



Request for Proposal – Catering Services

Contact Information

Event Name:	Pro Football Hall of Fame Private Events
Event Host Organization:	Pro Football Hall of Fame (PFHOF)
Key Contact Person:	Gail McLaughlin, CMP, CMM
Job Title:	Event Marketing Specialist
Mailing Address Line 1:	2121 George Halas Dr. NW
City:	Canton
State/Province:	Ohio
Zip/Postal Code:	44708
Country:	USA
Phone:	(330) 430-4455
Fax:	(330) 232-9988
Mobile Phone:	(330) 265-8719
E-mail Address:	gail.mclaughlin@profootballhof.com
Web Address:	www.profootballhof.com
Preferred Method of Communication:	E-mail for Questions – All Bids Submitted must be sent by US Mail or Overnight Services – <u>No e-mail bids will be accepted.</u>
Event Organizer/Host Organization Billing Address:	2121 George Halas Dr. NW
Billing Contact Person:	Gail McLaughlin, CMP, CMM
Billing Address Line:	2121 George Halas Dr. NW
City:	Canton
State/Province:	Ohio
Zip/Postal Code:	44708
Country:	USA
Billing Contact Telephone:	(330) 430-4455

I. General Information

A. Purpose

Pro Football Hall of Fame is issuing the Request for Proposal (RFP) to identify a “Catering Vendor” for the 2010, 2011, and 2012 Enshrinement Weekends. The Catering Vendor must be qualified to provide a large amount of quality food, presented in a professional manner and supply excellent service at a reasonable price.

II. Requirements

*Statement of Need:

The Pro Football Hall of Fame (“**PFHOF**”), a **501(C)3** non-profit organization established in 1963, invites you to bid on the catered events, as outlined below, during “**PFHOF**” Enshrinement Weekend.

Service Requirements:

- Friday Night Reception (6:00PM – 8:00PM)
- Pre-Enshrinement Celebrations (generally held on a Saturday)
 - Fan Appreciation Celebrations (4:00PM – 6:00PM)
 - Corporate Pre-Enshrinement Celebrations (4:00PM – 6:30PM)
- Pre-Game Tailgate Parties (generally held on a Sunday)
 - Fan Tailgate Party (5:00PM – 7:00PM)
 - Corporate Tailgate Party (5:00PM – 7:30PM)
- Feed a maximum of 200 volunteers immediately following “either” the Pre-Enshrinement Celebration or Pre-Game Tailgate Party at no charge.

Staffing Requirements:

All staff must exhibit themselves in a polished and professional manner, which covers the following areas:

- Clean and pressed uniform
- Black polished shoes
- Groomed appropriately
- Minimal piercings and jewelry
- No perfumes
- Name tags

All staff must abide by the following policies:

- No eating and/or drinking in public/guest areas.
- No smoking during the entire shift.
- No cell phones and/or cameras allowed.
- No autographs and/or pictures with guests permitted.

Buffet Guidelines:

- All buffets must project a professional and decorative image with the following requirements:
 - Catering Vendor is to provide all silver-like polished chafing dishes, arranged at staggered heights to add interest and depth to the food presentation.
 - All chafers must be replenished immediately, with a fresh supply of produce to keep the lines flowing successfully and maintain a present visual of food served.
 - Catering Vendor must provide all linens for the buffets.
 - All service ware must be of the highest quality available (to include plastic plates, forks, spoons & knives for Fan Appreciation Celebrations when required) and all napkins must be a minimum of 2-Ply and no smaller than 12”x12” when unfolded.

Pricing Requirements:

The Catering Vendor that is awarded the 3 (three) year contract, with an option 2 (two) year renewal, will incorporate a flat fee based on a particular menu proposed.

The menu and pricing presented will little or no increase from year 1 (one) to year 2 (two) and no more than a maximum of 1.5% increase in year 3 (three). If the additional 2 (two) year option is picked-up no more than a 2.5% increase per year.

- o The "PFHOF" will issue a purchase order locking in said pricing once contracts are executed and will pay from said purchase order annually.

Insurance Requirements:

In order to host events, we require the following from your organization:

- o Commercial General Liability Insurance (minimum \$1,000,000 per occurrence and \$2,000,000 aggregate), including blanket contractual liability, and workman's compensation with updated copy on file with PFHOF 30 days prior to event.

Other Specific Requirements:

Service Area:

The "PFHOF" will provide a minimum of 2,850 square feet for prep, expediting and clean-up of food service. Included in the space is room for 1 – 24' maximum box truck (once in, it does not move during the entire weekend), 1- 45' maximum refrigeration truck (once in, it does not move during the entire weekend). This area must be maintained and meet all Ohio Health Codes and vendor is required to display all necessary permits. Areas of particular attention that Catering Vendor will be responsible for:

- o Prep Tenting and Lighting
- o All Food Service Equipment
- o Triple Sinks with only "Gray Matter" going into our sewer drain
- o Hot Water Tank
- o Golf Carts (if required and rented through our contracted vendor)
- o All Linens (rented through our contracted vendor)

"PFHOF" will provide at no charge:

- o Water Source
- o Power Source
- o Access to Port-a-Johns
- o Bags of Ice for general usage
- o Parking Passes for staff (minimum of 50 passes daily)
- o Parking in the Park for Van

History:

Dates	Event(s) & Guarantee(s)	Buffet Menu(s)
2007	Enshrinement Celebration Party – (750pp)	Fruit kabobs Smoked beef brisket BBQ pork ribs Jamaican jerk chicken breast sandwich Blue cheese and bacon potato salad Texas style confetti coleslaw BBQ baked beans



	<p>Fan Appreciation Party - (1,300pp)</p> <p>Friday Night Reception – (100pp)</p>	<p>Assorted bakery cookies Gourmet brownies Rolls & condiments</p> <p>Chicken salad Hamburgers Hot dogs Italian sausage with peppers and onions Veggie burgers (upon request) Pasta salad in a vinaigrette dressing Corn on the cob Watermelon Cookies & brownies Assorted Frito-Lay chips & pretzels Buns & condiment</p> <p><u>Passed:</u> Quesadillas Beef tenderloin brochette crab stuffed mushrooms mini assorted quiche bacon wrapped scallops</p> <p><u>Stations:</u> Pasta Bar; 2 pastas, 3 sauces, assorted toppings Teriyaki Wings Spring rolls Fruit & yogurt bowl Rosemary & Asiago Cheese straws</p> <p><u>Dessert Station:</u> Mini cheesecakes assorted pastries raspberry genoise & apricot coulis mocha gateau chocolate mousse amaretto ganache squares chocolate hazelnut</p> <p><u>and a Coffee station</u></p>
<p>2007 Cont.</p>	<p>Private Events:</p> <p>Enshrinement – Corporate (59pp)</p> <p>Tailgate – Corporate (180pp – 2 parties)</p>	<p>Cheese & fruit kabobs Caesar salad Chef carved prime rib as jus with horseradish cream Roast chicken in white wine sauce Stuffed shells marinara Self served baked potato bar Maple glazed baby carrots Assorted desserts Rolls & butter Coffee, hot & ice tea</p> <p><u>Buffet</u> Grilled hamburgers, hot dogs & Italian sausage w/peppers & onions, plus veggie burgers</p>

<p>2009 Cont.</p>	<p>Fan Appreciation Party – (800pp)</p>	<p>BBQ pork ribs Jamaican jerk chicken breast sandwich Blue cheese and bacon potato salad Texas style confetti coleslaw BBQ baked beans Assorted bakery cookies Gourmet brownies Rolls & condiments</p> <p>Chicken salad Hamburgers Hot dogs Italian sausage with peppers and onions Veggie burgers (upon request) Pasta salad in a vinaigrette dressing Corn on the cob Watermelon Cookies & brownies Assorted Frito-Lay chips & pretzels Buns & condiment</p>
	<p>Private Events: Enshrinement – Corporate (100pp)</p> <p>Tailgate – Corporate (350pp – 3 parties)</p>	<p>Bratwurst cooked in beer with onions Grilled angus beef burgers Sesame ginger wings California style pasta salad Dilled potato salad Sliced watermelon Assorted bakery cookies & gourmet brownies Assorted Frito Lay chips Rolls & condiments</p> <p>BBQ pork ribs basted in a classic sauce Sweet & sour chicken Grilled hamburgers Creamy dill potato salad Pasta Salad with fresh vegetables in a vinaigrette dressing Fresh fruit platter Rich chocolate brownies & bakery style cookies</p>

2007 Enshrinement Class:

1. Gene Hickerson – Browns
2. Michael Irvin – Cowboys
3. Bruce Matthews – Oilers/Titans
4. Charlie Sanders – Lions
5. Thurman Thomas – Bills
6. Roger Wehrli – Cardinals

2008 Enshrinement Class:

1. Fred Dean – 49ers

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2. Darrell Green – Giants
 3. Art Monk – Giants
 4. Emmitt Thomas – Chiefs
 5. Andre Tippett – Patriots
 6. Gary Zimmerman – Broncos

2009 Enshrinement Class:

1. Bob Hayes – Cowboys
2. Randall McDaniel – Vikings
3. Bruce Smith – Bills
4. Derrick Thomas – Chiefs
5. Ralph Wilson, Jr. – Bills
6. Rod Woodson – Steelers

2010 Possible Class:

1. Emmitt Smith – Cowboys
2. Jerry Rice – 49ers
3. Tim Brown
4. Eddie George
5. Aeneas Williams
6. Gary Anderson
7. Rich Gannon

2011 Possible Class (1st year eligibility):

1. Jerome Bettis – Steelers
2. Ray Brown
3. Deion Sanders
4. Doug Flutie
5. Marshall Faulk
6. Curtis Martin
7. Willie Roaf
8. Jimmy Smith
9. Dick Vermeil

2012 Possible Class (1st year eligibility):

1. Tiki Barber
2. Will Shields
3. Drew Bledsoe
4. Mike Alstott
5. Corey Dillon
6. Marty Schottenheimer
7. Bill Cowher
8. Bill Parcells

2013 Possible Class (1st year eligibility):

1. Larry Allen
2. Michael Strahan
3. Vinny Testaverde
4. Jonathan Ogden

2014 Possible Class (1st year eligibility):

1. Derrick Brooks
2. Rodney Harrison
3. Tony Dungy

2015 Possible Class (1st year eligibility):

1. Junior Seau - If 2009 remains their final year.
2. Brett Favre

III. Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

Questions:

Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I (Contact Information).

Decision Making Process:

Final Decision Maker: “**PFHOF**” Committee consisting of all Stakeholders.

Timeline:

- RFP Published Date: November 5, 2009
- RFP Distribution Date: November 6, 2009
- Proposal Due Date and Time: November 18, 2009 at 5:00PM EST
- Proposal Presentation Dates (if required): November 30, 2009
- Proposal Presentation Location (if required): PFHOF 2121 George Halas Dr. NW, Canton Ohio
- *Decision Date: December 7, 2009

Decision Notification Method: E-mail

Key Decision Factors:

Selection is based on the following criteria, which is either critical or is very important.

Decision Factor
Ability of vendor to provide high level of service
Ability of vendor to provide high quality of all foods served
Ability of vendor to provide quality food, as contracted per guaranteed of 15 days prior to event(s) without running out of said food.

History of Caterer to support the ability of handling large groups of 2,500 or more guests, successfully serving all in under 1 hour.

Creativity for all buffets presenting chafers and food in an attractive manner
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Information provided in the response to the RFP

Overall cost of services

Proposal in the response to the RFP is in the proper sequence

Recommendations from previous and existing clients (especially important for like size groups as outlined above)
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Staff Experience (especially important for like size groups as outlined above)
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Required Attachments: Standard sales kit for the company

Instructions for Responding:

- Each proposal responding to this RFP must include the information requested in Section V (Proposal Content) of this RFP (in the order presented).
- Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.
- Incomplete and/or late responses will not be considered.

IV. Proposal Content

Each proposal responding to this RFP must include the following information (in the order presented here).

Company Name:

Mailing Address Line 1: _____

Mailing Address Line 2: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Web Site: _____

Primary Sales Contact:

Full Name:

Job Title:

Employer:

Mailing Address Line 1:

Mailing Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone:

Fax:

Mobile Phone:

E-mail Address:

Web Address:

Experience:

For how many events of similar size and scope has your organization catered in the past three years?

When was the company founded? _____ (year)

What is the company's scope of services? _____

Describe the company's working relationship with the facility (named in Section II – Event Profile) selected for this event (i.e., Are you the preferred vendor? How many events and of what type have you serviced there?)

Experience Comments:

Response to Requirements:

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

If No,

Supplemental staff is supplied by: _____

Comments: _____

The company can meet the other specific requirements outlined in the RFP: Yes No

Comments: _____

Additional Information:

Personnel:

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

If No,

Staff would travel from:

City: _____

State/Province: _____

Country: _____

of Staff from This Location: _____



Complete the following for all staff who would work the event:

	Title	Responsibility	Years of Experience	Supervisor?
Staff Full Name –				<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Full Name -				<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Full Name -				<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Full Name -				<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Full Name -				<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Full Name -				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Additional staff as necessary</i>				

Personnel Comments: _____

Labor:

Insurance Coverage:

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

- Errors & Omissions Insurance: _____ (indicate currency type)
- Workers Compensation Insurance: _____ (indicate currency type)
- Commercial Liability Insurance: _____ (indicate currency type)
- Commercial Automobile Liability Insurance
- Other - _____: _____ (indicate currency type)

Insurance Comments: _____



References:

Provide references from three previous unique venues that your company has catered at servicing a minimum of 2,500 guests using buffets.

	Reference 1	Reference 2	Reference 3
Event Name			
Event Start Date	mm/dd/yyyy		
Event End Date	mm/dd/yyyy		
Event Type			
Event Host			
Given Name			
Middle Name			
Surname			
Job Title			
Employer			
Phone			
E-mail Address			
Type(s) of services performed for the reference			

Attachments:

The following are attached to this proposal:

- Standard sales kit for the company
- Suggested menu(s) and pricing on per person basis.
- Include a minimum of one picture, per event, that you referenced above.
- Listing of all services company can provide.

Other attachments (list all):

- _____
- _____
- _____

Additional Comments: _____