



Request for Proposal No RFP-0002 Catering and Meal Services

Community Action Partnership
of San Bernardino County
Purchasing Department
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
February 09, 2010

I. Purpose of Request

Community Action Partnership of San Bernardino County (CAPSBC) is requesting proposals for the purpose of securing a service agreement with a potential Catering and Meal Service provider under the Energy, Education, and Environmental Services 2010 Utilities contract. The specifications and requirements of the service and meals sought are outlined in the following Request for Proposal (RFP).

II. Time Schedule

CAPSBC will maintain the following time schedule and select a qualified vendor for a catering services proposal on Friday February 26, 2010.

Issue Request for Proposal	February 09, 2010
Deadline for Submission of Proposal	February 19, 2010
RFP Award Notification	February 26, 2010

III. Instructions to Proposers

A. All proposals must be submitted to:

Community Action Partnership of San Bernardino County
Purchasing Department – David Gallardo
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
(909) 723-1552

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner, RFP – Catering and Meal Services – Training Center. All proposals must be received by 5:00 pm on February 19, 2010 at which time they will be opened. Three (3) copies of the RFP must be presented. No faxed or telephone proposals will be accepted.

C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with CAPSBC is desirable whenever practical. Use of both sides of paper sheets for any submittal to CAPSBC is desirable whenever practical.

D. CAPSBC Buyer or designee will answer any questions and notify the selected vendor on February 26, 2010.

E. All proposals must include the following information:

1. The names of individuals from those firms who will be working on the project and their areas or responsibility.

2. Provide an accurate mailing address of the firm or organization.
3. Itemize breakdown of the meals and services provided.
4. Proposal must represent the final pricing including, additional fees, discounts, rebates, and taxes.
5. Timeline and schedule the catering services will be provided.
6. Provide a menu and calendar showing the days the meals will be served.
7. Indicate that all quotes are good for 90 days.
8. References.

IV. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal to the purpose and scope of service.	30%
B. Price	40%
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work	30%
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors A, B, and C.

V. Terms and Conditions

- A. CAPSBC reserves the right to reject any and all quotes and to waive minor irregularities to any proposal.
- B. CAPSBC reserves the right to request clarification of information submitted and to request additional information from the vendor.
- C. CAPSBC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within sixty (60) days after the award of the contract has been announced.
- D. Any proposal may be withdrawn up to the date and time set in this RFP. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell

to CAPSBC the equipment described in the following specifications or until one or more of the proposals have been granted CAPSBC Administrative approval.

- E. The contract resulting from acceptance of a proposal by CAPSBC shall be in a form supplied or approved by CAPSBC and shall reflect the specifications in this RFP. A copy of the contract is available for review. CAPSBC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by CAPSBC.
- F. CAPSBC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFP.
- G. All quotes, documents, and forms will become the property of CAPSBC upon delivery and acceptance of the sealed proposal.

VI. Scope of Work

CAPSBC is looking for a qualified vendor to provide daily Catering Services and Meals to be served twice a day for sixteen (16) to thirty-two (32) individuals based on attendance and class size for the week at our training facility located at 678 S Tippecanoe Ave. Class sizes will vary on a weekly basis and the selected vendor will coordinate with the training facility supervisor to obtain a current count of students for the week. The proposal should include a breakfast menu that will be served at 7:45 a.m. before classes begin and at 11:45 am when classes are dismissed for lunch. Below is a sample of the breakfast and lunch menus suggested that should be inclusive in the proposal. All meals should include all condiments and serving utensils. The proposal should include delivery, set-up, serving, and clean-up.

Continental Breakfasts

All continental breakfasts should include fruit preserves, cream cheese, butter, chilled juices, and freshly brewed coffee, both regular and decaffeinated and herbal teas.

Sample breakfast selections

- Breakfast breads, Bagels, and Danish
- Fresh Fruits
- Assorted Fruit Yogurts
 - Eggs and cheese croissants
 - Sausage or ham biscuits
 - Breakfast burritos
 - Fresh eggs, potatoes, sausage and ham wrapped in a toasted tortilla served with salsa

Chilled/Hot Luncheons

Served with salad, dinner rolls and butter, dessert and cold sodas/herbal and regular iced teas

Sample Lunch Selections

- Sliced chicken strips, French fries and vegetables
- Tuna Salad Wrap
 - Fresh tuna salad wrapped in a soft flour tortilla

- Served with pickle, potato chips and cookies
- Chicken Caesar Salad Wrap
 - Wrapped in a soft flour tortilla
 - Served with pickle, potato chips and cookies
- Turkey Club Wrap
 - Smoked Turkey, Bacon, Lettuce, and tomato
 - Wrapped in a soft flour tortilla
 - Served with pickle, potato chips and cookies
- Assorted Deli Sandwiches
 - Turkey, Ham, Roast Beef, or Vegetarian Sandwiches on a Kaiser Roll
 - Accompanied by lettuce, tomato, pickles, and potato chips, cookies and fresh fruit
 - Hot Dogs/Chili Dogs
 - Served with pickle, potato chips, and cookies

Sample menus are provided as a guideline of the selection CAPSBC is looking for in a qualified vendor who is able to provide an adequate catering service that meets the agency needs.