SAN JACINTO COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSALS (RFP) #22-02 CATERING SERVICES

PROPOSED SOLICITATION SCHEDULE

This schedule may be modified or changed at the sole discretion of SJCCD.

DATE	ACTION
August 3, 2021	RFP issued.
August 13, 2021	Questions and/or Clarifications Deadline Requests for questions and clarifications regarding RFP documents shall be submitted through the Questions tab in IonWave by 5:00 p.m. Central Time to be considered.
August 17, 2021	Issuance of final addendum, if necessary.
August 24, 2021	Proposal Submission Deadline All proposal documents shall be submitted before 2:00 p.m. Central Time in IonWave. Proposals will be publicly opened immediately following at: San Jacinto College District Administration West Building 4620 Fairmont Parkway, A2.208 Pasadena, Texas 77504
October/November 2021	Recommendation of award and approval to enter into contract. Award will be announced after approval received.

SCOPE OF WORK AND SPECIFICATIONS

This scope of work covers the requirements to provide delivered meals, full service catering, and/or rental of catering supplies that shall be requested by individuals for events to the San Jacinto Community College District ("SJCCD" or "College") on an "as needed" basis. SJCCD reserves the right to select one or more contractors based on the best value, as determined by SJCCD, overall response(s) submitted to the College, with consideration given to proposals that best meet the desired scope of work and specifications as set forth in this RFP.

The awarded contractor(s) shall be paid only for the services authorized and approved in writing by the authorized College representative.

1. GENERAL

Services shall include, but are not limited to, all work necessary to provide exceptional quality catering, catering services, and the optional rental of catering supplies for events of various sizes which adhere to the following parameters: The College is looking for the following catering options which include, but are not limited to the following:

A. Food Categories:

a. Hot Meals
- Breakfast Meal
- Lunch Meal
- Dinner Meal

b. Boxed Meals
- Breakfast
- Lunch
- Dinner

c. Trays / Platters
- Small Tray/Platter serves 10-20
- Medium Tray/Platter serves 20-30
- Large Tray/Platter serves 30-40
  - Charcuterie Boards
  - Fresh Fruit
  - Vegetable
  - Salad
  - Chicken Sampler
  - Sub Sandwiches and/or Wraps
  - Dessert trays

d. Desserts

The College is looking for the following dessert options that may be added to the aforementioned Hot Meals and Boxed Meals or purchased separately.
- Ice Cream
- Cookies
- Pies
- Cakes
- Mini Desserts (i.e. Dessert Shooters, Petit Fours, etc.

e. Beverages:
- Soda
- Iced Tea
- Bottled Water
- Coffee

B. Catering - No Service:

i. Categories: Meals, Platters / Trays, Boxed Lunches, Desserts, Beverages

ii. Food shall be delivered in appropriate containers with disposable serving equipment for eating and drinking utensils and accessories. Contractor shall be responsible for supplying all food and equipment, including plates, silverware, cups, and napkins.

C. Catering With Plated Service:

i. Categories: Breakfast Meal, Lunch Meal, Dinner Meal, Desserts, Beverages

ii. Plated services shall mean prepared food items will be portioned onto plates and then delivered by a server to guests seated at tables.

iii. Food shall be delivered in appropriate containers with non-disposable serving equipment for eating and drinking utensils and accessories, including plates, silverware, serving equipment, cups, and napkins. Contractor shall be responsible for supplying all food and equipment including table coverings. Contractor shall be responsible for setup, plated service and cleanup.

D. Catering With Buffet Service:

i. Categories: Breakfast Meal, Lunch Meal, Dinner Meal, Desserts, Beverages

ii. Buffet service shall mean prepared food items will be displayed and served to guests from counters, tables, or similar buffet-style equipment.

iii. Food shall be delivered in appropriate containers with serving equipment (diposible or non-diposible) for eating and drinking utensils and accessories, including buffet supplies, serving equipment, plates, silverware, cups, and napkins. Contractor shall be responsible for supplying all food and equipment including table coverings. Contractor shall be responsible for setup, buffet service and cleanup.

E. Catering Supplies Rental:

(The rental of catering supplies is optional and is not a required criteria in the evaluation process.)

i. Rental Items: tablecloths, tables, and chairs.

ii. Rental items shall be delivered in appropriate containers by Contractor, and Contractor shall be responsible for the pickup of all rental items.

2. PRODUCTS

- All menu products shall be freshly prepared and served. Day-old or reheated products are unacceptable.

- Food portions shall be uniform in size and shape, uniformly sliced, and free of foreign objects.

- Food shall not contain monosodium glutamate (MSG).

- All meats and poultry shall be USDA approved. Meats shall be prime grade and poultry grade A quality. All other meats shall be of the highest USDA approved quality. Luncheon meats shall be USDA Choice, all-natural with no by products, no trans-fat, no MSG, and gluten free. Low sodium choices shall also be available.

- Beverages shall be provided with each meal, including water. No alcoholic beverages are to be offered or served as part of this proposal.

- Condiments shall be provided.

- Serving items options:
  - **Non-disposable:** 9" basic white plate (basic china), 7.5" salad/dessert white place (basic china), 9 oz. white soup bowls, 12-1/2 oz. beverage glasses, 8 oz. white ceramic coffee mugs, 6 oz. white ceramic coffee cups with saucer, formal flatware, serving bowls ceramic or stainless, stainless serving spoons, forks and tongs, chafing dishes, beverage urns, condiment caddies, sugar caddies, 3 oz. ceramic creamers, glass punch bowls, carving stations, tablecloths and skirts for buffet tables.

  - **Disposable:** 9" round polystyrene dinner plates, 7.5" round polystyrene dessert, serving trays, portable aluminum buffet hot and cold, plastic tablecloths (round, rectangular or square), 8 oz. cups hot/cold, plastic forks, knives and spoons, paper napkins, plastic serving spoons, forks and tongs, plastic punch bowls, coffee stirrers, individually wrapped straws, and ice where needed

3. DELIVERY

- Products shall be delivered in sealed containers which should be of a quality that will not leak under normal handling.

- Foods must be protected in transit using insulated food transport containers approved by National Sanitation Foundation (NSF).

- Food must be prepared, stored, and transported at the proper temperature according to Texas Food Establishments Rules (TFER).

- Deliveries may include multiple locations including all campuses, and District offices.

- After receipt of an order from the College, state the lead time (number of days/hours) to deliver the order.

- Boxed Meals – package must be suitable for maintaining meals in accordance with local health standards. Container and overlay must have an airtight closure, be of non-toxic material. No Styrofoam products shall be accepted.

- Delivery Locations shall include:
  a) South Campus, 13735 Beamer Rd. Houston, Texas 77089
  b) Central Campus, 8060 Spencer Highway, Pasadena, Texas 77505
  c) North Campus, 5800 Uvalde Rd., Houston, Texas 77049
  d) District East Administration Building, 4624 Fairmont Pkwy., Pasadena, Texas 77504
  e) District West Administration Building, 4620 Fairmont Pkwy., Pasadena, Texas 77504
  f) Maritime Campus, 3700 Old Highway 146, La Porte, Texas, 77571
  g) Generation Park Campus, 13455 Lockwood Rd, Houston TX 77044
  h) Center for Petrochemical, Energy, and Technology, 7901 Fairmont Pkwy., Pasadena, TX 77507
  i) The Edge Center, 13150 Space Center Blvd., Houston, TX 77059
  j) Offsite locations, as needed.

4. PERSONNEL

- All staff shall be uniformed and appropriately attired.

- Serving staff shall wear hairnets, face masks, and plastic gloves when serving food.

5. CATERING SERVICES REGULATIONS AND REQUIREMENTS

- Compliance with State and Health rules and regulations and agrees to an inspection by same at any time deemed reasonable.

- Maintain a valid health department certificate.

- Be in compliance with city, state, and federal fire regulations.

- Be in compliance with city, state, and federal COVID-19 regulations.

- Contractor shall immediately notify the College when an employee tests positive for COVID-19.

- Contractor shall immediately notify the College when an employee has been in close contact with a person who has tested positive for COVID-19.

- Cooperate with any instructions, rules, and regulations given by the designated College representative.

- Immediately report to the designated College representative any and all malfunctions or damages to College property.

- Dispose of all material and garbage within two hours of the end of the event. Waste materials shall not be disposed of in any College owned or leased containers.

- Ensure all work areas are left in clean condition as it was prior to the event.

- All food and food products shall be prepared offsite and maintained at the recommended temperature.

- Provide serving containers to keep meals warm or cold as necessary to meet health standards and food palatability.

- Provide to-go containers & silverware upon request for packing meals prior to event to be picked up.

- Leftover food items are to be packaged and given to the designated College representative.

- Setup shall include, but not be limited to, tablecloth and skirt for all buffet tables, appropriate serving containers and serving pieces, cutlery, flatware, cups, plates and napkins.

- Setup shall be completed a minimum of 30 minutes prior to serving or as requested for staffed events. Removal of items shall be completed within two (2) hours of event end time

- Provide a menu, price list, price quotation and product availability within 24 hours of request by departments. When furnishing quotes for catering services, all charges for food and related services shall be incorporated in the written quotes.

- Accommodate requests within 48 hours based on basic service menu request.

- Have established accommodations in which to prepare and store meals in a well-kept clean environment. Establishment shall be licensed, approved and inspected by local health department as outlined in guidelines for food service operations (available from local health department).

- The College reserves the right to visit and inspect your establishment(s) to evaluate the quality of goods and services at any time during regular business hours for the duration of the agreement.

- Establishment shall meet all state and local food service codes. Health inspection rating shall be a minimum score of 80.

F. Special Requirements

- Contractor shall notify the College when double booking events on the same event day with other departments.

- Contractor shall not be paid for unauthorized menu changes, incomplete meals, or meals not delivered within the specified delivery time period or location.

G. Contract Term

The contract term, if any, for contract(s) awarded from this solicitation will be one (1) year with renewal **options** of four (4) one-year time periods subject to the termination provisions as further described in the sample contract terms and conditions on the Attachments tab section of this solicitation.

EVALUATION CRITERIA

An Evaluation Committee will review all proposals according to the criteria stated herein. The committee's evaluations will be based on all available information, including qualification statements, subsequent interviews/presentations, reports, discussions, reference checks, and other appropriate review.

Proposals will be evaluated using the following criteria:

Factor	Weight
Section 1: Qualifications and Experience of Firm	30%
Section 2: Qualifications and Experience of Personnel	25%
Section 3: Project Understanding, Approach, and Management	25%
Section 4: Price Proposal	20%
Total	**100%**

PROPOSAL RESPONSE FORMAT REQUIREMENTS

Proposal response shall be submitted as a Response Attachment in the Ion Wave eBidding system by the date and time deadline specified in this solicitation.

Proposal responses shall be a single PDF document with a maximum of twenty (20) pages (numbered 1-20). Sections must be in order and clearly labeled as outlined below.

Include a coversheet that includes your firm's name, representative, and contact information. Coversheet does not count towards the 20-page limit.

Upload your firm's full catering menu as a Response Attachment within the **Response Attachment's Tab.** *Catering menus will be viewed as a separate document, and thus, will not count towards your firm's twenty (20) page maximum proposal response.*

Failure to provide the required information with the response may deem the proposer non-responsive and disqualify the response from consideration for award.

1. Qualifications and Experience of Firm

a. Include a description of the firm including firm's history and size. Provide information regarding how long the proposer has provided the services requested in this RFP. If the proposer is a corporation, limited partnership, limited liability company, or other formally organized entity, indicate the state in which the entity is chartered and the proposer's principal place of business.

b. Describe previous experience with SJCCD or other public entities or colleges. Did your firm perform satisfactorily to the terms and conditions of the last award given to your firm? Were there any discrepancies, issues or complaints reported concerning your organization's performance?

c. Address customer service strategies for delivering a high level of customer service and handling customer complaints. Describe how your organization handles complaints, comments, or suggestions received.

d. The proposer shall provide at least five references on recent projects for which the proposer's firm is currently providing or has provided the same type and level of service required in this RFP within the past three years. The name, address, telephone number, and **valid email address** of a reference person who may be contacted for further information must be entered in the **Attributes tab**. It is highly preferable that these references are other colleges or public sector accounts comparable in size or larger.

   All references will be contacted by email. Evaluations will be based on responses received from references. It is advisable to notify your references ahead of time that a reference will be requested by email.

2. Qualifications and Experience of Personnel

a. This section shall include an organizational chart for all proposed management personnel. Identify their respective responsibilities. If personnel substitutions are contemplated on a contingency basis, they should also be identified.

b. Provide brief resumes for management members outlining direct qualifications and experience.

c. Describe the training that is provided to all management and serving personnel, full time and part time. Who undergoes the training and how often?

3. Project Understanding, Approach, and Management

a. List any value-added services your firm provides. Do you offer any discounts or prompt payment, etc.?

b. Describe how your firm would rectify the following situations:

   food was undercooked.

   food items contained inedible, foreign objects (i.e. hair, glass, plastic, etc.)

   food items caused food poisoning.

c. Describe how your firm would rectify a situation where the College's property was damaged or destroyed by an employee.

d. Describe your policy regarding incorrect catered orders.

e. Is there a minimum order requirement?

f. Does your firm's catering menu include kosher, halal, vegan, peanut-free, and gluten-free options?

g. Include warranty disclaimers, if any, you will request in the resulting contract.

PRICE PROPOSAL INSTRUCTIONS

The College is requesting sample pricing for the following meals. Sample pricing must align with menu pricing options. Final contract award will be based on catering menu options.

The following pricing shall be included in the **Line Items tab in Ion Wave.**

Sample Pricing 1: No service -- hot meal breakfast, water and coffee included -- disposable serving items

Sample Pricing 2: Buffet service – hot meal lunch -- chicken as protein option, water and tea included—disposable serving items

Sample Pricing 3: Plated service – hot meal dinner – two proteins per plate (chicken and beef), water and tea included – non-disposable serving items

Sample Pricing 4: Boxed Lunch, sandwich/wrap, chips and cookie

Sample Pricing 5: Small fruit and cheese tray/platter

Sample Pricing 6: Medium cheese and meat tray/platter

Sample Pricing 7: Large dessert tray/platter

Upload a Response Attachment, if needed, to provide details of any costs not listed in the Line Items section. Any costs not explicitly stated in a proposal response shall not be charged to the College.

Upload a Response Attachment, if applicable, to provide details of all costs associated with the rental of catering supplies offered by the Contractor.