



REQUEST FOR QUALIFICATIONS

RFP#: 14---001

RFP ISSUE DATE: 08/01/2014

PROCUREMENT DESCRIPTION: Catering Services at the Anthem Community Council Civic Building

PROPOSAL DUE DATE: On---going. No end date.

PROPOSAL RESPONSE MUST BE DELIVERED TO THE CIVIC BUILDING MEETING & PROGRAM MANAGER OFFICE.

Mailing address: 3701 W. Anthem Way, Suite 201, Anthem, AZ 85086

Street address: 3701 W. Anthem Way, Anthem, AZ 85086

Email address: tmcculley@anthemcouncil.com

Proposals must be submitted by a sealed envelope with the catering service provider's name and address clearly indicated on the envelope. Submit one (1) original signed and completed proposal response for evaluation purposes. The "Catering Service Provider" form must be completed, signed in ink and included with submittal. Any questions or clarifications should be sent to the Meeting & Program Manager identified below:

Taylor McCulley, Anthem Civic Building Meeting & Program Manager

Email: tmcculley@anthemcouncil.com Phone: 623---742---6020

The Anthem Community Council is committed to fair and equal procurement opportunities for all firms wishing to do business with the Council and encourages participation of all businesses.

DEADLINE FOR SUBMISSION: Ongoing

CATERING SERVICE PROVIDERS COVER SHEET

It is required that catering service provider complete, sign and submit this form to the Meeting & Program Manager Office with the proposal response. An unsigned or incomplete "Catering Service Providers Cover Sheet" form will not be considered for evaluation.

Catering service provider is to type or legibly write in ink all information required below.

Company Name: _____
Company Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone #: _____ Fax #: _____ Email: _____
Company Website: _____
Company Information:
Arizona Transaction Privilege (Sales) Tax #: _____ or
Arizona Use Tax #: _____
Federal I.D. #: _____
City & State Where Sales Tax is Paid: _____, _____

THIS PROPOSAL IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) _____

Title of Authorized Individual (Type or Print in Ink) _____

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR

By signing this Catering Service Provider Cover Sheet, authorized representative acknowledges acceptance of all terms and conditions contained herein. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.

Signature of Authorized Catering Representative

Date

SCOPE OF WORK

INTRODUCTION

In January 2014, the Anthem Community Council held its grand opening of the newly renovated Anthem Civic Building (ACB) at 3701 W. Anthem Way, Anthem, Arizona.

The ACB plays host to a variety of events including performances, banquets, meetings, business events, social functions, and fund-raising events. Actively sought for these special occasions by individuals, corporations and meeting/event planners, the ACB has become a popular site for events which require food and beverage service ranging from drop-off to full-service banquets. **The maximum capacity for catering events is 240 guests for a sit-down dinner (banquet serving line is permitted) and 300 guests for a non-seated event.** (Rental information is attached.)

The ACB does not have a prep kitchen therefore; all food must be prepared off-site. Caterers shall provide at their own cost and expense all portable, small ware, and expendable equipment. All food must be prepared by a caterer licensed through Maricopa County, and who holds a current Food Catering Permit and Food Handlers Card. There is a small kitchen area which contains a commercial-size refrigerator, small and-washing sink, mop station and ice machine. The ACB does not provide table linens, napkins, or table skirting. Tables are rectangular in size and do not include any round tables. If client wishes round tables, client is responsible for the rental of the tables and incurs the cost.

It is the goal of the Anthem Community Council (ACC) to maximize the use of the numerous event spaces at the Anthem Civic Building for food-related special events and to provide its clients with exceptional catering service alternatives at a variety of price points.

Therefore, the ACC is issuing a Request for Qualification (RFQ) from qualified and experienced professional food and beverage service providers in order to be included on an Anthem Civic Building "Preferred Caterers" list for events at the ACB.

Preferred Caterers shall be defined as those Caterers that meet the ACC's standards as they relate to menu variety, price point options, food and service quality, available services, licensing requirements, and industry reputation in Anthem and greater Phoenix communities. Listed providers will be granted the opportunity to provide food service to ACB clients. The ACB will not market or promote any one catering service provider. Clients will be instructed to contact any one of the caterers on the preferred list.

ACB Clients will contract directly with the catering service provider of their choice. Fees for food and beverages will be billed and collected by the catering service provider. Space availability and bookings will be coordinated directly by the ACB staff.

Upon review of Request for Qualifications by Anthem Civic Building staff, catering service providers will be notified as to their inclusion on the Anthem Civic Building's Approved Caterer List. If approved, caterer will be asked to provide Certificate of Liability Insurance, as well as, a signed agreement as to the Operating Policies for Caterers.

PROPOSAL SUBMISSION REQUIREMENTS

In order to be considered as an ACB Preferred Catering Service Provider, proposals must include the following information. Responses should be complete, informative and to the point. Please use the following outline when submitting a proposal. Please limit experience and operations summary to two pages.

1. Complete “Catering Service Provider” Information Cover Sheet

2. Experience:

- a. List the number of years catering service provider has been conducting business.
- b. List, with detailed information, facilities similar to the Anthem Civic Building at which the caterer has provided similar services.
- c. List of a minimum of five (5) client references that demonstrate a full-range of the catering service provider’s experience. Include client name, company, email, phone number, event description and food provided.

3. Operations. Provide:

- a. A description as to why the catering service provider is the best choice to provide services at the Anthem Civic Building.
- b. A description of the style of service provided: breakfast, lunch, dinner, hors d’oeuvres, barbeque, etc. Include any specialty food items caterer is known for.
- c. A multi-level price list and menu selection to accommodate a broad range of food options for ACB clients.
- d. List of all specialty diets that the Vendor can accommodate.
- e. A description of the customer service and food handling training provided to caterer’s employees.

Upon review of Request for Qualifications, catering service provider will be notified as to their inclusion on the Anthem Civic Building’s Approved Caterer List. If approved, caterer will be asked to provide Certificate of Liability Insurance, as well as, a signed agreement as to the Operating Policies for caterer service providers. Caterer will be approved for a period of one-year and will be notified of requirements for renewal.

REQUIREMENTS OF AWARDED VENDORS (Partial list)

Providers approved for the opportunity of providing food and/or beverage service at the Anthem Civic Building will be required to:

- A. Provide proof of and maintain all appropriate licenses, permits and certificates required to conduct a food service and/or beverage service business in Maricopa County and the State of Arizona.
- B. Adhere to all city, county and state health code regulations and restrictions.
- C. Submit and maintain proof of insurance, naming the Anthem Community Council as additionally insured.
- D. Offer high quality food products and service to Anthem Civic Building clients.
- E. Creatively and actively market the Anthem Civic Building as a premier location for special events.
- F. Select, employ, train, and provide employees, at Caterer's expense, who are proficient, productive and courteous to Anthem Civic Building guests and staff. Such employees shall obtain and maintain all applicable federal, state and local permits and licenses required for providing the services performed under this proposal. All costs associated with the Vendor's employees obtaining such licenses and permits shall be the sole responsibility of the Vendor.
- G. Provide staff to service buffet lines, setup or break down of catering equipment, including table settings if applicable.
- H. Provide all equipment necessary. Disposable serving trays and containers are required for drop-off catering services where no serving staff is required. Food set-up and clean-up is then the responsibility of the client. No on-site cooking is allowed. Currently, the Anthem Civic Building Warming Kitchen supplies a commercial refrigerator, ice machine, mop sink and hand washing station.
- I. Coordinate with Anthem Civic Building Scheduler delivery times.
- J. Coordinate with Anthem Civic Building staff any changes to room set-up. Only Anthem Civic Building Staff is allowed to move tables and chairs.
- K. Provide and place all table covering, napkins, table skirting, place settings, utensils, flatware, and glassware when requested by client.
- L. Fully clean service and work areas and remove all food service and other event-related equipment immediately after completion of each contracted event. No Vendor storage is available at the Anthem Civic Building.
- M. Deposit in receptacles provided by the Anthem Civic Building all waste and garbage from the event.
- N. Uphold the highest possible appearance code and customer service standards.
- O. Abide by the Anthem Civic Building rules and regulations.
- P. Contract directly with the client of the Anthem Civic Building and collect monies from the client for catering services.