



# Request for Proposal Catering Services

No. 2014-012



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**CATERING SERVICES**  
**RFP #2014-012**  
**PICNIC MENU PRICING FORM**

Provide pricing for the following Catering Packages. All Catering Packages should include price of menu items, in addition to water, lemonade, sweet tea, all paper products and condiments.

The price specified shall include all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement.

CCPRC will strive to work with the selected caterer regarding any upgrades to the selected menus on a case by case basis in order to create a menu that will best fit the client's needs; however, proposal must at a minimum, address the following:

**Base Year**

<b>Catering Package #1</b>	<b>Catering Package #2</b>	<b>Catering Package #3</b>
Hamburgers, Hot Dogs, Potato Chips, Cole Slaw or Potato Salad, Cookies	Hamburgers, Hot Dogs, BBQ Chicken or Pork, Potato Chips, Cole Slaw or Potato Salad, Baked Beans, Cookies	Hamburgers, Hot Dogs, BBQ Chicken, BBQ Pork, Potato Chips, Cole Slaw or Potato Salad, Baked Beans, Cookies
<b>Price Per Person</b>	<b>Price Per Person</b>	<b>Price Per Person</b>
50 - 100 people per person \$	50 - 100 people per person \$	50 - 100 people per person \$
101 – 299 people per person \$	101 – 299 people per person \$	101 – 299 people per person \$
300 - 799 people per person \$	300 - 799 people per person \$	300 - 799 people per person \$
800 – 1499 people per person \$	800 – 1499 people per person \$	800 – 1499 people per person \$
1500 and up Per person \$	1500 and up Per person \$	1500 and up Per person \$
<b>Catering Package #4</b>	<b>Catering Package #5</b>	<b>Catering Package #6</b>
<b><u>OYSTER ROAST</u></b>  (When in season- usually Sept thru April) Local Oysters, cocktail sauce, crackers, napkins and knives. Chili with crackers, onions, sour cream, Hot Dogs with onions, relish & condiments	BUILD YOUR OWN OPTIONS AS FOLLOWS: <b><u>SALAD BAR</u></b> Grill Marinated Chicken, Chicken Salad & Tuna Salad served with fresh mixed greens, olives, cucumbers, cherry tomatoes, purple onion, croutons, sunflower seeds, grated cheese	<b><u>BOILED PEANUTS</u></b>
<b>Price Per Person</b>	<b>Price Per Person</b>	<b>Price Per Person</b>
50 - 100 people per person \$	50 - 100 people per person \$	50 - 100 people per person \$
101 – 299 people per person \$	101 – 299 people per person \$	101 – 299 people per person \$
300 - 799 people per person \$	300 - 799 people per person \$	300 - 799 people per person \$
800 – 1499 people per person \$	800 – 1499 people per person \$	800 – 1499 people per person \$
1500 and up Per person \$	1500 and up Per person \$	1500 and up Per person \$

## CHEF’S CHOICE PICNIC MENU PRICING

All Catering Packages should include price of menu items, in addition to water, lemonade, sweet tea, all paper products and condiments.

“Proposals must also include “Chef’s Choice” Picnic Menu Pricing on the attached Picnic Menu Pricing Form. In addition, CCPRC occasionally receives special request for specific food items and CCPRC reserves the right to accept and/or modify Chef Choice Picnic Plan Menu and negotiate final pricing with the selected Vendor.”

### Base Year

#### **Chef’s Choice Menu #1: Package #7**

50 – 100 people	Price per Person \$ _____
101 – 299 people	Price per Person \$ _____
300 – 799 people	Price per Person \$ _____
800 – 1499 people	Price per Person \$ _____
1500 and up	Price per Person \$ _____

#### **Chef’s Choice Menu #2: Package #8**

50 – 100 people	Price per Person \$ _____
101 – 299 people	Price per Person \$ _____
300 – 799 people	Price per Person \$ _____
800 - 1499 people	Price per Person \$ _____
1500 and up	Price per Person \$ _____

**Year 2**

<b>Catering Package #9</b>	<b>Catering Package #10</b>	<b>Catering Package #11</b>
Hamburgers, Hot Dogs, Potato Chips, Cole Slaw or Potato Salad, Cookies	Hamburgers, Hot Dogs, BBQ Chicken or Pork, Potato Chips, Cole Slaw or Potato Salad, Baked Beans, Cookies	Hamburgers, Hot Dogs, BBQ Chicken, BBQ Pork, Potato Chips, Cole Slaw or Potato Salad, Baked Beans, Cookies
<b>Price Per Person</b>	<b>Price Per Person</b>	<b>Price Per Person</b>
50 - 100 people per person \$	50 - 100 people per person \$	50 - 100 people per person \$
101 – 299 people per person \$	101 – 299 people per person \$	101 – 299 people per person \$
300 - 799 people per person \$	300 - 799 people per person \$	300 - 799 people per person \$
800 – 1499 people per person \$	800 – 1499 people per person \$	800 – 1499 people per person \$
1500 and up Per person \$	1500 and up Per person \$	1500 and up Per person \$
<b>Catering Package #12</b>	<b>Catering Package #13</b>	<b>Catering Package #14</b>
<b><u>OYSTER ROAST</u></b>  (When in season- usually Sept thru April) Local Oysters, cocktail sauce, crackers, napkins and knives. Chili with crackers, onions, sour cream, Hot Dogs with onions, relish & condiments	BUILD YOUR OWN OPTIONS AS FOLLOWS: <b><u>SALAD BAR</u></b> Grill Marinated Chicken, Chicken Salad & Tuna Salad served with fresh mixed greens, olives, cucumbers, cherry tomatoes, purple onion, croutons, sunflower seeds, grated cheese	<b><u>BOILED PEANUTS</u></b>
<b>Price Per Person</b>	<b>Price Per Person</b>	<b>Price Per Person</b>
50 - 100 people per person \$	50 - 100 people per person \$	50 - 100 people per person \$
101 – 299 people per person \$	101 – 299 people per person \$	101 – 299 people per person \$
300 - 799 people per person \$	300 - 799 people per person \$	300 - 799 people per person \$
800 – 1499 people per person \$	800 – 1499 people per person \$	800 – 1499 people per person \$
1500 and up Per person \$	1500 and up Per person \$	1500 and up Per person \$

**CHEF'S CHOICE PICNIC MENU PRICING**

**Year 2**

**Chef's Choice Menu #1: Package #15**

50 – 100 people	Price per Person \$ _____
101 – 299 people	Price per Person \$ _____
300 – 799 people	Price per Person \$ _____
800 – 1499 people	Price per Person \$ _____
1500 and up	Price per Person \$ _____

**Chef's Choice Menu #2: Package #16**

50 – 100 people	Price per Person \$ _____
101 – 299 people	Price per Person \$ _____
300 – 799 people	Price per Person \$ _____
800 - 1499 people	Price per Person \$ _____
1500 and up	Price per Person \$ _____

**Year 3**

<b>Catering Package #17</b>	<b>Catering Package #18</b>	<b>Catering Package #19</b>
Hamburgers, Hot Dogs, Potato Chips, Cole Slaw or Potato Salad, Cookies	Hamburgers, Hot Dogs, BBQ Chicken or Pork, Potato Chips, Cole Slaw or Potato Salad, Baked Beans, Cookies	Hamburgers, Hot Dogs, BBQ Chicken, BBQ Pork, Potato Chips, Cole Slaw or Potato Salad, Baked Beans, Cookies
<b>Price Per Person</b>	<b>Price Per Person</b>	<b>Price Per Person</b>
50 - 100 people per person \$	50 - 100 people per person \$	50 - 100 people per person \$
101 – 299 people per person \$	101 – 299 people per person \$	101 – 299 people per person \$
300 - 799 people per person \$	300 - 799 people per person \$	300 - 799 people per person \$
800 – 1499 people per person \$	800 – 1499 people per person \$	800 – 1499 people per person \$
1500 and up Per person \$	1500 and up Per person \$	1500 and up Per person \$
<b>Catering Package #20</b>	<b>Catering Package #21</b>	<b>Catering Package #22</b>
<b><u>OYSTER ROAST</u></b>  (When in season- usually Sept thru April) Local Oysters, cocktail sauce, crackers, napkins and knives. Chili with crackers, onions, sour cream, Hot Dogs with onions, relish & condiments	BUILD YOUR OWN OPTIONS AS FOLLOWS: <b><u>SALAD BAR</u></b> Grill Marinated Chicken, Chicken Salad & Tuna Salad served with fresh mixed greens, olives, cucumbers, cherry tomatoes, purple onion, croutons, sunflower seeds, grated cheese	<b><u>BOILED PEANUTS</u></b>
<b>Price Per Person</b>	<b>Price Per Person</b>	<b>Price Per Person</b>
50 - 100 people per person \$	50 - 100 people per person \$	50 - 100 people per person \$
101 – 299 people per person \$	101 – 299 people per person \$	101 – 299 people per person \$
300 - 799 people per person \$	300 - 799 people per person \$	300 - 799 people per person \$
800 – 1499 people per person \$	800 – 1499 people per person \$	800 – 1499 people per person \$
1500 and up Per person \$	1500 and up Per person \$	1500 and up Per person \$

**CHEF'S CHOICE PICNIC MENU PRICING**

**Year 3**

**Chef's Choice Menu #1: Package #23**

50 – 100 people	Price per Person \$ _____
101 – 299 people	Price per Person \$ _____
300 – 799 people	Price per Person \$ _____
800 – 1499 people	Price per Person \$ _____
1500 and up	Price per Person \$ _____

**Chef's Choice Menu #2: Package #24**

50 – 100 people	Price per Person \$ _____
101 – 299 people	Price per Person \$ _____
300 – 799 people	Price per Person \$ _____
800 - 1499 people	Price per Person \$ _____
1500 and up	Price per Person \$ _____

For evaluation purpose, a quantity of 1 event will be estimated for each of the 6 catering packages the minimum number per person for each of the five per person ranges will be evaluated for each event for the three years.

Chef's Choice Menu and price must be provided but will not be used in the cost evaluation.

Vendor shall be compensated at the rates specified on the specific Engagement Agreement (Attachment "9") as adjusted for sales tax.

- Groups with 50 – 799 people, CCPRC will pay Vendor the gross amount of the contracted amount adjusted by the 22% CCPRC administrative fee.
- Groups of 50 – 299, an additional CCPRC service fee of \$150 will be added to the contract amount to be adjusted by the 22% administrative fee.
- Groups with 800 or more people, CCPRC will pay Vendor the gross amount of the contracted amount adjusted by the 30% administration fee, less sales tax due to additional services provided by CCPRC.
- Payments for services rendered will be made within two weeks of the last date of the Engagement and accordance with the terms of the individual Engagement conditions

Occasionally it may be necessary to cancel a performance due to unforeseen circumstances (i.e. inclement weather). If the cancellation occurs 5 days or more before the time listed above of the performance, the Engagement Agreement is null and void and no payment is due the Vendor. If the cancellation occurs less than 5 days before the time listed above of the performance, the Vendor is entitled to one half the Engagement fee. If two or more performances are included in this Engagement Agreement, they are considered on an individual basis for this cancellation policy.

Vendor's Statement: I hereby attest and affirm that the information contained in this submittal is truthful to the best of my knowledge. I further give Charleston County Park and Recreation Commission authority and permission to verify any information contained in this RFP and to contact any references I have listed in order to verify the information contained herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name, Authorized Representative (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

## Introduction

The Charleston County Park and Recreation Commission (CCPRC) is seeking proposals from qualified catering firms, hereafter known as “Vendor”, to provide catering needs for special events and programs contracted by CCPRC throughout the county park system for a period of one year with options for renewal for up to two additional years in accordance with CCPRC’s Procurement Policy. CCPRC contracts with the public for rentals of its facilities and/or for other events that may or may not include catering services. Catering services contracted by the public are not included in the scope of this Request for Proposal. This Request for Proposal covers those circumstances in which CCPRC provides the catering services.

CCPRC represents one of the most unique park and recreation agencies in the state of South Carolina. As a Special Purpose Public Service District created in 1968, CCPRC has specific areas of responsibility that are defined through our enabling legislation. Existing in an area which boasts excellent municipal programs and two additional special recreation districts, CCPRC is charged with providing park and recreation services, as well as working in harmony with other recreation agencies in Charleston County.

CCPRC encourages and protects the stability, integrity, value, and beauty of natural and historical resources, cultivates an ethic of stewardship in its staff and patrons, is a model of environmental stewardship for the region, offers products that support a healthy lifestyle, and provides recycling opportunities to protect the environment.

One of CCPRC’s prime responsibilities is the development of a diversified county park system. The park system emphasizes passive activities, the environment, and beach access. Each park facility offers a variety of programming that is generally directed toward the natural features and characteristics of the site. CCPRC offers the community a wide variety of park facilities, programs, and events. The park system enjoys a large customer base consisting primarily of local families. The annual park visitation is in excess 2.1 million throughout the system.

## Scope of Work

CCPRC averages approximately 10 catering events in the parks per year with the attendance for those events ranging from 50 to 4,000 people, with estimated annual revenue to the caterer in the amount of \$25,000. However, estimated revenue for the duration of the contract is dependent on the number and size of events and rentals of its facilities. No guarantees are expressed or implied to the number of events and/or estimated revenue to the selected Vendor. In addition, there may be opportunities for multiple events at different locations on the same day.

Smaller events are usually scheduled a few weeks to a few months in advance. Large events are typically scheduled several months to a year in advance; however, there may be times when short notice is given for catering events depending on the needs of the customers.

CCPRC will be responsible for providing full park support, tents to cover the food area and other equipment as needed for larger events for over 800 attendees. Vendor will typically be responsible for food and services outlined on the attached sample “Engagement Agreement Catering Services”, which is given prior to each event.

Vendor shall be compensated at the rates specified on the specific Engagement Agreement (Attachment “9”) as adjusted for sales tax.

- Groups with 50 – 799 people, CCPRC will pay Vendor the gross amount of the contracted amount adjusted by the 22% CCPRC administrative fee.
- Groups of 50 – 299, an additional CCPRC service fee of \$150 will be added to the contract amount to be adjusted by the 22% administrative fee.
- Groups with 800 or more people, CCPRC will pay Vendor the gross amount of the contracted amount adjusted by the 30% administration fee, less sales tax due to additional services provided by CCPRC.
- Payments for services rendered will be made within two weeks of the last date of the Engagement and accordance with the terms of the individual Engagement conditions

Payments for services rendered will be made within two weeks of the last date of the Engagement and accordance with the terms of the individual Engagement conditions.

Occasionally it may be necessary to cancel a performance due to unforeseen circumstances (i.e. inclement weather). If the cancellation occurs 5 days or more before the time listed above of the performance, the Engagement Agreement is null and void and no payment is due the Vendor. If the cancellation occurs less than 5 days before the time listed above of the performance, the Vendor is entitled to one half the Engagement fee. If two or more performances are included in this Engagement Agreement, they are considered on an individual basis for this cancellation policy.

The awarded Vendor shall appoint a person or persons to act as a primary contact with CCPRC.

As stated in the RFP, it is the intent of CCPRC to enter into a Blanket-Open Ended Contract for a period of one year, with options for automatic renewal for two additional years, satisfactory performance and determination that it will be in the best interest of CCPRC.

In accordance with CCPRC’s contract and policies, no guarantee is expressed or implied as to the total quantity of catering jobs issued under this Blanket Open-Ended Contract. The agreement, in and of itself, does not obligate CCPRC to utilized any catering services in the absence of an order placed against this agreement. In the event the caterer cannot meet the intended schedule and/or accommodate the size of the event, CCPRC reserves the right to issue contracts with other Vendors for the same services and order partial quantities in order to meet the needs of the agency and such agreements shall not be considered a breach or violation of any commitment of exclusivity pursuant to the agreement. No order shall become due or be acceptable without the expressed consent of CCPRC.

In addition, if the Caterer neglects, fails, or refuses to provide the services, does not meet the intended schedule, and/or provides inferior quality and/or quantity of food as outlined in the Blanket Open-Ended Contract and/or in the Engagement Agreement for Catering Services within the time specified, then the Caterer does hereby agree, as part of the consideration for the awarding of this Contract, to pay to CCPRC for any loss in revenue due to the Caterers failure to meet the services in excess of the Caterer's actual costs together with all other and actual and consequential damages and reasonable attorney's fees incurred in the enforcement of this provision as determined by CCPRC as the proper measure of liquidated damages which Owner will sustain per diem by failure of undersigned to complete the work by the time stipulated, and this sum is not to be construed as, in any sense, a penalty.

Vendor, upon submittal of a proposal, agrees that they are capable and will provide catering services for any size catering needs required for the duration of the contract and will comply with the terms and conditions of the contract and any subsequent Engagement Agreement, a copy of which is attached.

CCPRC will award the contract to one contractor for Catering Services.

We require the Vendor(s) to supply prices for products and services as outlined on the attached Price Proposal Form for the anticipated contract period. Failure to fully complete the attached Price Proposal Form may result in the rejection of the proposal. Vendor(s) may attach any additional information that may be beneficial to their proposal. Clearly indicate on the Price Proposal Form any changes or modifications to pricing for products or services as a result of any and/or all contributions or special considerations.

Proposals shall include, but not be limited to, the following considerations and concessions.

- A. Proposal shall clearly indicate Vendors ability to meet any and all scenarios listed in this RFP for catering needs.
- B. Vendor needs to be willing to provide food for all requested events in the attendance range. Proposal must clearly indicate the firms' ability to provide catering services and appropriate staffing for the following size events:
  - 50 to 4,000
- C. CCPRC prefers all hot items be prepared on site; however, it is not required that the items be "cooked to order". Vendor must clearly address how they will provide this service for each catering event size.
- D. All contracted events must be full service; however, Vendor shall not be required to actually serve food to each individual person, but will be required to replenish/change food as needed during an event(s). Proposal must indicate firms' ability to meet the needs of the event.

- E. CCPRC policies prohibits any exchange of money at our facilities; therefore, gratuity needs to be included in the per person pricing. Proposal shall clearly indicate per person pricing, indicating and including any gratuity needs.
- F. Vendor must provide pricing on all the items on attached Picnic Menu Pricing Form. Prices submitted in this RFP must remain valid throughout the term of contract. Prices must include any and all taxes as outlined in the attached contract and Engagement Agreement for Catering Services.
- G. Proposals must also include “Chef’s Choice” Picnic Menu Pricing on the attached Picnic Menu Pricing Form. In addition, CCPRC occasionally receives special requests for specific food items and CCPRC reserves the right to accept and/or modify Chef Choice Picnic Plan Menu and negotiate final pricing with the selected Vendor.
- H. Vendor shall submit references of catering services of similar type, size and scope as outlined on the attached Vendor Certification/Qualification Questionnaire.
- I. All proposals must include a certificate showing proof of insurance with their proposal.
- J. Selected Vendor and/or their employees may wear their company uniform during an event; however, no solicitation of business is allowed, including handing out promotional materials. Proposal must clearly indicate Vendors understanding of solicitation requirements.

#### **Duration of Contract**

The initial contract period shall start on the date of this Agreement for a period of one year with options for renewal for up to two additional one year options. All prices, terms, and conditions shall remain firm Vendor(s) for the initial period of the Contract and for any renewal period. CCPRC, at its discretion, may renew this Contract annually, up to two additional years, based on satisfactory performance and a determination that it will be in the best interest of CCPRC.

#### **Selection Process**

The RFP will be available to any qualified company choosing to respond. CCPRC reserves the right to waive any irregularities and to reject any or all proposals. CCPRC also reserves the right to accept the proposal as a whole, or any items listed under the Scope of Services. No Proposal may be withdrawn for a period of 60 days after date proposals are due. Listed below is the anticipated schedule for the project:

A.	RFP Available	November 25, 2013
B.	Deadline for Questions	December 10, 2013
C.	Proposals Due	Tuesday December 17, 2014 2:00PM,ET

Proposals shall be available for public inspection after the contract award; however, proprietary or confidential information marked as such in each proposal shall not be disclosed without prior written consent of the Vendor(s). It is the responsibility of the Vendor(s) to identify any information deemed proprietary or confidential. Upon submission, all proposals become the property of the Commission and are subject to public record laws. It is the Proposer's responsibility to notify the Commission of any proprietary information listed in proposals submitted. **If a proposal contains proprietary information, the Proposer shall include a cover letter indicating such information. In addition, any information in which the proposer considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text in order for it to be treated as such.**

### Qualification and Evaluation of Proposals

While CCPRC's is concerned about the ultimate cost, the proposals will not be based solely on the lowest price for products, equipment and services. Proposals will be evaluated on, but not limited to, criteria listed and requested as outlined in the Request for Proposal and what is deemed most advantageous to the Commission and in accordance with CCPRC's Procurement Policy.

Proposals will be evaluated and independently scored based upon, but not limited to, the following factors:

- 1) Corporate experience
- 2) Past performance
- 3) Project approach & performance differentiator's
- 4) Capacity
- 5) Local Preference
- 6) Cost

Any subfactors are of equal importance.

CCPRC will determine the best value based upon these criteria and recommend the selection of Vendor(s) CCPRC may request additional information from one or more Vendors after the submission of the initial proposals in order to clarify, confirm or properly evaluate any proposals. Proposers may also be asked to attend an interview, which shall be limited to questions regarding clarification, explanation, or more extensive description of the submitted proposal. CCPRC also reserves the right to request Vendor to provide a sample of selected menu items for

evaluation. Answers from the interview may be reflected in a revised score for the submitted proposal due to a better understanding of a specific proposal evaluation item. CCPRC also reserves the right to negotiate terms of the contract with the intended firm pursuant to CCPRC's Procurement Policy.

Vendor (is required to sign a copy of CCPRC's contract, which is attached. CCPRC also reserves the right to reject all proposals that do not adequately meet its intended quality, which cannot meet the schedule, or are not within the CCPRC's budget constraints. CCPRC reserves the right to waive any irregularities and to reject any or all proposals. CCPRC also reserves the right to accept the proposal as a whole or any items listed on the Price Proposal Form.

CCPRC reserves the right to inspect the plant or place of business of a Vendor(s) at reasonable times, contractor, or any subcontractor which is related to the performance of any contract awarded or to be awarded by the CCPRC as well as the books and records of such contractors and subcontractors in accordance with CCPRC's Procurement Policy.

## **Criteria for Selecting based on Qualifications**

### Vendor(s) Representations

Each Vendor(s) by submitting proposals represents that:

1. The Vendor(s) has read and understands this solicitation (including all Attachments) and that its offer is made in accordance therewith.
2. The Vendor(s) has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
3. The Vendor(s) is qualified to provide the services required under this solicitation and, if awarded the Contract, will do so in a professional, timely manner using successful Vendor(s) skill and attention.

### **Basis of Award**

The award determination shall be based on technical and price factors, not necessarily the lowest price. Following the deadline for submittal of proposals, a selection committee will review, analyze, and rank all submittals based on their response to the information requested. If desired, the selection committee may short list the number of qualified Vendor(s). CCPRC reserves the discretion to determine the number of Vendor(s) that will be on the short list.

CCPRC reserves the right to reject any or all submittals and to waive defects, technicalities, and/or irregularities in any submittal. CCPRC reserves the right to finalize a contract based on

all factors involved in the written qualification submittal without further discussion or interviews.

## **Basis of Evaluation for each Factor**

Technical Factors:

The Vendor(s) shall be rated higher during evaluations if their proposal meets or exceed the following items: (Factors 1 through 5).

### **Factor 1- Corporate Experience**

Basis of Evaluation: The responding Vendor will be evaluated in order to determine if its company has demonstrated the necessary corporate experience to meet CCPRC's needs.

### **Factor 2- Past Performance**

Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed (i.e., performance recognition documents and information obtained for any other source) reflects a trend of satisfactory and/or an outstanding level of performance, considering:

- Successful completion of tasks
- Timely product delivery
- Quality products and services
- Cooperativeness and teamwork at all levels (managers, contracting officers, procurement office, auditors, etc.)
- References

In addition to the above, CCPRC may review any other sources of evaluation information of past performance. Other sources may include, but are not limited to, inquiries of Vendor(s) representative(s), and any other known sources not provided by the Vendor(s). While CCPRC may elect to consider data from other sources, the burden of providing detailed, current, accurate, and complete past performance information rests with the Vendor(s) Based on the trend and satisfactory and/or outstanding ratings, performance may be rated higher.

### **Factor 3- Project Approach and Performance Differentiators**

Basis of Evaluation: The Vendor may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

- Provide Chef's Choice Picnic Menu items
- Capability to provide products and services
- Timely response to requests for onsite support

## Factor 4- Capacity

Basis of Evaluation: The Vendor will be evaluated to determine if their proposal has sufficient capacity to meet and maintain orders. Vendor must have the ability to be up and running with minimum down time.

## Factor 5 – Local Preference

Basis of Evaluation: Vendor whose business is physically located and operating within the limits of Charleston County and who otherwise meets the CCPRC's vendor requirements in Attachment 5.

## Factor 6 – Cost

Basis of Evaluation: CCPRC will evaluate cost based on the total price proposal submitted for items requested by name in the Price Proposal Form and not by the recommended items

Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- Prices received in response to the RFP
- Cost realism analysis performed

## Evaluation Criteria

Each response to this Request for Proposal will be subject to the same review and assessment process. Submittals will be evaluated on the basis of the Proposal's technical capability and experience. All Vendor(s) submitting qualifications must provide at a minimum, their expertise and capabilities as they relate to the Factors 1 through 5, with regard to the work outlined by the RFP.

The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a Vendor that is comparable to the types of work covered by this requirement, in terms of scope and complexity. Past performance relates to how well a Vendor has performed.

Vendor will be evaluated on Factors 1 thru 6.

### **Factor 1- Corporate Experience**

#### **Factors and Solicitation Submittal Requirements:**

1. Proposals shall identify the qualified, knowledgeable contact person who will be the point person for the entire project. Proposals shall also provide a statement of the Vendor's commitment that the identified individual(s) will be involved throughout the entire project and must address, at a minimum, the organizational strength and stability of the responding firm.

2. Provide documentation of the firm's capability and experience which includes:
  - a. Demonstration of Vendor's ability to perform the indicated services
  - b. Description of previous work
  - c. Responsiveness and compliance with the items listed in request for proposal

## **Factor 2 – Past Performance**

### **Factors and Solicitation Submittal Requirements:**

Ensure correct phone numbers and email addresses are provided for all client points of contact. Submit a copy of references as indicated in Certification/Qualification Questionnaire/References, Attachment 8 which contains the point of contact information for each of the five required client references.

1. Provide five recent client references (from within the past three years)
2. Provide the client's name, as well as address and telephone number for a point of contact who can provide information regarding the Vendor's role on the providing products and services.
3. Submit reference of catering services of similar type, size and scope as outlined on the Vendor Certification/Qualification Questionnaire Reference Attachment 8.
4. The Vendor is encouraged to submit any other information they believe will enhance their position in the evaluation criteria
5. Reputation and previous experience of Vendor products and services

## **Factor 3 – Project Approach and Performance Differentiators**

### **Factor and Solicitation Submittal Requirements:**

1. Detailed description of Vendor's approach in providing the product and services
2. The reason Vendor proposal should be selected
3. CCPRC prefers all hot items be prepared on site; however, it is not required that the items be "cooked to order". Vendor must clearly address how they will provide this service for each catering event size
4. All contracted events must be full service; however, Vendor shall not be required to actually serve food to each individual person, but will be required to replenish/change food as needed during events(s). Proposal must indicate firms' ability to meet the needs of the events.

## **Factor 4 – Capacity**

### **Factor and Solicitation Submittal Requirements:**

1. Ability to meet a schedule
2. Description of Vendor's approach to timelines and scheduling
3. Vendor needs to be willing to provide food for all requested events in the attendance range. Proposal must clearly indicate the firm's' ability to provide catering services and appropriate staffing for the following size events:
  - 50 to 4,000

## **Factor 5 – Local Preference Option**

### **Factor and Solicitation Submittal Requirements:**

1. Vendor whose business is physically located and operating within the limits of Charleston County and who otherwise meets the CCPRC's vendor requirements in Attachment 5

## **Factor 6 – Cost**

### **Factor and Solicitation Submittal Requirements:**

1. The Vendor will be evaluated based on the total price proposal submitted, however, not necessary the lowest price. CCPRC will evaluate cost based on the total price proposal submitted for items requested by name in the Price Proposal Form but not the Chef's Choice Picnic Menu items.
2. CCPRC policies prohibit any exchange of money at our facilities, therefore, gratuity needs to be included in the per person pricing. Proposal shall clearly indicate per person pricing, indicating and including any gratuity needs.
3. Vendor must provide pricing on the attached Picnic Menu Pricing and Chief Choice Picnic Menu Form.

## **Submittals**

Proposals will be ranked based upon the information outlined in this RFP and on the Price Proposal Form. The following must be completed in its entirety and submitted in order to be considered for evaluation:

- A. Each Vendor complete and submit the attached Certification/Qualification Questionnaire/References, Attachment 8
- B. Factors 1 through 5: Vendor capability to be responsive and compliant with the items listed in the RFP
- C. Local Vendor Preference will be 5% of the total amount of available points, Attachment 5.

All **technical questions** shall be submitted in writing no later than 2:00 PM ET on December 10, 2013 to the attention of Ms. Lanna Wright, Charleston County Park and Recreation Commission, 861 Riverland Drive, Charleston, SC 29412 or by e-mail to [prcprocurement@ccprc.com](mailto:prcprocurement@ccprc.com). An addendum, if deemed necessary, will be posted on the website, [ccprc.com/bids](http://ccprc.com/bids) Price proposals must be sent in a separate sealed envelope.

Submit one original clearly marked "Original" and five (5) copies in the following format: 8-1/2 x 11, font size 12, and a maximum of 75 pages. Provide the proposals in three ring binders with a cover page including name of Company, address, phone, email and fax numbers, contract number and point of contact. **Submit an electronic copy of your proposal on a CD (can be pdf but also needs to be word or excel).**

Proposals must be received no later than 2:00PM ET Tuesday December 17, 2013. All proposals must be sent to the attention of Ms. Lanna Wright, Procurement Manager, 861 Riverland Drive,

Charleston, SC 29412 and clearly marked on the bottom left hand corner, Catering Services; RFP#2014-012.

All Cost/Cost Structure proposals must be sent in a separate sealed envelope to the attention of Ms. Lanna Wright, Procurement Manager, 861 Riverland Drive, Charleston, SC 29412 and clearly marked on the bottom left hand corner "Price Proposal Catering Services; RFP#2014-012.- [name of firm]." **Submit an electronic copy of your price proposal on a CD (can be pdf but also needs to be word or excel).**

## **Addendum**

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued. If so, the submitter must obtain copies of such Addendum from the Commission's website and agrees to be bound by all Addenda that have been issued for this Request for Proposal. If an addendum is issued, the submitter shall sign and return each addendum with the proposal submitted.

The following Attachments must be signed and submitted with proposal:

Attachment 1 – SC Dept. of Revenue Form I-312, if applicable

Attachment 2 – Equal Employment Opportunity Certification

Attachment 3 – Non-Collusion Oath

Attachment 4 – Drug Free Workplace Certification

Attachment 5 – Local Preference Option, if applicable

Attachment 6 – Compliance with Illegal Immigration Act

Attachment 7 – Insurance Requirement

Attachment 8 – Certification/Qualification Questionnaire/References

Attachment 9 – Engagement Agreement