

# Request for Catering Quotation

## SECTION ONE

**SUPPLIER'S QUOTE NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**QUOTE PROVIDED BY** \_\_\_\_\_  
**TO THE AMERICAN RED CROSS** \_\_\_\_\_

This quotation, effective \_\_\_\_\_, is issued by the \_\_\_\_\_ and is valid to \_\_\_\_\_.

**SUPPLIER'S COMPANY INFORMATION:**

COMPANY'S NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

**SUPPLIER'S CONTACT INFORMATION:**

CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

24 HR. PHONE #: \_\_\_\_\_

CELL #: \_\_\_\_\_

ALT. CONTACT: \_\_\_\_\_

24 HR. PHONE #: \_\_\_\_\_

CELL #: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Supplier Signature**

## SECTION TWO

The American Red Cross works to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. As a key component of our prevention and response, it is vital that we work with local organizations to pre-identify and evaluate potential feeding suppliers so we're ready when disaster does strike.

All American Red Cross assistance is free, made possible through funds donated by the American public. Your willingness to complete this catering quotation as a potential feeding supplier enables us to work together to serve your community in times of disaster. As a reminder, all information we collect is confidential and will be kept within our disaster services program. The Red Cross may call you in the event of a disaster to discuss the activation of this catering contract, nonbinding letter, and/or restaurant capability survey. Permission is voluntary and at your discretion; participation is never assumed by the Red Cross.

**1. STATEMENT OF WORK:**

---

---

---

---

---

**2. PRICING:**

---

---

---

---

---

**Meal Product Requirements:**

---

- a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Product Requirements:**

- d) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- f) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Service Requirements:**

**Meals** may be served by the Supplier's personnel ("**Supplier Serving Line Meal**"), by the Red Cross ("**Red Cross Serving Line Meal**"), or either of the foregoing, ("**Serving Line Meal**") as specified at time of Food Order. However, snacks ordered may only be served for "Supplier Serving Line" in conjunction with a meal order.

- a) For a Serving Line Meal, unless expressly provided otherwise in a Food Order, the services to be provided by the Supplier will always include without limitation the following, which will be inclusive of the pricing quoted:
- i. The Supplier's provision of all necessary equipment, including but not limited to ice for beverages and appropriate personnel (which will depend on whether it is a Supplier Serving Line Meal or a Red Cross Serving Line Meal)

- ii. And the Supplier's cleaning and sanitizing of Red Cross Cambros® or similar insulated food carriers (“**Food Carriers**”) prior to and after use. The Red Cross will supply the liners for the Food Carriers unless otherwise stipulated in the Food Order.
  - iii. If Supplier furnishes the insulated food carriers, the price shall be adjusted to compensate Supplier for the additional expenditure. This requirement and pricing must be noted on the Food Order form under special requirements and/or other for each applicable order.
- b) The same kind of entrée shall not be served twice on the same day. For example, only and not by way of limitation, if chicken is served for lunch, it may not be served also for dinner.
- c) The same entrée shall not be served more than once every three (3) days.
- d) Supplier will be responsible for :
  - i. properly packaging all Meals and Snacks to ensure safety and to ensure that they do not require refrigeration or heating, if served within four (4) hours of delivery
  - ii. and providing all Meals and Snacks at appropriate temperatures at the time of pick-up (if picked up by the Red Cross) or delivery (in all other situations).
- e) Supplier will be responsible for:
  - i. providing a means for hand-washing or sanitation materials for those being served at each Supplier Serving Line Meal,
  - ii. and removing all food, disposables, and equipment after each Supplier Serving Line Meal, with such removal to be completed no longer than two (2) hours after the designated meal time unless specified otherwise by the Red Cross Administrative Representative or his or her designee.

3. **PRICING CHANGES:**

If Supplier cannot hold firm pricing through to the valid date noted in Section 1, Supplier must define pricing terms and explanation of how pricing changes shall be managed.

---



---



---



---



---

4. **SUPPLIER CAPABILITIES:**

---



---



---



---



---

- a) Maximum Capacity and Ramp-up. Supplier represents and warrants that it can provide:
  - i. Up to \_\_\_\_\_ number of Meals at one time and \_\_\_\_\_ per day for each of Supplier's restaurant or store locations in the relevant market, with up to three (3) days of notice prior to performance of Services. These numbers are dependent on the market involved and the severity of the emergency.
- b) Place of Pick-Up, Performance, and Delivery. Supplier may provide Services to the Red Cross by one or both of the following methods as specified in a Food Order:
  - i. Delivery by Supplier to a Red Cross-specified location (Minimum of \_\_\_\_\_ number of Meals for Delivery).
  - ii. Pick-Up by Red Cross at one of Supplier’s locations.

- c) Dietary Preferences. Supplier will, where possible, offer menus that cater to dietary preferences depending upon minimum numbers of Meals, production capabilities, and ingredient or product acquisition. Supplier can offer menus that cater to the following dietary preferences:

---

---

---

---

---

---

- d) Equipment/Supplies. Supplier upon request in a Food Order can provide the following:

- i. Food grade plastic liners (Requires additional charge).
- ii. Insulated food carriers (Requires additional charge).

- e) Use of Donated Food. In its performance of services, the Supplier **may** accept and use food donated by third parties if such food is approved by the Red Cross and the following Supplier requirements are met. Supplier will only accept donated food if it is:

- i. donated directly from the original manufacturer who is well known and approved by Supplier;
- ii. fresh and has not expired or past its use by date;
- iii. in its original undamaged packaging containing all labeling including ingredients and nutritional information;
- iv. a proper food item for a current recipe that Supplier is preparing;
- v. and at the proper specifications to meet the Supplier's needs.

- f) Personnel. The Supplier is solely and exclusively responsible for its personnel and complying with all applicable laws. If performing on-site, the Supplier shall provide its personnel with uniforms identifying them as the Supplier's personnel, and not Red Cross personnel.

## 5. **ACTIVATION PROCEDURES:**

Processes are subject to change.

---

---

---

---

---

**a) Local Disasters (food orders billed to local Red Cross Chapter):**

When the Red Cross Chapter requires the Supplier's Services, the Red Cross Chapter Representative will contact the Supplier representative and issue a written Food Order. The Red Cross Chapter is required to provide a "**Payment Authorization**" in the form of a Purchase Order or P-Card (Red Cross Credit Card) for invoice payment. Once the Supplier's Representative receives the Payment Authorization and signs and returns the Food Order to the Red Cross Chapter Representative, the Supplier will perform in accordance with this Contract and the terms of the Food Order and the Payment Authorization. Notwithstanding the foregoing, if the Supplier performs any Services described in an issued Food Order without its Administrative Representative having signed it, the Food Order as issued by the Red Cross will be deemed to have been accepted by the Supplier.

**b) National Disasters (food orders billed to the American Red Cross Headquarters):**

When the Red Cross requires the Supplier's Services for a National Disaster, the Red Cross Disaster Relief Operation (**DRO**) will contact the appropriate Supplier Representative to coordinate requirements and request quotation for Food Orders. All DRO's are designated with a three digit Disaster Relief Number ("**DR number**") followed by a dash and a two digit number indicating the Red Cross fiscal year of the relief operation. Once the Supplier's Representative confirms, signs and returns the Food Order with pricing to the DRO representative, the request

follows the internal Red Cross process to obtain and issue a purchase order ("**Purchase Order**" or "**PO**") to the Supplier. After receiving such PO, Supplier will perform in accordance with agreed upon Contract and the terms of the Food Order and the PO. Notwithstanding the foregoing, if the Supplier performs any Services described in an issued Food Order without its Administrative Representative having signed it, the Food Order as issued by the Red Cross will be deemed to have been accepted by the Supplier. The Supplier must have a valid Purchase Order to receive payment for goods and services. **Exception: If Red Cross is unable to issue Purchase Order in timely manner, supplier may accept P-Card (Red Cross Credit Card) from Red Cross DRO representative.** **Note:** DR numbers may also be assigned to large local disasters but still managed by a Red Cross Chapter. Supplier shall note the DR number on all Delivery Receipts and Invoices for reference.

- c) A Food Order will not be valid for longer than thirty (30) days, except to the extent that it is extended by written consent of both Parties for one or more additional periods of no more than thirty (30) days each.
- d) The Red Cross may terminate any Food Order at any time with three (3) days written notice to the Supplier's On-Site Contact as specified in the Food Order.
- e) Due to the unpredictable nature of natural and manmade disasters, changes to food order meal count estimates may change daily. Supplier should not order non-refundable supplies exceeding three (3) days worth of orders.

6. **PAYMENT TERMS:** 2% 15, NET 45

Supplier will provide an invoice and all supporting documents to:

**ATTENTION:** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_  
**STATE:** \_\_\_\_\_  
**ZIP CODE:** \_\_\_\_\_

for payment on a monthly basis or as determined by the defined payment scheduled.

7. **PAYMENT METHOD:**

Red Cross reserves the right to pay invoices with an American Red Cross Purchasing Card (credit card).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **SUPPLIER ADDITIONAL INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_