

**REQUEST FOR PROPOSAL
CATERING SERVICES
POLK COUNTY FAIRGROUNDS AND EVENT CENTER, OREGON**

I. INTRODUCTION

Polk County seeks proposals from catering service providers to create a list of approximately 5 to 8 caterers to provide catering services associated with events held at the Polk County Fairgrounds and Event Center (PCFEC) from the period of January 1, 2017 to December 31, 2019 pursuant to PCCO § 15.120(5). The PCFEC will provide the list of caterers who have been approved to operate out of the PCFEC to renters of the facility. Renters will independently contact and contract with approved caterers.

II. OBJECTIVES OF RFP

The objectives of this RFP are as follows:

- A. To develop a caterer list between the successful bidders and the Polk County Fairgrounds and Event Center that will meet the following objectives:
 - 1. To deliver high quality catering services which meets the needs of the Fairgrounds and the renters of the facility.
 - 2. To provide all services associated with catering booked at fairgrounds events including: setup, operations and cleanup.
 - 3. To coordinate all facets of the operation of the catering services with Fair staff prior to events.

III. PROPOSAL PROCESS

The following is a schedule of events concerning the bid process:

Distribution of the RFP	October 12, 2016
Due date/Public Opening	November 17, 2016
Notification of Award	December 16, 2016
Commence Services	January 1, 2017

Three (3) copies of the proposal will be submitted to:

“RFP – Catering Services”
Attn. Tina Andersen, Fair Manager
Polk County Fairgrounds
P. O. Box 29
520 Pacific Hwy. West
Rickreall, OR 97371

Proposals must be received not later than 1:00 p.m., Thursday, November 17, 2016 at the address set forth above. Proposals received after 1:00 p.m. on Thursday, November 17, 2016 will not be considered.

Questions regarding bid specifications may be directed to the following individual:

Tina Andersen, Fair Manager (503) 623-3048

IV. Minimum QUALIFICATIONS OF BIDDER

To be considered for award of this contract, the vendor must meet the following minimum qualifications:

- A. The vendor must possess a Temporary Restaurant License.
- B. The vendor must provide proof of insurance at minimal levels required by the County including Worker's Compensation insurance.
- C. The vendor must agree to pay the percentage or fee agreed to contract.
- D. The vendor must have qualified and trained staff to provide a quality product and must agree to the minimum standards set by this RFP and the Fair Board.
- E. Vendor must demonstrate financial stability.
- F. The vendor shall submit a list of three (3) references, including name, address and phone number.

V. SELECTION CRITERIA

Criteria for Evaluation - The criteria used in selecting a vendor will be as follows:

The vendor will be selected on the basis of the bidder's proposal. The Selection Committee will review all proposals and make their recommendations for selection. The primary criteria used in making a selection will be as follows:

- A. The vendor's demonstrated experience and expertise in catering operations and all other related duties involving catering operations (sample menus, estimated pricing, operating, collections, etc.).
- B. The financial return to the Fairgrounds.
- C. The vendor's financial stability.
- D. Vendor's past history and references. Vendors shall include a listing of references with their proposals, indicating locations, name, and telephone number of person or place. This list should contain at least three (3) current references, preferably of a size comparable to Polk County.

Procedure - Submitted proposals will be reviewed by a Selection Committee. Vendors who are deemed, on a basis of selection criteria, fully qualified and best suited among those submitting proposal will be placed upon the qualified list. The list is limited to eight (8) vendors

The Fair Board will assemble a committee for the purpose of proposal evaluations.

VI. METHOD OF AWARD

Vendors whose proposals are determined to be professionally and technically complete will make the qualifying list (limited to eight). The selection process may, however, include a request for additional information to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal.

The successful vendors will be chosen based on the qualifications and selection criteria discussed in Sections IV and V of this proposal.

The PCFEC reserves the right to reject any or all proposals for any reason in whole or in part received in response to this RFP. The Polk County Fairgrounds will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful vendor, all vendors will be notified in writing of the selected firm.

VII. PROPOSAL PACKAGE

Vendors must submit a response in the form of a proposal, which includes the following sections:

A. Transmittal Letter

This letter is to be a brief letter, addressed to Attn. Tina Andersen, Polk County Fairgrounds, P. O. Box 29, 520 Pacific Highway W. Rickreall, OR 97371, which provides the following information:

1. Name and address of the vendor;
2. Name, title, e-mail and telephone number of the vendor;
3. A statement that the proposal is in response to this RFP; and
4. The signature, typed name of the vendor.

B. Technical Proposal

This portion of the proposal must address each item listed below:

1. a. Vendor Profile
 - (1) Date organized to provide catering services.
 - (2) Vendor background and depth of support
 - number of employees
 - number of years doing business
 - (3) Describe any current ongoing contracts in which you are providing this type of service
 - client
 - date of contract
- b. References, with addresses and phone contacts.
- c. A written statement from proposer's accountant or bank indicating vendor's financial stability.
- d. Cost breakout as defined in Attachment "A". The cost breakout is based upon a percentage figure.

2. Operational Requirements - All proposals must clearly define or possess:

- a. Insurance - Vendor shall provide types of insurance and limits and provisions as contained herein:

<u>TYPE</u>	<u>COVERAGE FEATURES</u>	<u>LIMITS</u>
General Liability/ Comprehensive	County named as Certificate Holder, No fault to meet statute requirements.	\$1,000,000/ \$1,000,000
Worker's Compensation		As required by law.

- b. Sample menus and estimated price lists (Prices to clients should include the vendor's proposed commission rate to the Polk County Fairgrounds).

VIII. PERIODS OF OPERATION, RECORDS, PAYMENTS, SECURITY DEPOSITS, CLIENT LIAISON, SANITATION, MENUS & PRICES

A. Periods of Operation:

- a. Provide catering service for events at the Polk County Fairgrounds and Event Center throughout the period of the contract.

B. Caterer Services:

- a. Provide catering services when selected by PCFEC Renter to provide catering services.

b. PCFEC has contracted in the past with select events for certain catering rights to be retained by the event promoter (these groups will be grandfathered in). PCFEC management will recommend, but not require that these events utilize the list of catering service providers for all or a portion of the catering service.

c. Caterers may use the PCFEC kitchen facility or may choose not to use the kitchen facility for catered events. However, if Caterer uses the kitchen, the Caterer shall pay PCFEC an increased percentage of gross receipts as described in the RFP.

d. Caterer may be allowed to provide food related alcoholic beverage services if Caterer has all necessary licenses and insurance. Caterer shall furnish PCFEC with (a) proof of liquor liability insurance in amounts and terms satisfactory to PCFEC; (b) a detailed security outline and signage plan; (c) a valid OLCC permit. Caterer shall bear sole responsibility for the cost of security and identity checks, as well as

insurance requirements and necessary licenses. Caterer shall pay PCFEC a commission fee based on the amount of sales for the event. The additional fee shall be 15% applied to gross beer sales.

C. Facilities:

a. All premises, buildings, equipment and facilities that Caterer is granted use of will remain the property of PCFEC.

b. Caterer agrees to be responsible for the care and condition of all property, real and personal, covered by this contract, reasonable wear and tear excepted. Caterer shall take all reasonable measures to prevent waste or damage to any property real or personal. If any property is damaged by Caterer, Caterer shall immediately notify PCFEC management. Caterer shall be responsible for the repair or replacement of any and all PCFEC property damaged or lost by Caterer unless damage is covered by a valid warranty held by PCFEC.

D. Records, Reports and Payments:

a. Approved caterers shall keep a complete and accurate record of all business transactions relating to its operations hereunder, and such records shall be available for inspection by the Fairgrounds Management at all times. At the Fairgrounds request, records will be produced for inspection within 24 hours of request.

b. At the discretion of the Fairgrounds Management, an audit of approved caterer's record will be performed.

c. Approved caterers shall make payment to the Fairgrounds no less than thirty (30) days after each event, to be determined and agreed upon in contract based upon approval of the caterer's credit history. Failure to do so is grounds for Polk County to charge a late fee and to place the caterer on notice. Such late fee will be in addition to amount due.

d. **Late Payments:** A late fee of 10% percent of value of contract for the event will be charged for any portion of payments due to Polk County Fairgrounds not paid as required.

e. The agreement is subject to revocation in the event that any payment is made more than 14 calendar days after the due date thereof.

E. Client Liaison:

a. The Catering Manager for approved caterers will work directly with the Polk County Fair Manager and his/her designate in order to maintain communication between the Fair and the approved caterers. The

Catering Manager will participate as requested, in meetings having to do with food and beverage service operations.

- b. The catering management personnel shall be in charge and will be available in the dining areas when service is offered. Catering Management personnel will be expected to be on site for all events. Any changes in the Management of the account will be reported to the Fair Manager as soon as the change is made.

F. Sanitation:

- a. The highest importance is placed on proper sanitation standards. All approved caterers must comply with all Municipal, State and Federal health and sanitation standards as apply to food and beverage operations. The approved caterer shall be responsible for the total cleanliness and sanitation of the areas under its direct control, including preparation, serving, and delivery areas. Additionally, the approved caterer shall be responsible for the cleaning of floors and tables used for food service, kitchen and service areas. All wastes will be collected and removed to the central disposal area, garbage cans are to be re-lined. The approved caterer shall set up and tear down tables and chairs necessary for their service. The approved caterer shall recycle cardboard, aluminum, and glass in containers that can be collected by the local waste Management Contractor at the central disposal site. The approved caterer shall be responsible for removal of catering preparation items, leftover foods and food service materials, including grease and oil.

G. Menus and Price:

- a. Approved caterers must establish a menu for review.
- b. Quality and quantity standards for all catering will yield high levels of customer satisfaction and highest standards of cleanliness.
- c. A high quality menu shall be provided for promotion.
- d. The serving of alcohol is prohibited without written approval of Fair Management.
- e. Pre-negotiated menus with specific groups may be required at times.
- f. Display and serving areas shall be clean, orderly and attractive at all times.

XII. FINANCIAL RETURN SUMMARY

- A. The financial return summary shall be indicated on the financial return summary sheet (Attachment A).

ATTACHMENT A

POLK COUNTY FAIRGROUNDS FINANCIAL RETURN PROPOSAL SUMMARY

It is the desire of the Polk County Fair Board to receive a financial return for providing the site for catering services. The financial return shall be based upon a fixed rate percentage. That percentage figure shall be included in the final sales price of menu items.

FIXED RATE PERCENTAGE PROPOSAL (REQUIRED)

Minimum bid for your proposal is 10% without use of the kitchen facility, 15% with the usage of the kitchen. Any bids with lower amounts will not be considered. Bids with higher percentages will be graded with a higher score.

This form must be submitted, along with other requested information to Polk County Fairgrounds, P. O. Box 29, 520 Pacific Highway West, Rickreall, OR 97371.

Legal Name of
Company_____

Mailing
Address_____

City_____State_____Zip Code_____

Phone Number_____Tax ID Number_____

Name of Company Representative:

A. Submitting
Proposal_____

CATERING SERVICE RFP RESPONSE FORM POLK COUNTY FAIRGROUNDS

The undersigned proposer submits in response to the Polk County Requests for Proposals (RFP) for Catering Service.

The undersigned proposer understands and agrees to the percentages set forth in this RFP. In addition, proposer understands that selection does not guarantee jobs, but rather entitles proposer to be on a list of approved caterers, which provides the opportunity for potential jobs.

The proposer warrants that it has carefully reviewed the RFP. The Proposer agrees that if this proposal is accepted by Polk County, the Proposer will contract with the Polk County in the form of a contract and comply with the requirements of the RFP.

Except as otherwise expressly provided in this proposal, this proposal incorporates by reference, as if fully set forth in the proposal, the full content of the RFP.

The proposal may not be revoked by Proposer for a period of ninety (90) days after the proposal submittal due date.

Proposer shall deliver an executed contract to Polk County within thirty (30) calendar days after the Proposer receives Polk County's notice of award.

The undersigned Proposer, guarantees that this proposal meets or exceeds specifications contained in the RFP document and that this proposal includes a statement for all of the Proposer's exceptions to any provisions and conditions as specified, unless specifically noted as exception with this proposal. It is understood that it is within Polk County's sole discretion to accept or deny any exceptions made by the Proposer.

Proposer affirms that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other Proposer.

All documents and other information required by this RFP are included in this proposal. The person signing this proposal form for the Proposer certifies that he or she is authorized by the Proposer to sign this proposal on the Proposer's behalf and to execute a contract if the proposal is selected.

COMPANY NAME_____

COMPANY REPRESENTATIVE_____

DATE_____