



Voice of America MetroPark Ronald Reagan Lodge Catering Request for Proposal (RFP) Information

MetroParks of Butler County (MetroParks) is seeking to provide catered food service for social and professional events and other group functions at the Voice of America MetroPark (VOA) Ronald Reagan Lodge, 7850 VOA Park Drive, West Chester, OH 45069 and at other facilities throughout the park district, outside of the In-House Food Services provided by MetroParks and with the exception of events sponsored or co-sponsored by MetroParks.

Although the primary location for which catering services is to be provided is the Ronald Reagan Lodge at VOA MetroPark caterers may occasionally be requested to serve at other indoor locations under similar terms and conditions. The service of a caterer on these few occasions will be as mutually agreed in advance.

Up to six (6) caterers will be selected in total. Of those, three to four (3-4) caterers will be able to provide full catering options for those who have rented or have arranged licensed use of a MetroPark banquet facility. The additional two to three (2-3) openings will be filled with specialized catering services, including ethnic food options and local favorites.

1. Overview of RFP Process

- A. Responses to this RFP are due July 15, 2016 at noon local time.
- B. A pre-response meeting will be held on July 8, 2016 at 3:30 pm. Meeting (attendance is optional) at the VOA Lodge, 7850 VOA Park Drive, West Chester, OH 45069 to answer RFP questions. Those considering submittal of a proposal are encouraged to attend.
- C. Notifications of approved vendors is planned to occur by July 22, 2016.

2. Criteria for selection

RFP responses meeting minimum standards will be evaluated on four criteria:

- A. Food concept: distinctive, tasty, healthy, affordable, attractive; and
- B. Operations: safe, clean, sustainable, attractive; and
- C. Ability to deliver the indicated service: experience with catering food service, references, permitting; and
- D. Financial offer/proposed payment(s) to MetroParks.

3. Details of Submission Requirements

- A. RFP responses must be submitted and arrive by July 15, 2016 at noon local time.
 1. Email proposal in PDF format only to ttucker@yourmetroparks.net with the subject line of: VOA Lodge Catering RFP; or
 2. Mail proposal to 2051 Timberman Road Hamilton, OH 45013, Attn: VOA Lodge Catering RFP.
- B. Submit with all required documents listed on the Catering RFP Checklist, see page 6.



C. Written Portion

1. **Food Catering Concept**

MetroParks seeks distinctive, high-quality food options that are consistent with the MetroParks' goals of promoting health, community, and sustainability. Proposals are strongly encouraged with menus that are distinctive, interesting, and locally sourced.

The submission shall describe the food concept and how it fits with the description above. The proposal should specify describe how the offering is relevant to its potential customers.

2. **Operations Plan**

MetroParks seeks caterers that recognize that they are a critical contributor to the image of the VOA Ronald Reagan Lodge. MetroParks will enforce high standards for appearance and service level, but more importantly, MetroParks seeks caterers who will be partners in maintaining these high standards of operation. RFP responses shall describe the operational plan, including:

a. On-site operations – MetroParks operates the parks to be clean, green, and safe, and expects food caterers to do the same.

i. Cleanliness: Describe what measures will be taken to reduce spills, litter, etc., and how the location will be kept clean.

ii. Utilities: There is access to utilities on-site. Respondents should describe exactly what their utility needs are and how they are accommodated.

iii. Other: Describe the number and uniform/dress of the staff the respondent intends to dedicate for food services.

b. Partnership

i. MetroParks seeks partners in its efforts to bring vibrancy, beauty and innovation to the park and facility. Please describe possible areas of collaboration including events, marketing, messaging.

3. **Food Service Experience**

a. RFP responses shall describe previous food service experience of the owner and key staff. Provide web links to any relevant media (traditional or social) about the owners or their businesses.

b. Respondent shall certify that they have no outstanding code or other regulatory violations. The respondent must state whether they have been cited for illegal catering activities in the last five years. If so, a written explanation of the charges and outcome must be included. Respondent must certify that he/she/they have no Catering commissions or other financial obligations overdue or pending payment to MetroParks of Butler County.



- c. Please provide information regarding past, present and potential clients or business relationships with other parties that either do pose or could pose a conflict of interest if the respondent were selected.

4. Financial Offer

- a. MetroParks shall receive in exchange for the operation of a catering event within a MetroParks banquet facility a usage fee of at least fifteen percent (15%) of the gross food sales, not including sales tax for any catered event (including drop-off services). Said payment and an accurate copy of a detailed invoice shall accompany the delivery of service (COD) for each client upon each occasion when the caterer serves a client in a MetroParks facility.
- b. **Approved caterers shall not list on their website, rules & regulations, or customer's invoice that there is an additional surcharge/ usage fee for catering at the Ronald Reagan Lodge.**

4. Additional Information

MetroParks reserves the right to reject any or all responses if it determines that such action is in the best interest of MetroParks. MetroParks reserves the right to modify, suspend or cancel the RFP process at any time at its sole discretion. Responses which do not meet basic requirements or those which fail to meet minimum standards on any single evaluation criteria may be disqualified.

- A. MetroParks regards customer service as its main priority within its facilities. It is imperative that all approved caterers share this concern. MetroParks reserves the right to terminate an approved caterer if said caterer is unable to provide the level of service detailed in this policy, fails to respond to customers, or fails to comply with the terms and conditions here in. Also see 4.G below.
- B. The Approved Caterer shall obtain and provide MetroParks with any necessary permits or licenses for the operation of a catered event.
- C. The Approved Caterer expressly agrees to indemnify and save MetroParks and or its board, volunteers, and employees harmless from any and all claims arising from its operation of the catered event, and the performance of the contract, including but not limited to, the negligence or carelessness of the approved caterer's employees or agents. The approved caterer also expressly agrees to indemnify MetroParks and/or its employees to the extent of any recoveries against them individually and/or jointly arising from any such claims, including attorney fees and any other costs of defense incurred by MetroParks and its agents and/or employees.
- D. The Approved Caterer agrees to abide by all MetroParks Park rules and regulations not otherwise waived by the MetroParks in writing. A full copy of the rules and regulations will be provided upon request.
- E. The Approved Caterer shall operate its catering activities on MetroParks property without discrimination as to gender, race, age, creed, or national origin, will comply with the Americans with Disabilities Act and shall employ only persons authorized to work under federal and state law.



- F. The Approved Caterer will furnish bodily injury and property damage insurance for the premises, operations and product liability in the amount of \$2,000,000. MetroParks shall be named as an additional insured on all said policies. The approved Caterer shall furnish proof of all insurance policies to MetroParks at all times during this agreement without demand.
- G. The Approved Caterer status shall be reviewed on a bi-annual basis. Approved Caterer status may be cancelled by MetroParks with written notice for reasons involving poor service, illegal, corrupt or immoral practices of the Approved Caterer, or conduct of the Approved Caterer or its employees or agents in such a manner as to bring discredit upon MetroParks or to create a financial loss to MetroParks.
- H. In addition, MetroParks may reject any response that contains contingencies, additions not called for, omissions, errors, or irregularities of any kind provided. However, MetroParks reserves the right to waive any and all informalities or minor irregularities, including without limitation receipt of any omitted materials or information subsequent to submission.
- I. MetroParks will not be responsible under any circumstances for any costs incurred by any respondents to this RFP for or incurred in preparation of this response.
- J. In MetroParks sole discussion, if selected caterer or caterers cannot meet the needs of MetroParks renter(s) or licensee(s), MetroParks reserves the right to authorize additional caterers.
- K. Any previously approved caterer not selected in this process that is under contract with a renter or licensee at the time of the implementation of newly approved caterers will be grandfathered to the previous policy and may provide service to that client, but no additional clients.
- L. Documentation **required** to be submitted by the Preferred Caterer's to MetroParks of Butler County annually:
 - Catering qualifications; and
 - Training certification; and/or
 - Certifications required by MetroParks for Approved Caterer(s).

5. Caterer Guidelines

A. General Guidelines

1. The Approved Caterer agrees not to assign this contract in whole or part, or subcontract all or any part of this contract without the prior written consent of MetroParks.
2. The Approved Caterer shall provide MetroParks with appropriate brochures specific to the Approved Caterer's operation, for the distribution to the prospective banquet center clients.
3. The Approved Caterer agrees to not permit gambling or games of chance or schemes of chance upon the premises, not install, operate, or permit to be operated or installed any gambling device, or permit or conduct any activities upon the premises that are illegal or contrary to good morals.



4. Approved Caterer's shall not offer or provide any beverages to clients at a MetroParks banquet facility as the MetroParks reserves beverage sales to itself unless otherwise mutually approved and agreed in advance in writing.
 5. The approved caterer shall be responsible for the cleanup of any area utilized by said caterer for an event. MetroParks will pay for the utility costs for gas, electric, water, sewer, recycling and trash removal from an adjacent bulk location.
 6. On-site delivery: All equipment and supplies must be removed from the site after each event.
- B. Day of Event Guidelines
1. At the VOA Ronald Reagan Lodge the Approved Caterer will park on the paved designated area on the south side of the lodge and enter/exit through the catering (kitchen) entrance. Parking in the breezeway between the Welcome Center on the north end of the Lodge and the banquet center on the south side of the Lodge are prohibited. A MetroParks employee on duty will assist the Approved Caterer with gaining access to the lodge.
 2. Prior to the event the Approved Caterer shall sign in with the MetroParks host and provide payment and detailed client invoice prior to meal preparation and set up.
 3. The Approved Caterer will provide food and set up for the event, providing plates, napkins, cutlery, service utensils, and china drinking cups per customer's special request. The Approved Caterer will clean up any area utilized by said caterer including busing of tables, cleaning up buffet or food stations, wiping down and mopping kitchen food prep area, and removal of garbage from facility (trash will be placed in high density refuse liners provided by caterer prior to placing in the VOA bulk collection location).
 4. It is the Approved Caterers staff's responsibility to provide their own beverages while on duty at the MetroParks facility.
 5. Any questions should be directed to a MetroParks designated Host present at the event.
 6. Approved Caterers and/or their personnel are not permitted to dine while on duty in the MetroParks Banquet Facility.
 7. Approved Caterers are prohibited from disposing cooking oils, soups, gravies, and debris in any sinks, lawn, or trash receptacles at the facility. The cost of damages from Caterers' neglect or misuse of the facility will be billed to said Caterer and shall be promptly paid by the Caterer.
 8. Approved Caterers will be permitted large kettle grilling outdoors next to the Caterer turn-around and drop off area. Approved Caterer is fully responsible for providing fire-extinguishing equipment, overflow grease drip pans, and equipment for the removal of grease, charcoal, and debris that occur as a result of outdoor grilling.
 9. The Approved Caterer will have access to MetroParks kitchen microwaves, convection oven and range, stand up refrigerator, sinks, and floor mopping



equipment. The Approved Caterer is required to clean up after using all said equipment after the conclusion of the catering service.

All other items, not mentioned in the above specifications, will be negotiable between the Approved Caterers and MetroParks management on a case by case basis.

Questions may be directed to: Tara Tucker at (513)867-5835 or ttucker@yourmetroparks.net

Catering RFP Checklist

Caterers will be selected based on criteria that is determined by MetroParks and outlined below.

- a. _____ Summary Sheet – Form 1
- b. _____ Notarized Non-Collusion Affidavit – Form 2
- c. _____ Copy of Food Service License
- d. _____ Copy of Certificate of Liability Insurance naming MetroParks as an additional insured
- e. _____ Copy of Bureau of Worker’s Compensation Certificate
- f. _____ Federal W-9 form
- g. _____ Sample Menu
- h. _____ Written portion (Food caterer concept, Operation plan, Food service experience)
- i. _____ Three business references and/or letters of recommendation for events similar to those at the Ronald Reagan Lodge – Form 3
- j. _____ Size of events caterers are capable of hosting
 - a. 1 to 100 served
 - b. 100 to 250 served
- k. _____ Health Department records for the past two years
- l. _____ Number of years in business
 - a. 0 to 5 years
 - b. 5 years plus
- m. _____ All employees are current on health department food preparation regulations
- n. _____ Number of catered events at VOA Ronald Reagan Lodge previously
- o. _____ Category for catering service
 - a. Full service
 - b. Ethnic/Indian
 - c. Cincinnati Specialty

Financial Offer (check applicable box):

Minimum fifteen percent (15%)



Proposed percentage _____

By the submission of the required information and materials, the respondent grants to MetroParks an unrestricted license to use such information and materials.

Request for Proposal (RFP) Summary Sheet – Form 1

2051 Timberman Rd. Hamilton, OH 45013

P: 513-867-5835

www.yourmetroparks.net

The undersigned agrees to provide catering at the Voice of America MetroPark Ronald Reagan Lodge in cooperation with MetroParks of Butler County and if selected by the MetroParks, agrees to the terms and conditions set forth in the Voice of America Ronald Reagan Lodge Catering Request for Proposal Information dated June 13, 2016.

Company/Organization Name: _____

Mailing Address: _____

City/State/Zip: _____

Printed Name/Title: _____

Signature: _____

Phone: _____

Fax: _____

Cell Phone: _____

Email: _____

Website: _____

Owner Social Security Number or Federal Employer ID Number: _____



Person to be contacted regarding proposal (name/title): _____

****All materials mailed to****

MetroParks of Butler County

Attn: VOA Catering RFP

2051 Timberman Rd.

Hamilton, OH 45013

or email to: ttucker@yourmetroparks.net

Non-Collusion Affidavit – Form 2

STATE OF _____ COUNTY OF _____

The undersigned being first duly sworn as provided as law, deposes and says:

1. His/her name is _____

and he/she resides at _____

and his/her office is at _____

2. He/she makes this affidavit with the knowledge and intent that it is to be filed with MetroParks and that it will be relied upon by said MetroParks in any consideration which it may give to and any action which it may take with respect to this/these proposal(s).

3. He/she makes and is authorized to make this affidavit on behalf of:

(Name of Corporation, Partnership, Individual, etc.)

a _____, formed under the laws of _____ of which he/she
(Corporation, Partnership, etc.) (State)

is _____
(Sole Owner, Partner, President, etc.)

4. Neither the undersigned nor any other person, firm or corporation, named in above Paragraph 3 nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this/these proposal(s) by MetroParks; also, that no employee therein, or any officer of the MetroParks is directly or indirectly interested therein.

5. The undersigned certifies in connection with this/these proposal(s) that:

a. The price in this/these proposal(s) has been independently arrived at without collusion with any other contractor or offerer or with any competitor:

b. Unless otherwise required by law, the price in this/these proposal(s) has not been knowingly disclosed and will not be knowingly disclosed prior to award of a proposal, directly or indirectly to any other competitor; and

c. No attempt has been or will be made to induce any other person or firm to submit or not to submit



a proposal.

- d. The affiant certifies that he has fully informed himself/herself regarding the accuracy of the statements contained in this certification.

(Affiant)

Sworn to before me and subscribed in my presence this _____ day of _____, _____.

(Notarial Seal)

(Notary Public)



MetroParks of Butler County has my permission to contact any of the references hereinafter listed for information regarding past contracts I and/or my business have held and/or related vending experiences.

Signature/Date

Name: _____

Address: _____

Telephone: _____

Description of Work: _____

Name: _____

Address: _____

Telephone: _____

Description of Work: _____

Name: _____

Address: _____

Telephone: _____

Description of Work: _____

Attach additional sheets as needed.