

Request for Proposals Preferred Catering Services at the Main Library



Release Date: Monday, June 5, 2017

Notice of Intent Date: June 23, 2017

Mandatory Pre-Bid Meeting: Monday, June 26, 2017 2:00 – 4:00 p.m.

RFP Due Date: Tuesday, July 11, 2017 5:00 p.m.

Finalist Presentations (if necessary): Monday, July 17 or Tuesday, July 18, 2:00 – 4:00 p.m.

Notification of Intent to Negotiate Contracts: Monday, July 24, 2017

Anticipated Contract Start Date: October 1, 2017

The Dayton Metro Library (DML) seeks proposals from experienced vendors to serve as the single preferred caterer at the new Main Library, located at 215 E. Third Street in Downtown Dayton and scheduled to open in August 2017. The Library is looking for an independent partner with experience providing full service catering for a variety of needs and styles from simple boxed lunches for corporate meetings, to large scale formal sit down dinners. The selected Caterer must be able to provide clients with host bar and cash bar options. The selected Caterer must be prepared to begin the relationship on or before October 1, 2017.

Overview

The flagship Main Library is being reconstructed and expanded to become a downtown destination and community gathering place. The Library has a variety of rooms and spaces to accommodate small groups from 6, to large stand up style receptions for up to 2000 people, and everything imaginable in between. The spaces are non-traditional, and will require creative activation.

The Library employs a full-time Events Manager who will handle inquiry calls, and serve as the primary POC for the selected caterer. Room rental fees will be negotiated by the Library's Events Manager, and 100% of that revenue will remain with the Library or its designee.

DML is installing a small prep kitchen with a mobile work table, a 100# ice machine, and a double door reach in cooler. The selected Caterer must provide all food service equipment, and work with clients for appropriate tables, chairs, decorations, china/glassware/flatware and/or disposables, final menu selection and all other event-related details, including coordination with party rental, decor and entertainment providers.

The Library's Events Manager and the selected Caterer will coordinate appropriate information sharing strategies.

Minimum Requirements

In order to be considered for the contract described in this Request for Proposal (RFP) the person or group making the proposal shall have five or more years of continuous experience in ownership, management or operation of off-site catering operations, restaurant, or other equivalent food service experience. Collaborative proposals will be considered.

Scope of Service

The actual terms of the contract entered into shall be negotiated between the Dayton Metro Library, or its designated liaison, and the vendor whose proposal is selected. However, the provisions that follow are to be incorporated into any contract.

The Caterer whose proposal is accepted will be expected to provide all necessary equipment and supplies, agree to indemnify and defend any and all claims arising out of the activity within the Library, have knowledge of and comply with all health regulations and will be responsible for obtaining any permits and/or licenses necessary for operation. The contract will also contain a term that the DML is not responsible for damage, loss or theft of property belonging to the selected Caterer.

The applicant's proposal must include a proposed contract term in increments of one year with or without options for renewal; the contract term will be a consideration when making the selection.

The selected Caterer will be expected to have public liability insurance and provide proof thereof to the DML prior to the start of any operations. It is anticipated that the selected caterer will be responsible for obtaining a liability policy with a minimum of \$1,000,000 coverage per occurrence. Proof of workers compensation insurance will also be required. Alcohol Service Training and proof of adherence to a liquor service laws is required.

The selected Caterer will agree to represent the Library and its facilities with the utmost professionalism at all times, and will agree to provide all print and digital marketing/promotional materials for approval prior to distribution.

The selected Caterer will be responsible for keeping the Library and its facilities neat, clean and in good repair. The selected Caterer will also be responsible for regularly bussing the areas in use, and immediately cleaning up spills or messes, as well as removing all trash and equipment at the completion of all events, including sweeping the floors of all event-impacted areas.

The Caterer may access the janitor's closet.

Deliveries will be carried or hand-trucked into the Catering Kitchen area at times that will minimize disruption to Library patrons. DML will not accept deliveries or assume responsibility for any products/equipment left in the Library.

The Caterer is expected to:

- Comply with any and all applicable laws, codes and regulations relating to food service operation and service of beverages, including alcoholic beverages and provide formal/certified documentation annually.
- Maintain a high standard of cleanliness in utilized spaces.
- Maintain a standard of personal grooming expected in a professional business environment.
- Adhere to all Library security procedures.
- Eagerly and creatively work with clients to plan and execute a wide range of event styles with diverse age ranges and menu options, including traditional ethnic dishes.
- Be respectful of the Library as a public place, accessible to all, and primarily in existence to inform, inspire and enrich the community during normal business hours.

Proposal Requirements

In responding to the Request for Proposal, please address the following in this exact numbered order:

1. Firm name, primary contact, address, phone, fax, email and website.
2. Describe why you wish to be considered for the preferred Catering vendor at the Main Library.
3. Provide a company overview, key staff bios and describe the strategy for assigning primary POCs to the Library relationship.
4. Describe how you will operate and manage the sales and booking process.
5. Describe your experience and your expertise, as well as your commitment to continuous improvement.
6. How do your financial assets allow you to undertake this project? Provide the following:
 - a. Financial Plan indicating the source of funding to be used for working capital.
 - b. Balance sheet and income statements for the past two fiscal years prepared in accordance with generally accepted accounting principles (GAAP), reflecting current financial condition.
 - c. Names, addresses, and telephone numbers of at least three credit references, including at least one banking reference.
7. Describe your pricing strategy. Include sample menus with prices.
8. Explain your preferred payment terms for clients; what forms of payment do you accept?
9. Describe the equipment you are able to supply and how you charge clients for equipment.
10. Describe your relationships with local party rental, décor, entertainment and equipment vendors.
11. Describe how you will promote and publicize the Library as a destination for events.
12. Specify the proposed length of the contract, any rebates/fees you will provide to the Library, and include a Business Plan that covers the years of operation.
13. Provide any additional documentation or information that demonstrates your ability to professionally manage this relationship and positively enhance the Library's mission.

Selection Process

All interested parties must submit a written intent to apply to DFarrell@DaytonMetroLibrary.org by Friday, June 23 at 5:00 p.m., indicating an understanding of all dates listed below, as well as availability during these times.

All interested firms must have at least one representative attend the mandatory pre-bid meeting, taking place at the Main Library on **Monday, June 26** from 2:00 – 4:00 p.m.

Written proposals must be received by **Tuesday, July 11**, 5:00 p.m., hand delivered to Diane Farrell at the Main Library, 215 East Third Street, or emailed to DFarrell@DaytonMetroLibrary.org.

Proposals will be reviewed by a committee of Dayton Metro Library staff, and potentially community/industry advisor(s). The committee, after reviewing the proposals, may invite finalists to make formal presentations on **Monday July 17 or Tuesday, July 18**, 2:00 – 4:00 p.m.

The committee will make a recommendation to a governing board, who will then either approve or deny the recommendation. If a proposal is approved, DML or its designee will provide prompt written notice to the chosen applicant of its selection. The chosen applicant and the Library or its representatives will negotiate an agreement to be drafted by an attorney for the parties' review and signature.

If the negotiations between applicant and the DML are unsuccessful and/or if no agreement is reached within forty-five (45) days of the written notice provided to the chosen applicant of its selection, the Library committee may at its option select another proposal for recommendation.

Evaluation criteria will be based on the applicant's experience in food service generally and catering specifically, as well as the past performance and qualifications of assigned POCs. Additional criteria will include financial viability, diversity of menus and pricing structure, demonstrated creativity, strong local relationships, ability to influence and impact sales, and the contract terms.

Dayton Metro Library reserves the right to reject all proposals, to award the preferred catering agreement to the proposal that is in the best interests of the Library, and to negotiate with any person submitting a proposal.

Thank you so much for your interest! Please contact Diane Farrell at DFarrell@DaytonMetroLibrary.org with any written questions. Any questions submitted will be addressed in the mandatory pre-bid meeting with all parties present. No phone calls will be accepted.