

FOOD CATERING SERVICES PROPOSAL
FOR
The City of Concord



City of Concord RFP# 2414

RFP RELEASE DATE: August 2, 2019
PROPOSAL DUE DATE: August 16, 2019 BY 5PM EST

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

Request for Proposal – Catering Services

Contact Information

Event Name: Coworker Appreciation Picnic
Event Host Organization: City of Concord
Key Contact Person: Kimberly Hardy
Job Title: HR Analyst
Mailing Address: 35 Cabarrus Ave West
City: Concord
State/Province: NC
Zip/Postal Code: 28025
Country: USA
Phone: 704-920-5106
Email Address: hardyk@concordnc.gov
Web Address: www.concordnc.gov
Preferred Method of Communication: Email to 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: Kimberly Hardy
35 Cabarrus Ave West
Concord, NC 28025

Billing Contact Person: Cheri Jzar (jzarc@concordnc.gov)
Billing Address: 35 Cabarrus Ave West
City: Concord
State/Province: NC
Zip/Postal Code: 28025
Country: USA
Billing Contact Telephone: 704-920-5298

This project is being advertised via the City of Concord's RFPs, RFQs, and Bids website at:
<https://www.concordnc.gov/Departments/Finance/Purchasing/RFPs-and-Bids> .

I. General Information/Intent

The City of Concord is issuing the Request for Proposal (RFP) to identify a qualified “Catering Vendor” for the 2019 Coworker Appreciation Picnic that will be held on Thursday, October 3, 2019 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 700 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 3, 2019 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 am 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 am and continuing until 2:30 pm.
 - 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 iced tea, 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 pm 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.
- It is preferred, but not required that Catering Vendor shall use washable, re-usable or compostable food service items.
- Catering Vendor shall ensure that the food set-up is under a covered canopy tent and that food is kept covered when not being served.
- Catering Vendor is to provide all chafing dishes, 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 length and width for 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 \$1,000,000.00). The 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 request for additional information regarding this RFP to Kimberly Hard, HR Analyst. 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 2, 2019
- RFP Distribution Date: August 2, 2019
- Proposal Due Date and Time: August 16, 2019 by 5pm EST
- Proposal Presentation Date (if required): August 21, 2019 and/or August 22, 2019 (to include food tasting) beginning at 11:00am EST
- Proposal Presentation Location (if required): City of Concord City Hall 35 Cabarrus Ave West, Concord NC 28025
- Decision Date: August 26, 2019
- 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. Catering vendors advancing as a finalist may be asked to give a presentation which should include a tasting of select food items on the bidders proposed menu.

Each factor will be evaluated on a 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

The City of Concord has the right to reject any and all responses to this RFP and to seek new submittals if it is in the best interest of the city to do so.

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

Organization Name: _____

Federal Tax ID#: _____

Mailing Address: _____

Website: _____

Primary Contact: _____

Job Title: _____

Phone: _____

Mobile Phone: _____

Email Address: _____

1. How many events of similar size and scope has your organization catered in the past three (3) years?

2. What year was the organization founded?

3. What is the organization's scope of services?

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

5. The organization 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 organization 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 organization has catered at serving a minimum of 500 guests using buffets and/or a minimum of 50 guests 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 guests, 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 Dishes:

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

Desserts:

- 1. _____
- 2. _____

Beverage Options:

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

Vegetarian Option: _____

Pricing Per Person: _____ **Total Price for 700 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: _____

Organization Name: _____

Name and Title: _____

Date: _____