

City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
REQUEST FOR PROPOSAL



Request for Proposal (RFP) Information

RFP #4420
Description..... **Catering at Fort Wayne Parks & Recreation Facilities**
Pre-bid meeting date..... **February 21, 2019 at 11:00 a.m. - MANDATORY**
Pre-bid location..... **Botanical Conservatory, 1100 S Calhoun Street, Fort Wayne, IN**
RFP Due Date..... **Thursday, February 28, 2019 at 11:00 a.m.**

Any and all questions are required to be in writing and submitted via email to the following address: mitch.sheppard@cityoffortwayne.org

All questions must be submitted by February 25, 2019 at 5:00 p.m.
Questions and answers will be documented and sent via email to all vendors who have registered to participate in this RFP.

Bid packet delivered to:

City of Fort Wayne
Purchasing Department
200 East Berry Street, Ste 490
Fort Wayne, Indiana 46802-1804

Information Resources:

Purchasing:
Gayle Cooper Telephone: 260) 427-1376 E-mail: gayle.cooper@cityoffortwayne.org

Mitch Sheppard Telephone: (260) 427-6441 E-mail: mitch.sheppard@cityoffortwayne.org

Instructions for Bidders

1. Fax proposals and emails will not be accepted for this RFP.
2. Proposals received after the posted RFP Due Date above will not be accepted.
3. **Vendor must submit one (1) original and six (6) copies of the proposal are required and (1) true and accurate PDF file (flash drive or CD) of the proposal is required. Three ring binders are NOT requested. We prefer paper copies to be bound simply with a binder clip.**
4. To ensure proper identification of your response, the RFP number should be written on the lower left corner of your bid packet envelope.
5. Proposal F.O.B. (Freight on Board) Destination if applicable.
6. If Bidder/Proposer has any proprietary information that cannot be disclosed, the proprietary information should be submitted as a separate package. Bidder/Proposer must understand that all information submitted is subject to public records request after award is made. If proprietary information is requested, bidder/proposer will be contacted and given an opportunity to defend its position that the information is proprietary.
7. Include Vendor Submission page as the first page of proposal.

8. If you are not willing to accept a split award (partial order), your submission must include the statement:
"Bidding all or none.
9. Clearly detail in writing any deviation to the stated specifications or terms and conditions (Request for Proposals only)

Documents Required

The following documents must be completed, endorsed, and submitted with each bid. Failure to complete and return all documents requested will make your bid incomplete, and will result in rejection of your bid by the City of Fort Wayne.

Document(s) required with each proposal:

1. Vendor Submission Form
2. Vendor Disclosure Form (Conflict of Interest)
3. **Non-Collusion Affidavit**
4. Specifications/Price Page

Document(s) required of awarded bidder:

1. Certificate of Insurance: Awarded bidders will be required to submit a Certificate of Insurance. The Certificate must list City of Fort Wayne, its Divisions and Subsidiaries as a Certificate Holder with 30-day notification of cancellation or non-renewal. Bidders are required to meet minimum Insurance Requirements according to the following schedule:
 - a. *Commodities and Non-Construction Services*: Automobile Liability \$1,000,000 minimum per occurrence; General Liability \$1,000,000 minimum per occurrence; Aggregates \$1,000,000 minimum per occurrence; Products Liability \$1,000,000 minimum per occurrence; Completed Operations Liability \$1,000,000 minimum per occurrence; Workmen's Compensation per statutory limits.
 - b. *Construction Services*: Automobile Liability \$1,000,000 minimum per occurrence; General Liability \$1,000,000 minimum per occurrence and \$2,000,000 general aggregate; Products Liability \$1,000,000 minimum per occurrence; Completed Operations Liability \$1,000,000 minimum per occurrence; Workmen's Compensation per statutory limits.
2. Service Agreement
3. Contribution Statement by a Business Entity

Notice to Bidders

1. The legal document, "Standard Terms & Conditions," may be obtained on the City's website at: Cityoffortwayne.org, Finance & Administration, Purchasing, and Standard Terms.
2. Cash discounts: Bidders are encouraged to offer discounts for expedited payment of invoices rendered under this contract. Cash discounts will be taken as earned by the City. Cash discounts will not be considered in the bid evaluation.
3. The City of Fort Wayne has the right and option to terminate the agreement upon thirty days written notice.
4. Quantities indicated are estimates only. City reserves the right to buy additional units of commodity specified at the quoted price.
5. Any waiver of the specifications in Requests for Bids or Proposals is void unless a formal addendum is sent from the Purchasing Department.
6. Approved Equivalents: Unless an item is indicated "No Substitute", special brands, when named, are intended to describe the standard of quality, performance or use desired. Equivalent items will be considered by the City, provided that the Bidder/Proposer specifies the brand and model, and provides all descriptive literature, independent test results, product samples, etc. to enable the City to

evaluate the proposed “equivalent”. The decision of the City as to what items are equivalent shall be final and conclusive. If the City elects to purchase a brand represented by the Bidder/Proposer to be an “equivalent”, the City’s acceptance of the item will be conditioned on the City’s inspection and testing after receipt. If, in the sole judgment of the City, the item is determined not to be an equivalent, the item shall be returned at the Bidder/Proposer’s expense and the contract canceled without any liability whatsoever to the City. When a brand name or level of quality is not stated by the Bidder/Proposer, it is understood the offer is exactly as specified. If more than one brand name is specified, Bidder/Proposer must clearly indicate the brand and model/part number being bid/proposed.

7. Contractor shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: www.cityoffortwayne.org, Finance and Administration, Purchasing, Drug Policy.
8. **Indiana Business Preference: If Bidder wants to claim local preference per Indiana Code 5-22-15-20.5, Bidder must indicate Indiana Business status as part of their Bid. No claims for local preference will be allowed by Owner after Proposal opening.**
9. **Indiana Legal Employment: Pursuant to IC 22-5-1.7, Vendors shall enroll in and verify the work eligibility status** of all newly hired employees through the E-Verify Program. As a condition of being awarded any contract, the successful Bidder shall execute the E-Verify Affidavit, affirming that the Vendor does not knowingly employ an unauthorized alien and further affirming that Vendor has enrolled in and is participating in the E-Verify Program.
10. All equipment which runs on electricity will carry the energy star rating whenever possible. Computer equipment, etc., may be selected because it meets this specification over competitors that do not.
11. The owner reserves the right to waive any and all formalities and informalities or to reject any and all proposals. The Owner shall accept proposals which, in his judgment, are in his own best interests. Proposals received after the time set are rejected.
12. All expenses incurred in the preparation of a response to this Proposal shall be borne by the bidder.
13. All submitted proposals shall become the property of the City of Fort Wayne.
14. The City is exempt from the payment of state sales and federal taxes.
15. The City reserves the right to reject any proposals. The City’s intent is to award to the lowest responsive, responsible bidder.
16. The names of the vendors that submitted proposals will be read publicly in the Purchasing Conference Room located in Suite 490 of Citizen’s Square, 200 E. Berry Street, Fort Wayne, Indiana 46802.
17. **Mercury Free Specification**
Bidders must offer mercury-free alternatives to all products which contain intentionally added mercury (mercury added products) where such alternatives exist.
Should such alternatives not be available, bidders must submit with their response a list of products without mercury-free alternatives and an explanation of why alternatives are not available. City reserves the right to reject any and all bids that do not provide mercury-free alternatives or an adequate explanation which city deems acceptable.

City of Fort Wayne

Thomas C. Henry, Mayor

Purchasing Department

200 East Berry Street, Ste. 490

Fort Wayne, Indiana 46802-1804

Telephone (260) 427-1376 Fax (260) 427-1393



Proposal Registration

Complete and fax this document to (260) 427-1393 or email to gayle.cooper@cityoffortwayne.org to register your company for this proposal. Registration allows the Purchasing Department to notify you of any possible changes to the proposal package that may affect your response.

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| Company Information | |
|-----------------------|--|
| Company Name | |
| Street Address | |
| City, State, ZIP Code | |
| Telephone | |
| Fax | |
| Contact Person | |
| E-mail Address | |

Signature: _____ Printed Name: _____
(Authorized Representative)

Title: _____ Date: _____

City of Fort Wayne

Thomas C. Henry, Mayor

Purchasing Department

200 East Berry Street, Ste. 490

Fort Wayne, Indiana 46802-1804

Telephone (260) 427-1376 Fax (260) 427-1393



Vendor Submission

RFP..... #4420
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Sealed proposals should be delivered to the Purchasing Department at the address specified above up to **11:00 a.m.** on or before the opening date. Sealed proposals may be opened publicly at **11:01 a.m.** in the Purchasing Conference Room. **No proposals will be accepted after 11:00 a.m. for any reason whatsoever.**

By mutual agreement between the City of Fort Wayne and the supplier, the contract period may be extended for an additional like or lesser time period. However, the agreement to extend must be completed in written form at the original price and under the original conditions governing the contract.

Prompt payment discounts will be allowed as follows: _____% if paid within _____ days.

This Request for Proposal is issued to establish a contract to supply the City of Fort Wayne with a commodity or service in accordance with accompanying specifications. The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of the bid for a period of ninety (90) days.

Company: _____

Signature: _____ Printed Name: _____
(Authorized Representative)

Title: _____ Date: _____

Vendor Disclosure

CITY OF FORT WAYNE, INDIANA

(Vendor Name)

VENDOR DISCLOSURE STATEMENT RELATING TO:

- 1. FINANCIAL INTERESTS;**
- 2. POTENTIAL CONFLICTS OF INTEREST;**
- 3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

Section 1: Disclosure of Financial Interest in Vendor

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

(i) Equity ownership exceeding 5% (____)

(ii) Distributable income share exceeding 5% (____)

(iii) Not Applicable (If N/A, go to Section 2) (____)

Name: _____ Name: _____

Address: _____ Address: _____

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship (____) stock (____)

partnership interest (____) units (LLC) (____)

other explain) _____

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):
ownership interest:

Name: _____ %

Name: _____ %

Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:

Yes ___ No ___

- b. City employment of "Member of Immediate Family" (defined herein as: *Spouse, Child, Step Child, Parent or Step Parent, Father-in-law or Mother-in-law, Brother or Sister, Step Brother or Step Sister, Half Brother or Half Sister, Brother-in-law or Sister-in-law, Son-in-law or Daughter-in-law, Grandparent or Step Grandparent, Grandparent or Step Grandparent of Spouse, Grandchild*)

Including contractual employment for services in the previous 3 years:

Yes ___ No ___

- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:

Yes ___ No ___

- c. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years:

Yes ___ No ___

Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION

- a. Does Vendor have current contracts (including leases) with the City?

Yes ___ No ___

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

b. Does Vendor have **pending** contracts (including leases), bids, proposals, or other pending procurement relationship with the City?
Yes ___ No ___

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?
Yes ___ No ___

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms: _____

Name / Position / Payment Terms: _____

Name / Position / Payment Terms: _____

d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

| e. | Company | / | Name | / | Payment | / | Terms: |
|----|---------|---|-------|---|---------|---|--------|
| | _____ | | _____ | | _____ | | _____ |
| | _____ | | _____ | | _____ | | _____ |

Section 4: CERTIFICATION OF DISCLOSURES

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;
- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

| | |
|------------------|----------------|
| | |
| (Name of Vendor) | Address |
| | () |
| | Telephone |
| | E-Mail Address |

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) _____ Title _____

Signature _____ Date _____

NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.

Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID ARE TRUE AND CORRECT.

Dated this ____ day of _____ , _____

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____)

) ss

COUNTY OF _____)

Before me, a Notary Public personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____ , _____.

Notary Public Signature

My Commission Expires: _____

CONTRIBUTION STATEMENT BY A BUSINESS ENTITY

I, _____, under the penalties of perjury, affirm and state as follows:

1. I am over the age of eighteen (18) years old.
2. I am an officer or party of the below named company/firm, a business entity within the meaning of Section 37.28 of the Fort Wayne Municipal Code of Ordinances (the "City Code").
3. As an officer or party of the below named company/firm, I am authorized to execute this *Contribution Statement by a Business Entity* on behalf of said business entity.
4. Since January 1, 2018, neither the below named company/firm, nor any of its covered principals, partners, officers, subsidiaries, or other individuals as defined in Section 37.28 has made a contribution to any City of Fort Wayne candidate or holder of public office, whether directly or indirectly by contribution to such candidate's or holder of public office's campaign committee, a City or Allen County party committee or a political action committee that regularly engages in the support of municipal elections and/or municipal parties in the City of Fort Wayne, which would prohibit the City of Fort Wayne from negotiating or entering into a contract with the below named company/firm under Section 37.28 of the City Code.
5. This *Contribution Statement by a Business Entity* is made pursuant to Section 37.28 of the City Code to support approval of a contract between the City of Fort Wayne, Indiana and the below named company/firm.

Company/Firm

Date

By: _____

Printed: _____

Title: _____

Request for Qualifications

Instructions for Applicants:

The City of Fort Wayne is seeking vendors to serve as exclusive house caterers at its public facilities operated by the Fort Wayne Parks & Recreation Department. **Responsive applicants will provide a written proposal with answers to all of the following questions** along with the preceding information requested by the Purchasing Department.

Proposed Project/Service:

The Fort Wayne Parks & Recreation Department requests qualifications from experienced companies to provide high quality food and beverage services as one of the approved house caterers for all program and rental events. The Fort Wayne Parks & Recreation Department wishes to contract with companies to serve as house caterers providing all food, labor, service ware, and beverage/bar services for all rentals and house events at pertinent facilities.

The Foellinger-Freimann Botanical Conservatory is a public garden facility located at 1100 South Calhoun Street, in downtown Fort Wayne and is a division of the Fort Wayne Parks and Recreation Department.

Salomon Farm Park is a park located at 817 West Dupont Road, in north Fort Wayne and is a division of the Fort Wayne Parks and Recreation Department.

Promenade Park is a park located at 202 West Superior Street, in downtown Fort Wayne and is a division of the Fort Wayne Parks and Recreation Department.

Selection for the catering list at one of the facilities does not indicate selection at all of the facilities. Scoring for each location is conducted using separate rubrics. Applicants may apply for 1, 2, or all 3 locations.

General Conditions:

The Fort Wayne Parks and Recreation Department will receive sealed proposals at CITIZENS SQUARE, 200 E Berry Street, Fort Wayne, Indiana to the Purchasing Department, 4th Floor, Suite 490 until 11:00 am on February 28, 2019 for consideration as a House caterer for the listed facilities of the Fort Wayne Parks and Recreation Department.

The Fort Wayne Parks and Recreation Department reserves the right to accept/reject any or all proposals, which in its judgment will be in the best interest of the public. Proposals will be evaluated on financial return, services offered, credentials, experience, and current operations. The Fort Wayne Parks and Recreation Department reserves the right to negotiate, after proposals are opened, with any potential vendor/s if deemed necessary. The Fort Wayne Parks and Recreation Department reserves the right to interview bidders. A copy of the proposed contract(s) is available upon request.

It is the intent of The Fort Wayne Parks and Recreation Department to select the best proposals and enter into a contract with house caterer(s) for a period of three years. Key provisions of the contract will include:

1. The Board of Park Commissioners reserves the right to review and approve all menus and prices.
2. House caterer must comply with all local, state, and federal regulations, including labor laws, health rules, and all licenses and permits.
3. House caterer must provide a portable operation.

Please answer the following:

Section A - Business Experience

- A1 How long have you been in business?
- A2 How long in the current location?
- A3 Has your business ever filed for bankruptcy protection? Yes _____ No _____
- A4 Who owns your business?
- A5 Who manages your catering operations?
- A6 How many years of experience do they have in catering management?
- A7 How many events do you serve in an average year?
- A8 How many of those events served over 100 guests?
- A9 How many venues have you catered simultaneously for 100 guests or more?
- A10 Please describe your customer service philosophy.
- A11 Please list any venues, other than your own, where your company is the exclusive provider? **Not Rated**

Section B - Staffing

- B1 What are your basic requirements of service staff, i.e. high school diploma, criminal background check, etc.?
- B2 How are your service staff supervised?
- B3 What is the average term of service for your supervisory employees?
- B4 Describe your employee training program.
- B5 Do you require your service staff to wear uniforms? Please describe uniforms.
- B6 What is the staff to customer ratio would you assign workers to a buffet service event (non-inclusive of bar service)?

B7 What is the staff to customer ratio would you assign workers to a table service event (non-inclusive of bar service)?

Section C - Background of Business

- C1 Are catering payments to the Parks Department current? Any bidder who has been more than 60 days in arrears on payment owed to the Parks Department within the past 12 months will be summarily disqualified from the bidding process. Yes _____ No _____
- C2 Are property taxes for the business currently paid? Yes _____ No _____
- C3 Has your business been cited with an excise violation within the past 12 months? (If Yes please describe) Yes _____ No _____
- C4 Has your business been cited for violations to Board of Health regulations within the past 12 months? (If Yes please describe) Yes _____ No _____
- C5 The Parks Department will contact the Better Business Bureau to review complaints against your service. The outcome of this review will impact the scoring of your organization. This information will be completed by the Parks Department.

Section D - Service

Will you provide: (Yes/No)

- D1 Linens Yes _____ No _____
- D2 Table-settings: Glassware, china, silver etc. Yes _____ No _____
- D3 Centerpieces and decorating Yes _____ No _____
- D4 Bar Service, full and modified Yes _____ No _____
- D5 Cakes and desserts Yes _____ No _____
- D6 Cargo carts if needed Yes _____ No _____
- D7 Clean-up Yes _____ No _____
- D8 Full Staffing for the Event (as Opposed to Drop Off Service) Yes _____ No _____

Section E - Business Offerings

E1

Quality of Offerings

E2

Pricing of Offerings

For E1 – E3: Please provide a copy of your catering menu

E3 Creativity & Flexibility of Offerings

E4

How often do you recreate your prepackaged menus?

E5

Have you won any awards for catering?
(If **Yes** please describe)

Yes _____ No _____

E6

Are menu items made by the caterer or pre-purchased from other vendors? What percentage tend to be "scratch" and what percentage purchased?

E7

Does your menu incorporate various price points? Please provide sample menu pricing for a high, medium, and low cost buffet service for 150 - 250 event guests, exclusive of bar service.

E8

Are you willing to work with an outside provider for specialty items that may not be a part of your expertise, for example traditional ethnic foods, or foods of religious significance to the client?

E9

Please share photographs of some of your most noteworthy presentations

E10

Do you have experience providing themed menus? Please provide an example.

E11

Do you have experience providing ethnic menus? Please provide an example.

E12

What's your most popular catering item?

E13

Give an example of a creative multi-station buffet that you have served over the past year.

E14

Applies only to Salomon Farm Park: The Wolf Family Learning Center has a full teaching kitchen in which caterers can utilize to prepare meals with a Temporary Food Establishment permit from the Board of Health. Is your business willing to obtain such a permit to offer this service to our renters?

Section F - Business Promotion

- F1 How will you cross promote your affiliation with the Parks Department?
- F2 How do you currently promote/advertise your business?

Botanical Conservatory Provides the following Services

- Ice Machine
- Electricity *as needed*
- Hot & Cold Running Water
- Use of Bunn Coffee Machine
- Space & Table(s) for Preparation
- Tables & Chairs for Customer Seating – Set-up Included
- **Marketing Assistance**
 - House Caterers will have be presented to each of The Conservatory’s rental clients each year, including a listing on The Conservatory’s website as an approved catering vendor

Salomon Farm Park Provides the following Services

- **Old Barn**
 - Running cold water
 - Space and table for preparation
 - Tables and chairs for customer seating – Set-up is Customer’s Responsibility
 - 2 residential style refrigerators with freezers
 - 2 Part sink
 - Modern restrooms in an adjacent building
- **Learning Center**
 - 2 Ovens
 - 2 Induction stove tops
 - Warming cabinet
 - Ice machine
 - Commercial refrigerator
 - 1 Side of commerical freezer
 - 3 Part sink
 - 3 Handwashing Sinks
 - Running hot/cold water
 - Tables and chairs for customer seating – Set-up is Customer’s Responsibility
 - Countertops for preparation
 - Modern restrooms both inside and outside of the building
- **Marketing Assistance**
 - House Caterers will have be presented to each of Salomon Farm Parks’s rental clients each year, including a listing on Salomon Farm Park webpage as an approved catering vendor

Promenade Park Provides the following Services

- Electricity *as needed*
- Hot & Cold Running Water
- Space & Table(s) for Preparation
- Tables & Chairs for Customer Seating – Set-up Included
- **Marketing Assistance**

- o House Caterers will have be presented to each of Promenade Park’s rental clients each year, including a listing on Riverfront’s website as an approved catering vendor

SELECTION CRITERIA EVALUATION FORM – BOTANICAL CONSERVATORY

| A | B | C | D | E | F |
|----------------------------|---------------|---|--------------|--------------------------|-----------------|
| EVALUATION CRITERIA | WEIGHT | ABILITY, COMPETENCE, OR EXPERIENCE LEVEL | SCORE | EXCLUSION FACTOR? | COMMENTS |
| | 1 - 10 | 0, 1, 3, 6 and 9 | | | |

Vendor meets minimum legal requirements of proposal

Yes / No

Yes

Section A - Business Experience

| | | | | |
|---------------|----|--|--|-----|
| Answer to A1 | 8 | | | Yes |
| Answer to A2 | 3 | | | |
| Answer to A3 | 10 | | | |
| Answer to A4 | 10 | | | |
| Answer to A5 | 10 | | | |
| Answer to A6 | 3 | | | |
| Answer to A7 | 7 | | | |
| Answer to A8 | 10 | | | |
| Answer to A9 | 5 | | | |
| Answer to A10 | 10 | | | |

Section B - Staffing

| | | | |
|--------------|---|--|--|
| Answer to B1 | 4 | | |
| Answer to B2 | 7 | | |
| Answer to B3 | 3 | | |
| Answer to B4 | 7 | | |
| Answer to B5 | 7 | | |
| Answer to B6 | 9 | | |
| Answer to B7 | 9 | | |

Section C - Background of Business

| | | | | |
|--------------|----|--|--|-----|
| Answer to C1 | 10 | | | Yes |
| Answer to C2 | 6 | | | Yes |
| Answer to C3 | 5 | | | |
| Answer to C4 | 7 | | | |

| | | | |
|--------------|----|--|--|
| Answer to C5 | 10 | | |
|--------------|----|--|--|

Section D - Service

| | | | |
|--------------|----|--|--|
| Answer to D1 | 10 | | |
| Answer to D2 | 10 | | |
| Answer to D3 | 4 | | |
| Answer to D4 | 10 | | |
| Answer to D5 | 7 | | |
| Answer to D6 | 3 | | |
| Answer to D7 | 10 | | |
| Answer to D8 | 10 | | |

Section E - Business Offerings

| | | | |
|---------------|-----|--|--|
| Answer to E1 | 10 | | |
| Answer to E2 | 8 | | |
| Answer to E3 | 6 | | |
| Answer to E4 | 3 | | |
| Answer to E5 | 3 | | |
| Answer to E6 | 7 | | |
| Answer to E7 | 10 | | |
| Answer to E8 | 6 | | |
| Answer to E9 | 6 | | |
| Answer to E10 | 6 | | |
| Answer to E11 | 3 | | |
| Answer to E12 | 3 | | |
| Answer to E13 | 4 | | |
| Answer to E14 | N/A | | |

Yes

Section F - Business Promotion

| | | | |
|--------------|---|--|--|
| Answer to F1 | 3 | | |
| Answer to F2 | 3 | | |

| | | | |
|---|---------------|--|---------|
| MAXIMUM POSSIBLE SCORE: 2745 | TOTAL: | | % _____ |
|---|---------------|--|---------|

Column B times Column C = Score. WEIGHT = how important we feel each Selection Criterion is to the contract. Values range from 1 through 10. 1 = low, 10 = high.

VENDOR ABILITY, COMPETENCE, OR EXPERIENCE LEVEL = How well this vendor meets the Selection Criteria. Values are: 0 does not meet criterion, 1 is Low, 3 is Fair, 6 is Good, 9 is Excellent.

Source: Six-Sigma/Cause and Effect Matrix; as amended

SELECTION CRITERIA EVALUATION FORM – SALOMON FARM PARK

| A | B | C | D | E | F |
|----------------------------|---------------|---|--------------|--------------------------|-----------------|
| EVALUATION CRITERIA | WEIGHT | ABILITY, COMPETENCE, OR EXPERIENCE LEVEL | SCORE | EXCLUSION FACTOR? | COMMENTS |
| | 1 - 10 | 0, 1, 3, 6 and 9 | | | |

Vendor meets minimum legal requirements of proposal

Yes / No

Yes

Section A - Business Experience

| | | | | |
|---------------|----|--|--|-----|
| Answer to A1 | 8 | | | Yes |
| Answer to A2 | 3 | | | |
| Answer to A3 | 10 | | | |
| Answer to A4 | 10 | | | |
| Answer to A5 | 10 | | | |
| Answer to A6 | 3 | | | |
| Answer to A7 | 7 | | | |
| Answer to A8 | 10 | | | |
| Answer to A9 | 5 | | | |
| Answer to A10 | 10 | | | |

Section B - Staffing

| | | | |
|--------------|---|--|--|
| Answer to B1 | 4 | | |
| Answer to B2 | 7 | | |
| Answer to B3 | 3 | | |
| Answer to B4 | 7 | | |
| Answer to B5 | 7 | | |
| Answer to B6 | 9 | | |
| Answer to B7 | 9 | | |

Section C - Background of Business

| | | | | |
|--------------|----|--|--|-----|
| Answer to C1 | 10 | | | Yes |
| Answer to C2 | 6 | | | |
| Answer to C3 | 5 | | | |
| Answer to C4 | 7 | | | |

| | | | |
|--------------|----|--|--|
| Answer to C5 | 10 | | |
|--------------|----|--|--|

Section D - Service

| | | | |
|--------------|----|--|--|
| Answer to D1 | 3 | | |
| Answer to D2 | 3 | | |
| Answer to D3 | 4 | | |
| Answer to D4 | 5 | | |
| Answer to D5 | 7 | | |
| Answer to D6 | 3 | | |
| Answer to D7 | 10 | | |
| Answer to D8 | 10 | | |

Yes
Yes

Section E - Business Offerings

| | | | |
|---------------|----|--|--|
| Answer to E1 | 10 | | |
| Answer to E2 | 8 | | |
| Answer to E3 | 6 | | |
| Answer to E4 | 3 | | |
| Answer to E5 | 9 | | |
| Answer to E6 | 10 | | |
| Answer to E7 | 10 | | |
| Answer to E8 | 6 | | |
| Answer to E9 | 4 | | |
| Answer to E10 | 6 | | |
| Answer to E11 | 3 | | |
| Answer to E12 | 3 | | |
| Answer to E13 | 4 | | |
| Answer to E14 | 10 | | |

Yes

Section F - Business Promotion

| | | | |
|--------------|---|--|--|
| Answer to F1 | 3 | | |
| Answer to F2 | 3 | | |

| | | | |
|---|---------------|--|---------|
| MAXIMUM POSSIBLE SCORE: 2727 | TOTAL: | | % _____ |
|---|---------------|--|---------|

Column B times Column C = Score. WEIGHT = how important we feel each Selection Criterion is to the contract. Values range from 1 through 10. 1 = low, 10 = high.

VENDOR ABILITY, COMPETENCE, OR EXPERIENCE LEVEL = How well this vendor meets the Selection Criteria. Values are: 0 does not meet criterion, 1 is Low, 3 is Fair, 6 is Good, 9 is Excellent.

Source: *Six-Sigma/Cause and Effect Matrix; as amended*

SELECTION CRITERIA EVALUATION FORM – PROMENADE PARK

| A | B | C | D | E | F |
|----------------------------|---------------|---|--------------|--------------------------|-----------------|
| EVALUATION CRITERIA | WEIGHT | ABILITY, COMPETENCE, OR EXPERIENCE LEVEL | SCORE | EXCLUSION FACTOR? | COMMENTS |
| | 1 - 10 | 0, 1, 3, 6 and 9 | | | |

Vendor meets minimum legal requirements of proposal

Yes / No

Yes

Section A - Business Experience

| | | | | |
|---------------|----|--|--|-----|
| Answer to A1 | 8 | | | Yes |
| Answer to A2 | 3 | | | |
| Answer to A3 | 10 | | | |
| Answer to A4 | 10 | | | |
| Answer to A5 | 10 | | | |
| Answer to A6 | 3 | | | |
| Answer to A7 | 7 | | | |
| Answer to A8 | 10 | | | |
| Answer to A9 | 5 | | | |
| Answer to A10 | 10 | | | |

Section B - Staffing

| | | | |
|--------------|---|--|--|
| Answer to B1 | 4 | | |
| Answer to B2 | 7 | | |
| Answer to B3 | 3 | | |
| Answer to B4 | 7 | | |
| Answer to B5 | 7 | | |
| Answer to B6 | 9 | | |
| Answer to B7 | 9 | | |

Section C - Background of Business

| | | | | |
|--------------|----|--|--|-----|
| Answer to C1 | 10 | | | Yes |
| Answer to C2 | 6 | | | |
| Answer to C3 | 5 | | | |
| Answer to C4 | 7 | | | |
| Answer to C5 | 10 | | | |

Section D - Service

| | | | |
|--------------|---|--|--|
| Answer to D1 | 7 | | |
| Answer to D2 | 7 | | |
| Answer to D3 | 4 | | |
| Answer to D4 | 7 | | |
| Answer to D5 | 7 | | |
| Answer to D6 | 3 | | |
| Answer to D7 | 7 | | |
| Answer to D8 | 7 | | |

Section E - Business Offerings

| | | | |
|---------------|-----|--|--|
| Answer to E1 | 10 | | |
| Answer to E2 | 8 | | |
| Answer to E3 | 6 | | |
| Answer to E4 | 3 | | |
| Answer to E5 | 9 | | |
| Answer to E6 | 10 | | |
| Answer to E7 | 10 | | |
| Answer to E8 | 6 | | |
| Answer to E9 | 6 | | |
| Answer to E10 | 6 | | |
| Answer to E11 | 3 | | |
| Answer to E12 | 3 | | |
| Answer to E13 | 4 | | |
| Answer to E14 | N/A | | |

Yes

Section F - Business Promotion

| | | | |
|--------------|---|--|--|
| Answer to F1 | 3 | | |
| Answer to F2 | 3 | | |

| | | | |
|---|---------------|--|---------|
| MAXIMUM POSSIBLE SCORE: 2691 | TOTAL: | | % _____ |
|---|---------------|--|---------|

Column B times Column C = Score. WEIGHT = how important we feel each Selection Criterion is to the contract. Values range from 1 through 10. 1 = low, 10 = high.

VENDOR ABILITY, COMPETENCE, OR EXPERIENCE LEVEL = How well this vendor meets the Selection Criteria. Values are: 0 does not meet criterion, 1 is Low, 3 is Fair, 6 is Good, 9 is Excellent.

Source: Six-Sigma/Cause and Effect Matrix; as amended