

REQUEST OF INTEREST

ROI 2010-A-0048



CATERING SERVICE

"Douglas - the premier southwestern border community."

Bid Notice

NOTICE IS HEREBY GIVEN that the Mayor and Common Council of the City of Douglas will receive sealed Bid Proposals until Three O'clock p.m. (3:00 p.m.) on the 3rd day of September, 2010 for the following:

Catering Services

Specifications are on file and may be obtained at the office of Purchasing Agent, 425 10th Street, Douglas, Arizona. Bids will be received until the above hour specified and will be opened and publicly declared on said date and time at a Bid Opening to be conducted by the Purchasing Agent in the Council Chambers. Address all Bids to City of Douglas, City Clerk, Brenda Aguilar, 425 10th St., Douglas, Arizona 85607, specifying on the outside wrapper the nature of the Bid and reference ROI# 2010-A-0048. The Council reserves the right to reject any Bid, defer action on Bids and to waive any informality thereof. Any late submissions will be returned to the sender.

Dated at Douglas, Arizona this August 13, 2010

Brenda Aguilar
City Clerk
City of Douglas

I. Purpose of Request

The City of Douglas is requesting proposals for the purpose of securing a list of qualified caterers in the Douglas and surrounding communities to provide to renters of Douglas Municipal Golf Course facility for special events, which shall include pre-quoted fees for various types of meal options and services, and must remain valid for 3 months. Catering services must be available for events beginning in October of 2010. The specifications and requirements of the service and catering sought are outlined in the following Request of Interest (ROI).

II. Time Schedule

The City of Douglas will maintain the following time schedule:

Publish an ROI on Wednesday, August 18, 2010.

Deadline for Submission of Proposals September 3, 2010

ROI List of Qualified Caterers created and Notifications made by September 7, 2010

III. Instructions to Proposers

A. All proposals must be submitted to:

City of Douglas

Purchasing Department – John Alvarez

425 Tenth Street

Douglas, AZ 85607

(520) 417-7317

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner, ROI – Catering Services – Douglas Municipal Golf Course. All proposals must be received by 3:00 pm on September 3, 2010 at which time they will be opened. Three (3) copies of the ROI must be presented. No faxed or telephone proposals will be accepted.

C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

D. All proposals must include the following information:

1. Name of Catering Business and proof of all proper licenses, which include a City of Douglas Business License, and tax id numbers as well as all relevant permits as required by Cochise County for food handling and catering services.
2. If Respondent is currently a City Vendor or currently under contract with the City, Respondent MUST have all pending financial obligations with the City and all State Transaction Privilege Taxes paid in full at the time of the bid closing date to be considered for this bid. Any bid that does not conform to this section SHALL be disqualified.
3. The names of individuals from who will be working on the catering events and their areas or responsibility.

4. Provide an accurate mailing address of the catering business.
5. Itemize breakdown of the meals and services provided.
6. Proposal must represent the final pricing including, additional fees, discounts, and taxes.
7. Timeline and schedule the catering services will be provided.
8. Indicate that all quotes are good for 90 days.
9. References.

IV. Selection Criteria

Factors Weight Given

- A. Responsiveness of the written proposal to the purpose and scope of service. 30%
- B. Price 40%
- C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work 30%

Total Criteria Weight 100%

Each proposal will be independently evaluated on factors A, B, and C.

V. Terms and Conditions

- A. City of Douglas reserves the right to reject any and all quotes and to waive minor irregularities to any proposal.
- B. City of Douglas reserves the right to request clarification of information submitted and to request additional information from the vendor.
- C. City of Douglas reserves the right to reject any and all quotes if a vendor is not in good standing with the City of Douglas.
- D. Any proposal may be withdrawn up to the date and time set in this ROI.
- E. The purpose of this proposal is to solicit interest and create a list of qualified caterers to present to renters of the Douglas Golf Course event facility, with pre-quoted fees for various types of meal options and services, which must remain valid for 3 months. Any contract for services will result between the facility renter and the selected caterer and shall be in a form supplied or approved by the City of Douglas, reflecting the specifications in this ROI.
- F. City of Douglas reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this ROI and which is not approved by the City of Douglas.
- G. City of Douglas shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the ROI.
- H. All quotes, documents, and forms will become the property of the City of Douglas upon delivery and acceptance of the sealed proposal.
- I. Multiple vendors may be selected for this Request of Interest.

J. Federal immigration:

To the extent applicable under ARIZONA REVISED STATUTE SECTION §41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under ARIZONA REVISED STATUTE SECTION §23-214 (A). The Contractor or subcontractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City of Douglas. The City of Douglas retains the legal right to randomly inspect the papers and records of the Contractor and its subcontractors who work on the contracts ensure that the Contractor and its subcontractors are complying with the above-mentioned warranty.

The Contractor and its subcontractors warrant to keep the papers and records open for random inspection during normal business hours by the City of Douglas. The Contractor and its subcontractors shall cooperate with the City of Douglas random inspections including granting the City of Douglas entry rights onto its property to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

VI. Scope of Work

City of Douglas is looking for a qualified vendor to provide Catering Services for special events served primarily on weekends for various size parties, but could be for business events during the week for breakfast, lunch or dinner. The proposal should include menu options for various events such as business meetings, weddings, quinceañeras, anniversaries, reunions, etc. that will be served at an agreed time depending on each special event. Below is a sample of the menu options suggested that should be inclusive in the proposal. All meals should include all condiments and serving utensils. The proposal should include delivery, set-up, serving, and clean-up.

Continental Breakfasts

All continental breakfasts should include fruit preserves, cream cheese, butter, chilled juices, and freshly brewed coffee, both regular and decaffeinated and herbal teas.

Sample breakfast selections

Breakfast breads, Bagels, and Danish

Fresh Fruits

Assorted Fruit Yogurts

Eggs and cheese croissants

Sausage or ham biscuits

Breakfast burritos

Fresh eggs, potatoes, sausage and ham wrapped in a toasted tortilla served with salsa

Chilled/Hot Luncheons

Served with salad, dinner rolls and butter, dessert and cold sodas/herbal and regular iced teas

Sample Lunch Selections

- Sliced chicken strips, French fries and vegetables
 - Tuna Salad Wrap
 - Fresh tuna salad wrapped in a soft flour tortilla
 - Served with pickle, potato chips and cookies
 - Chicken Caesar Salad Wrap
 - Wrapped in a soft flour tortilla
 - Served with pickle, potato chips and cookies
 - Turkey Club Wrap
 - Smoked Turkey, Bacon, Lettuce, and tomato
 - Wrapped in a soft flour tortilla
 - Served with pickle, potato chips and cookies
 - Assorted Deli Sandwiches
 - Turkey, Ham, Roast Beef, or Vegetarian Sandwiches on a Kaiser Roll
- Accompanied by lettuce, tomato, pickles, and potato chips, cookies and fresh fruit
 - Hot Dogs/Chili Dogs
- Served with pickle, potato chips, and cookies

Sample Dinner Selections

Served with tea, water and coffee service, salad dressing, and condiments according to menu choice.

(Buffet Style or Individual Style Serving may be quoted separately)

Choice of a Caesar or Tossed Salad
Choice of one Meat Entrée
A Starch or Bean Item or Cold Salad
A Vegetable Item
Bread & Butter or Tortilla

Main Entrée Samples

Grilled Herb Chicken
Chicken Marsala
Tuscan Chicken
Manicotti Primavera
Breast of Chicken Stuffed
with spinach and ricotta

Fried Chicken
Chicken Cordon Bleu
Citrus Roasted Turkey
Beef & Pasta Romano
Roast Beef
Chicken or Beef Fajitas

Beef Stroganoff
Barbacoa

Starch & Beans

Creamy Yukon Mashed Potatoes
Twice Baked Potatoes
Mashed Potatoes w/ Gravy
Rice Pilaf
Spanish Rice
Fettuccini Alfredo
Macaroni and Cheese
Stuffing with Gravy
Zesty Black Beans
Refried Beans

Vegetables

Sweet Corn
Green Beans Almandine
Vegetable Medley
Spring Medley
Baked Sweet Yams

Cold Salad

Bay Shrimp &
Saffron Rice
Tri-Color Tortellini
Fresh Fruit Salad
Macaroni Salad
Red Potato Salad
Cole Slaw
Ambrosia
Waldorf
Crab Salad

Additional meat or side items should be quoted as a per person additional fee for each item. Price should include buffet set up and tear down and all disposable ware. Service charges and taxes should be included in price.

Sample menus are provided as a guideline only of the type of selection City of Douglas is looking for in a qualified vendor who is able to provide an adequate catering service that meets the City's needs. Modifications are acceptable.

Notices, Correspondence, and Reports:

Notices, correspondence and invoices from the Contractor to City of Douglas Office shall be sent to:

City of Douglas
Purchasing Department
425 10th Street
Douglas, Arizona 85607
520-417-7317
520-805-0812 (Fax)

Notices, correspondence, reports, and payments from City of Douglas shall be sent to:

Vendor, please complete the requested information below:

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Telephone No.: _____

Fax No.: _____

E-Mail: _____