



Request for Proposal

Preferred Catering for the St. Charles City-County Library District

The new Spencer Road Library, a branch of the St. Charles City-County Library District, is able to offer the Barnes-Jewish St. Peters Hospital Event Room. This space is conducive for large meetings and events which then lead to the opportunities for meal service and catering. In an effort to streamline the process and make the use of the event room more efficiently we are seeking caterers with whom to work on a regular basis and to be promoted as our preferred catering companies. We are looking for up to seven companies which will allow us to offer a variety of options and price ranges. Attached is the agreement which we would ask each company to adhere to and sign if selected as a preferred caterer. Additionally we would like each interested party to provide the following information:

1. Completed Contact Information cover page (attached)
2. Description of the of services that you could offer our customers
3. Menu options with costs
4. Length of time the costs will be applicable
5. Brief biography of the point of contact(s)
6. Three written references with contact information from companies or organizations which have used your services for meetings or events
7. Any other information which you would like to provide to help us in our decision making process

Timeline:

- RFP will be posted from April 4th through April 30th
- Informational Meeting will take place on Friday April 12th from 2:30 – 4:30 pm, rooms 240-243, Community Commons, Spencer Road Branch Library, 427 Spencer Road, St. Peters, MO 63336.
- Information will be shared at 2:30 pm and time will be left for questions
- Sealed submissions must be in by 5:00pm on Tuesday April 30th. Deliver to the attention of Laurie St. Laurent, Branch Manager, Spencer Road Library, 427 Spencer Road, St. Peters, MO 63376, or email to Laurie's attention at lstlaurent@stchlibrary.org
- By May 21, 2013, selected caterers will be notified and given information regarding the steps required to complete the Preferred Status Agreement. Annual contracts are set to begin on July 1st, 2013.

The facility at the Spencer Road Branch Library has two adjoining event rooms which can be combined for large events. Each room can accommodate 50 - 150 people. Combined seating for both rooms is 200 – 400, depending on set-up style. Available furniture includes 3 serving tables, 20 round tables seating 8-10, and 200 chairs. There is a staging kitchen which is not suitable for cooking. Several 100 cup capacity coffee urns are available for use. All food preparation, assembly and cooking must be done off site in a legally licensed kitchen. Caterers will be expected to provide equipment for heating or cooling food as appropriate.

Vendors will be required to give 60 day notice of any change in pricing or menu. Customers will contract directly with the preferred caterers for food, beverages, linens, and/or décor. The District will not be held liable for any perceived breach of contract between the caterer(s) and the customers.

Many of the contracting groups, including the Library District, are nonprofit organizations and therefore are exempt from sales tax. It is up to the caterer(s) to obtain the tax exempt paperwork as needed.

Selected caterers will be expected to establish operating procedures to reduce the likelihood of damage to District property. Caterers will be expected to perform other duties which are required to ensure the safe, sanitary and legal operation of the facility in the public interest.

The District reserves the right to waive any and all irregularities in the proposal process and to choose the vendors in the best interest of the District regardless of cost.

St. Charles City-County Library District
Preferred Caterer Proposal
Contact Information Sheet

Company Contact Information

Company Name _____
Company Contact Name _____
Address _____
City _____ Zip _____
Phone (____) _____ Fax (____) _____
Email _____

Point of Contact Information for this account (if different from Company Contact Information)

Name _____
Address _____
City _____ Zip _____
Phone (____) _____ Fax (____) _____
Email _____

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT **PREFERRED CATERER AGREEMENT**

The Spencer Road Branch is a state-of-the-art, 54,700 square-foot building which includes traditional amenities and takes the role of the library in our community to a new level. The St. Charles City-County Library Foundation Community Commons offers gathering and connecting space for organizations and residents in five different meeting rooms, the largest of which can hold up to 400 guests.

SCOPE OF SERVICES

Caterers should expect to provide services for a variety of events encompassing library functions, nonprofit and business meetings, and community gatherings, to name a few. At the Spencer Road Branch, the Library District will require the use of a preferred caterer if any alcohol is served and for all food service with the exception of light snacks such as cookies, donuts or bagels. Catered events may be food only, or may include alcoholic beverage catering in addition to food.

PERFORMANCE STANDARDS:

- Caterer will handle customers in a courteous and responsive manner.
- Communications between the caterer and the customer will be will be timely and professional.
- Caterer's employees will be held to high standards of appearance and cleanliness.
- Caterer will coordinate directly with customer regarding menus, event times, serving times, etc.
- Caterer will submit to Library District sample menus and pricing for the purpose of fielding inquiries from potential customers.
- Layout of set-up should be sent 10 days prior to every event. Information should be sent to Mary Szpatoski of the Community Council of St. Charles, mszpatoski@communitycouncilstc.org; 636-978-2277, x. 401; or fax 636-447-7337. Adjustment of the room setup from the standard configuration is the responsibility of the caterer.
- Loss or cost recovery due to event cancellation is between the customer and the caterer.
- The Library District reserves the right to cancel this agreement in the event that the Board of Directors deems the Caterer's conduct to be detrimental to the best interest and purposes of the Library District.

COMPENSATION:

Caterer shall pay to the Library District a \$500 yearly fee and ten percent (10%) of caterer total food and beverage bill (minus tax, labor, and gratuity) for all bookings confirmed during term of contract (July 1, 2013 – June 30, 2014) regardless of future renewal. Partial contract terms are calculated at 1/12th of yearly fee per month for term of contract. Payment for the yearly fee shall be due upon the execution of this Contract. Payment for the ten percent (10%) of the total food and beverage bill shall be due no later than the tenth day of each month for the previous month in which the event(s) was/were held and shall include a complete breakdown of services rendered.

USE OF FACILITIES:

- *Catering Equipment Supplies.* Caterer agrees to provide all equipment and personnel necessary to prepare, furnish and serve food. Caterer will be responsible for the installation set up, operation, clean up and maintenance of the used to prepare and serve the food. Caterer shall be responsible for all costs associated with the Services including, but not limited to, uniformed personnel necessary to perform the Services. Due to limited space available in the Holding Area, no caterer-owned equipment can be stored at the Library.
- *Holding Area Equipment Maintenance.* The Library District shall be responsible for maintenance of Library owned equipment. Preferred caterers shall notify Library staff immediately upon finding damage or repair needs in the Holding Area.
- *Set-Up and Clean Up.* Decorations must be pre-approved. Nothing may be attached to walls or ceilings. Caterer will be responsible for cleaning all areas within the scope of their services, the complete cleaning of the Holding Area; and the removal of all event-related trash to the outside dumpsters provided by the Library.
- *Tables and Chairs.* The Library currently has (20) 72" round tables, 3 rectangular serving/buffet tables and 200 standard black plastic chairs. Caterers have access to all service tables located in storage.

LICENSES AND PERMITS

Preferred caterers for the Library District must be fully licensed in compliance with all applicable St. Peters, St. Charles County, State of Missouri and the U.S. Government code requirements and regulations. Appropriate license must be posted during each event. The City of St. Peters must be advised of any health or safety code violations that have resulted or do result in a hearing or and /or license suspension or revocation. Please include with return of agreement a copy of your rating and certificate from the St. Louis and/or St. Charles County and City of St. Peters Health Department. Liquor licenses must be on file with the Library District at least 10 days in advance of the event.

INSURANCE

General. The caterer shall procure and maintain for the duration of their service insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of the work hereunder by the caterer, his agents, representatives, employees or subcontractors. The Caterer shall be responsible for the cost of such insurance.

The Caterer shall not commence work under the Agreement until it has obtained the insurance required under this section. The Caterer shall not permit any sub-contractor or employee to commence work in relation to the Agreement until insurance equivalent of that required of the Caterer has been so obtained and approved. An original Certificate of Insurance from the company of record must be furnished and provide that the Library and Community Council of St. Charles County are named Additional Insured during the term of the agreement. The caterer must obtain and maintain (at its sole expense) during the life of the Agreement, insurance of the type and the minimum amounts stated in the following sections. This requirement of insurance does not limit the Caterer's liability under the Agreement in any manner.

Worker's Compensation Insurance. The Caterer shall procure and shall maintain during the Term of the Agreement, Worker's Compensation Insurance for all of its employees to be engaged and perform work under the Agreement, and in case any such work is sublet, the Caterer shall require the subcontractor similarly to provide Workers' Compensation Insurance for all such employees to be

engaged in such work unless such employees are covered by the protection afforded by the Caterer's Worker's Compensation Insurance.

In full compliance with the Workmen's Compensation Act of the State of Missouri and Employer's Liability Coverage the minimum amount of insurance shall be \$1,000,000 per occurrence.

Comprehensive General Liability Insurance: The Caterer shall carry public liability and property damage insurance, which shall include bodily injury and accidental death to any person and shall name the Library District as an additional insured under the policy. The policy will include protection for and subject at the minimum limits for public liability and property damage claims against Missouri public entities set forth annually by the Missouri Department of Insurance and included on Attachment A of this document.

The policy will include protection for the following hazards:

1. Premises and Operations
2. Independent Caterer's Coverage
3. Products and Completed Operations Liability Coverage to apply one year beyond completion and acceptance of the work specified by this contract.
4. Personal Injury Liability

GENERAL PROVISIONS

Caterer shall coordinate directly with each customer for services. Caterer shall in no way bind the Library District to any terms of its agreement with the client unless the Library District agrees to be so bound in writing. Any oral agreements between Caterer and the Library District shall not be binding. Caterer warrants, defends and indemnifies the Library District from any and all liability arising out of or relating to the Caterer's actions, negligence, errors, omission and agreements, written or not, entered into directly with the client.

Signature: _____
Jim Brown, Library Director, St. Charles City-County Library District

Date: _____

Catering Company: _____

Authorized Signer (Printed): _____

Signature: _____

Date: _____