFP IS NOT A CONTRACT AND, ALONE, SHALL NOT BE INTERPRETED AS SUCH.
THIS RFP SERVES ONLY AS THE INSTRUMENT THROUGH WHICH PROPOSALS ARE SOLICITED.**

Request for Proposal – Catering Services

Contact Information

Event Name: Coworker Appreciation Picnic

Events Event Host Organization: City of Concord

Key Contact Person: Chantel Thompson

Job Title: Deputy Director of Human Resources

Mailing Address Line: P.O. Box 308

City: Concord

State/Province: NC

Zip/Postal Code: 28025

Country: USA

Phone: 704-920-5101

E-mail Address: thompsc@concordnc.gov

Web Address: www.concordnc.gov

Preferred Method of Communication: E-mail to thompsc@concordnc.gov for questions. All bids submitted may be hand delivered or sent via US Mail or Overnight Services to:

City of Concord
Human Resources Department
Attn: Chantel Thompson
P.O. Box 308
Concord, NC 28025

Billing Contact Person: Cherie Jzar (jzarc@concordnc.gov)

Billing Address Line: P.O. Box 308

City: Concord

State/Province: NC

Zip/Postal Code: 28025

Country: USA

Billing Contact Telephone: 704-920-5298

I. General Information/Intent

The City of Concord is issuing the Request for Proposal (RFP) to identify a qualified “Catering Vendor” for the 2018 Coworker Appreciation Picnic that will be held on Thursday October 4 at Frank Liske Park located at 4001 Stough Road, Concord NC 28027. The Catering Vendor must be qualified to provide all food, beverages, serving ware, condiments, equipment and supplies, cooking and serving tents/canopies, labor and supervision sufficient to provide catering services for an estimated 650 people.

***Statement of Need:**

The City of Concord, a local government entity, incorporated in 1796, invites you to bid on the catered event, as outlined below.

II. Requirements

Service Requirements:

- Buffet Style Picnic—Thursday, October 4, 2018 11 am – 3:30 pm at Frank Liske Park located at 4001 Stough Road, Concord NC 28027
 - The Catering Vendor may make prior arrangements to set-up equipment at the picnic site beginning at 8:00 a.m. on the day of the event. Set-up must include tents for cooking and serving, but not for dining.
 - The Catering Vendor must be set-up and be prepared to serve all food and beverages commencing at 11:00 a.m. and continuing until 2:30 p.m.
 - The serving sites shall allow for multiple lines or multi-directional food table service.
 - The caterer is responsible for providing the tent(s) for serving and the covers for the food.

Food & Beverage Requirements:

The City encourages bidders to submit alternate menus and suggestions to provide a variety of appropriate picnic foods. However, a minimum menu of sufficient quantities to feed those in attendance should consist of two (2) main entrees, three (3) side dishes, two (2) dessert items, and a beverage and must include a vegetarian option. The beverages shall consist of assorted drinks such as iced tea, unsweetened, and/or lemonade, regular and diet. Please specify the types of drinks that will be included.

Disposition of Left-Overs:

Any food items from the picnic that remain after 2:30 p.m. should be collected and contained. Food must be placed in sanitary containers with sealable lids. The food will be taken by City Staff. Notify City Staff at the end of the picnic for instructions.

Contractor Staffing Requirements:

All food service personnel shall wear uniforms recognizable as a member of the catering staff and must exhibit themselves in a polished and professional manner, which covers the following areas:

- Clean Uniforms
- Appropriate shoes
- Groomed appropriately
- Hair restraints, such as nets, hats, beard restraints and clothing that covers body hair, which are designed and work effectively to keep hair from contacting exposed food, clean food-contact equipment and utensils.
- Wearing and maintaining clean latex-free gloves if they are in direct contact with food.

Buffet Guidelines:

All buffets must project a professional and decorative image with the following requirements:

- Catering Vendor must ensure safe and sanitary handling, storing, cooking, displaying of all food, and maintain a safe temperature of all food.
- Catering Vendor shall ensure that the food setup is under a covered canopy tent and that food is kept covered when not being served.
- Catering Vendor is to provide all chafing dished, arranged to provide a professional food presentation.
- All chafers must be replenished immediately, with a fresh supply of food to keep the lines flowing successfully.
- Catering Vendor must provide all linens for the buffets to cover 6’ and 8’ tables. Linens should be clean, pressed and the appropriate for the length and width of the tables provided.
- Catering Vendor is to provide all service ware
- The City of Concord will provide plates, eating utensils, napkins, and cups.

Pricing Requirements:

The Catering Vendor that is awarded the contract will incorporate a flat fee based on a particular menu proposed.

Insurance Requirements:

Commercial General Liability Insurance (minimum \$1,000,000). City of Concord must be listed as additional insured.

Other Specific Requirements:

Service Area:

The City of Concord will provide space for prep, expediting and clean-up of food service. Areas of particular attention that Catering Vendor will be responsible for:

- All Food Service Equipment
- All Linens

City of Concord will provide at no charge:

- Tables
- Water Source
- Power Source
- Access to Restrooms
- Parking in Designated Areas
- All plates, eating utensils, napkins, and cups.

III. Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in the RFP is proprietary for this purpose only.

Questions:

Direct all questions and requests for additional information regarding this RFP to Chantel Thompson, Deputy Director of Human Resources. Contact information is noted on page 3.

Decision Making Process:

Final Decision Maker: City of Concord Customer Service Advancement Committee consisting of all stakeholders.

Timeline:

- RFP Published Date: August 3, 2018
- RFP Distribution Date: August 3, 2018
- Proposal Due Date and Time: August 17, 2018 by 5 pm EST
- Proposal Presentation Date (if required): August 21, 2018 (to include food tasting)
- Proposal Presentation Location (if required): City of Concord City Hall 35 Cabarrus Avenue West, Concord, NC 28025
- Decision Date: August 24, 2018
- Decision Notification Method: Email

Key Selection Factors:

Selection is based on the following criteria, which is either critical or is very important. The top bidder candidates advancing as a finalist and receiving a full evaluation as outlined below. Each factor will be evaluated on five (5) point scale, with one (1) being the lowest and five (5) being the highest. It is intended for the award to be based on the highest total point accumulations.

Decision Factor
Ability of Caterer to provide a high level of service
Ability of Caterer to provide high quality of all foods served without running out of said food
History of Caterer to support the ability of handling large groups successfully serving all within the allotted time frame
Information provided in response to the RFP
Overall taste of food
Ability to provide safe food handling
Overall cost of services
Presentation of food in an attractive manner
Experience
Recommendations from previous and existing clients

Instructions for Responding:

Each Caterer responding to this RFP must include the information requested in the Proposal Content Section of the RFP (in the order presented).

IV. Proposal Content

Company Name: _____

Federal Tax ID#: _____

Mailing Address: _____

Web Site: _____

Primary Contact: _____

Job Title: _____

Phone: _____

Mobile Phone: _____

E-mail Address: _____

1. How many events of similar size and scope has your organization catered in the past three years? _____

2. When was the company founded? _____ (year)

3. What is the company's scope of services? _____

4. The company can meet the event's specific staffing requirements with its own staff: Yes No

5. The company has an office in the city where the event is being held: Yes No

Indicate the type of insurance types and levels of insurance the company carries and attach current policies (annually, the City of Concord will require updated policies for all 30 days prior to event showing coverage extends specifically during the event dates):

Workers Compensation Insurance: _____

Commercial General Liability Insurance: _____

Insurance Comments: _____

References:

Provide references from three previous unique venues that your company has catered at **servicing a minimum of 500 guest** using buffets and/or a **minimum of 50 guest for a plated (served) event**. In the space below list a minimum of three (3) references and include the event type, date of the event, number of guest, and primary contact information (email, phone, address).

1. _____

2. _____

3. _____

Proposed Menu:

A minimum menu of sufficient quantities to feed those in attendance should consist of two (2) main entrees, three (3) side dishes, two (2) dessert items, and a beverage and must include a vegetarian option.

Entrees:

- 1. _____
- 2. _____

Side Dish:

- 1. _____
- 2. _____
- 3. _____

Desserts:

- 1. _____
- 2. _____

Beverage options:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Vegetarian Option: _____

Pricing Per Person: _____ **Total Price for 650 guests:** _____

Attachments:

The following are attached to this proposal:

- Completed bid sheet which includes proposed menu(s) and pricing on a per person basis.
- Certificate of Insurance
- Listing of references

Other attachments (list all):

- _____
- _____
- _____

Proposal Deviations Form

CITY OF CONCORD

Please Check One:

Our proposal adheres to all items specified in the Request for Proposal. If chosen as the vendor, we will agree to abide by the terms of our response to this RFP.

Our proposal adheres to all items specified in the Request for Proposal, except as detailed below. If chosen as the vendor, we will agree to abide by the terms of our response to this RFP.

Signed by: _____

Company Name: _____

Name and Title: _____

Date: _____