



Request for Proposal  
No. RFP-0010

Catering and Meal Services

Community Action Partnership  
of San Bernardino County

Community Action Partnership  
of San Bernardino County  
Purchasing Department  
696 S. Tippecanoe Ave.  
San Bernardino, CA 92415  
November 21, 2011

**I. Purpose of Request**

Community Action Partnership of San Bernardino County (CAPSBC) is requesting proposals to provide Catering and Meals Services for our Weatherization Training Facility located at 678 S. Tippecanoe Ave., San Bernardino, CA through our Energy, Education, and Environmental Services Program (EEES) and funded under the 2011/2012 CASBC Special Funding. The specifications and requirements of the food menu and delivery schedule are outlined in the following Request for Proposal (RFP).

**II. Need for Competitive Procurement**

Competition in purchasing provides equal opportunity for qualified vendors to compete for local private business including non-profit agencies in an attempt to offer the best prices, quality, or service. Competition is the central principal of any legitimate procurement process. In its purest form, competition ensures a free, open and healthy economy. When competition is available but is artificially restricted, the principles of public procurement are defeated.

CAPSBC encourages the participation of small businesses, minority-owned firms, and women’s business enterprises in the procurement process, and whenever possible will use the services and assistance of such organizations as the Small Business Administration and the Department of Commerce’s Minority Business Development Agency in the solicitation and utilization of small businesses minority owned firms and women’s business enterprises to the fullest extent practicable.

**III. TimeLine & Schedule**

CAPSBC will maintain the following timeline in selecting a qualified vendor who can propose Catering and Meal Services meeting all specifications and requirements by the deadline for submission or until a pool of qualified vendors is established and upon administrative approval.

Issue Request for Proposal	November 21, 2011
Deadline for Submission of Proposals	December 03, 2011
RFP Award Notification	Pending Administrative Approval

**IV. 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 type written and submitted in a sealed envelope and clearly marked on the lower left-hand corner, RFP - 0010 – Catering and Meal Services. All proposals must be received by December 03, 2011. All proposals will be reviewed and assessed for completion to make sure they meet State requirements. All proposals will be scored based on the criteria outlined in this RFP and the results will be posted on the webpage as soon as final approval is granted. Two (2) copies of the RFP must be presented. No faxed or telephone quotes will be accepted. E-mail submission will be accepted upon prior notice.

- 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 as well as use both sides of paper sheets for any submittal to CAPSBC is desirable whenever practical.
- D. CAPSBC Buyer or designee will answer any questions up to the deadline date of the RFP and will notify the selected vendor upon Administrative or State CSD approval.
- 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 of responsibility.
  - 2. Provide an accurate mailing address of the firm or organization.
  - 3. Itemize breakdown of the equipment and features.
  - 4. Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
  - 5. Timeline outlining the order, shipment, and delivery of the equipment.
  - 6. Indicate that all quotes are good for 90 days.
  - 7. References

**V. Selection Criteria**

<b>Factors</b>	<b>Weight Given</b>
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%
<b>Total Criteria Weight</b>	<b>100%</b>

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

**VI. Terms and Conditions**

- A. CAPSBC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
- 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 proposal 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 quotes have been granted State CSD 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 all contract entered will be 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 or the State CSD.
- 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 proposals, documents, and forms will become the property of CAPSBC upon delivery and acceptance of the sealed proposal.

**VII. Scope of Work**

CAPSBC is looking for a qualified vendor to provide daily Catering Services and Meals to be served twice a day at our Training facility located at 678 S. Tippecanoe Ave, San Bernardino, CA. Class sizes will vary based on enrollment that range from 16 to 40 individuals per week. CAPSBC will coordinate with the selected vendor and provide a head count the week prior to the week services are to be provided. The proposal should include a breakfast menu that will be served at 7:45 a.m. before classes begins and at 11:45 am when classes are dismissed for lunch. Below is a sample of the suggested breakfast and lunch menus. All meals should include all condiments and serving utensils. The proposal should include price per meal, any delivery charges, all set-up fees, serving services, and clean-up.

**Continental Breakfasts:**

All continental breakfasts should include fruit jelly/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
- Entrées:
  - Eggs and Cheese Croissants
  - Sausage or Ham Biscuits
  - Breakfast Burritos
    - Fresh eggs, potatoes, sausage or ham wrapped in a toasted tortilla served with salsa

### **Cold/Hot Lunch:**

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
  - Chicken Caesar Salad 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.

**AMERICA'S POVERTY FIGHTING NETWORK**

**Community Action Partnership  
of San Bernardino County**