

# WAUKESHA COUNTY, WISCONSIN



## *Picnic Catering Services*

### REQUEST FOR PROPOSAL #1120

Dated: 3/04/2011

KEY PROPOSAL DATES	
Questions Due:	10:00 a.m. on 03/17/2011
Contact Name	Karen Bollinger
Contact E-mail	<a href="mailto:kbollinger@waukeshacounty.gov">kbollinger@waukeshacounty.gov</a>
Contact Fax	262-548-7668
Pre-Proposal Conference	N/A
Submission of Proposals	2:00 p.m. on 3/31/2011

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WAUKESHA COUNTY  
PURCHASING DIVISION  
ADMINISTRATION CENTER, ROOM 310  
515 W. MORELAND BLVD.  
WAUKESHA, WI 53188

**REQUEST FOR PROPOSAL – 1120 - Picnic Catering Services**

**Submission Requirements:**

This RFP is issued on behalf of Waukesha County by the Purchasing Division, which is the sole point of contact during the procurement process.

**\*Sealed proposals for furnishing services as specified below are to be mailed to the Office of the Waukesha County Purchasing Division, Administration Center - Room 310, 515 W. Moreland Blvd. Waukesha, WI 53188 no later than 2:00 p.m. on 3/31/2011. NOTE: If you are delivering your response in person, you must enter through the main Courthouse public entrance (Door #2), 515 W. Moreland Blvd and deliver it to the Department of Administration receptionist in Room 310 of the Administration Center to be time-stamped no later than 2:00 p.m. on the opening date. Be sure to allow sufficient time to obtain entry as the County has now instituted a Controlled Access policy. For more information – go to [www.waukeshacounty.gov](http://www.waukeshacounty.gov) and click on the Waukesha County Security Screening link located at the bottom of the page.**

**\*Waukesha County will also accept electronic responses. Vendors wishing to do so should reference the Proposal Submission Section.**

**ALL PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED**

**PROPOSAL SUBMISSION:**

One (1) original and five (5) copies of the vendor response document, and one original and one copy of the pricing document are to be submitted in **SEPARATE SEALED ENVELOPES** to the Waukesha County Purchasing Division no later than 2:00 p.m. 3/31/2011.

The **two separate proposal envelopes** must be identified in the lower left corner as follows:

**Vendor Response Document for 1120 - Picnic Catering Services OPENING DATE: 3/31/2011**

**Pricing Document for 1120 - Picnic Catering Services OPENING DATE: 3/31/2011**

Any Proposal received in an envelope not properly and clearly marked as specified above may result in the proposal being rejected. **It is the vendor's responsibility to comply with the above in order to assure its inclusion at the proposal opening.**

**FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED - ALL FAXED OR EMAIL RESPONSES RECEIVED WILL BE REJECTED.**

Proposals will be opened and the name of the respondents read at the time indicated. Details of each proposal, including proposed fees, shall not be announced at the time of opening. Such information shall be made public after an award has been made and all negotiations are completed.

**All proposals received in response to this request will become the property of the County and will not be returned to the respondents.**

**NOTE: THIS PAGE IS TO BE COMPLETED ONLY IF YOUR FIRM IS NOT RESPONDING TO THIS RFP**

**RFP 1120 – Picnic Catering Services**

In order to assist the Purchasing Division of Waukesha County in evaluating and improving our solicitation process, we are asking that you complete this form and return it to Karen Bollinger via fax (262.548.7668) or e-mail [kbollinger@waukeshacounty.gov](mailto:kbollinger@waukeshacounty.gov). If we do not receive this form by the opening date of the Bid/RFP, we will assume that you can no longer supply this commodity/service and your name will be removed from our vendor list for this item.

\_\_\_\_\_ 1. The terms and conditions of the Request for Bid/Proposal document were restrictive. Our objections are:

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

\_\_\_\_\_ 2. We did not feel we could be competitive.

\_\_\_\_\_ 3. We could not submit a Bid/Proposal because of the marketing or franchising policies of the manufacturing company.

\_\_\_\_\_ 4. We do not furnish the items/services requested in the Request for Bid/Proposal.

\_\_\_\_\_ 5. Insufficient time to respond.

\_\_\_\_\_ 6. We could not meet your required delivery/time schedule.

\_\_\_\_\_ 7. We did not have sufficient staffing at the time.

\_\_\_\_\_ 8. We did not receive subject Invitation to Bid/Request for Proposal.

\_\_\_\_\_ 9. Please remove our name from this category in the vendor list.

\_\_\_\_\_ 10. Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
FAX

**Purchasing Division**  
Administration Center, Room 310  
515 W. Moreland Blvd.  
Waukesha, Wisconsin 53188-2473  
<https://purchasing.waukeshacounty.gov>  
Phone: (262) 548-7888  
Fax: (262) 548-7668

## PROPOSAL SUBMISSION REQUIREMENTS

- A. CLARIFICATIONS** - If additional information is needed to interpret the specifications/requirements, **WRITTEN QUESTIONS MUST BE RECEIVED NO LATER THAN THE TIME/DATE SPECIFIED AND ADDRESSED TO THE PERSON NOTED ON THE COVER PAGE.**

**No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time.**

Additionally, the County prohibits communication initiated by the respondent to any County official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

- B. CONTENTS OF PROPOSAL** - All attachments, additional pages, addenda or explanations supplied by the vendor with this proposal will be considered as part of the proposal response.

If an oral presentation/interview is required of selected finalists, it shall be at the respondent's expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

- C. NONCONFORMING TERMS & CONDITIONS** - A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as nonresponsive. Waukesha County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.
- D. ALTERNATE PROPOSALS** - An alternate proposal is viewed by the County as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same respondent, which differs in some degree from its prime proposal.

The County may consider or reject any or all alternate proposals submitted.

- E. RESERVATIONS** - This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Purchasing Division reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of Waukesha County to do so.
- F. NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS** - No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the proposal or contract.
- G. AMENDMENT OF PROPOSALS** -

**By County:** Requests for Proposals may be amended by the Purchasing Division in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be posted to the Waukesha County purchasing website, at <https://purchasing.waukeshacounty.gov>. **It is the responsibility of prospective vendors to check this website for any future amendments, questions, revisions, etc., prior to the opening date. All amendments must be acknowledged on the signature page in the area provided. Failure to do so may result in your response being rejected.**

If you are unable to access the Internet, contact the buyer listed within the RFP to request paper copies.

**By Vendor:** Proposals may only be amended after receipt by the Purchasing Division by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Purchasing Division.

- H. WITHDRAWAL OF PROPOSALS** - Proposals may be withdrawn only in total, and only by a written request to the Purchasing Division prior to the time and date scheduled for opening of proposals.
- I. OTHER CONSIDERATIONS** - Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.
- J. RFP TABULATIONS** - RFP Tabulations are available to the public after contract award, approximately 60-90 days from the date of opening. RFP Tabulations can be found at <https://purchasing.waukeshacounty.gov>. If you are unable to access the Internet, you may contact 262-548-7888 for a hard copy. Copies are 15 cents per page plus postage costs if applicable.

### **CONTRACTUAL REQUIREMENTS**

**The successful contractor will be required to execute Waukesha County's Service contract, which is posted at our website along with this solicitation.**

**WAUKESHA COUNTY REQUEST FOR PROPOSAL**  
**1120 – PICNIC CATERING SERVICES**  
**3/04/2011**

**I. INTRODUCTION**

The Waukesha County Human Resources Department is requesting proposals from qualified vendors to provide catering services for the employee picnic at the Waukesha County Fair Grounds, 1000 Northview Road, Waukesha, Wisconsin.

**II. PROJECT BACKGROUND**

The Waukesha County Employee picnic will be held July 23, 2011. Food Service is scheduled from 11:30 a.m. to 2:30 p.m. The anticipated attendance is approximately 800 adults and 400 children.

Waukesha County encourages proposers to submit menus and suggestions to provide a variety of picnic foods, along with costs. The County does request that one of the entrees is a hot dog (6/1, six hot dogs per one pound) as an option for the children's meal. The County intends to spend around \$6.50 - \$7.00 per person for adult meals and \$4.50 - \$5.00 per person for children meals; inclusive but not limited to food, garnishes, paper products, labor, equipment and rental. Soda and water will be provided to all attendees, one per person, per ticket and cost is to be factored into the above noted ranges.

**III. SCOPE OF SERVICES**

**A. Food Service**

The proposer shall provide menus within the specified price range of \$4.50 - \$7.00 (clarify for adult and child). A listing of the County's past menu options can be found in Exhibit A – Sample Menus. Note – The 17% Waukesha County Fairgrounds commission is not to be included in the base price for the meals. Waukesha County will factor in and pay this amount based on the final total count for both adult and child meals.

The menu shall include all necessary food, garnishments, and related condiments such as, salt, pepper, mustard, ketchup, mayonnaise, etc., along with plates, dinner size napkins, utensils, etc., labor, equipment and rental, if applicable.

All cold salad items, lettuce, tomato, fresh fruit, etc., shall be kept on ice, in covered serving containers and under cover from the sun to prevent spoilage. All cooked items will be kept warm during the hours of food service.

There are no kitchen facilities available. All food must be either pre-prepared or prepared on site with caterer's equipment. Tents (2), tables and chairs will be provided by the County. The caterer will be responsible for covering the serving tables. The size of the serving tables will be confirmed with the awarded caterer.

**B. Beverage Service**

Soft drinks or water will be available for everyone in attendance at the picnic. Water to be in capped bottles. Soft drinks may be canned, fountain beverages, or any combination. Soft drinks shall a name brand to include diet and regular cola and non-cola options.

**C. Licensing:**

Proposer must be a licensed caterer. A special caterer's license is required and a copy shall be enclosed with the response.

D. Invoicing/Verification of Attendance/Payment

Waukesha County does not make advance payment for catering services. Payment will be made within fifteen (15) days after receipt of a properly documented invoice. All invoices will be reviewed to verify quantities and pricing prior to payment processing.

The adult and children meals invoices shall be the same quantity as the final count provided on July 15, 2011. In the past, it has been noted that several people use separate plates for entree, dessert, etc., therefore, Waukesha County will not accept the count of plates utilized to signify the number of meals served.

## VI. PROPOSER'S RESPONSIBILITY

- A. Caterer is to furnish all materials, tools, equipment, manpower and consumables to complete the work.
- B. Caterer will be responsible for all services and actions of any person(s) assisting in the performance of its services. Caterer agrees to utilize only experienced, responsible and capable people in the performance of the work. Waukesha County may require that the Caterer remove from the job the contract employees who endanger person(s) or whose continued employment under this contract is inconsistent with the interests of Waukesha County. The Caterer will be responsible for obtaining an immediate replacement.
- C. Caterer shall provide a sufficient amount of serving lines and staff so as to eliminate long waits. It is recommended that the set-up accommodate two-double sided serving lines.
- D. Caterer shall be in compliance with Federal, State, and local guidelines in effect at the time the service is performed, governing health and food service sanitation.
- E. Caterer shall guarantee a sufficient amount of all selected menu items to insure an adequate supply of quality food through the scheduled serving period, 11:30 a.m. to 2:30 p.m.
- F. All food and food products must be kept at a safe temperature.
- G. Caterer shall at all times, keep the work area free from accumulation of waste materials or rubbish caused by their operations and promptly remove any such materials into a designated area/containers, making sure that all work areas are left in a clean condition. Waste receptacles will be placed close by and the Fairgrounds crew will provide pick-ups periodically throughout the day.
- H. Caterer shall obtain all required permits, licenses and certificates, as may be required by federal, state and local laws, ordinances, rules and regulations for the proper execution and completion of the work under this agreement.
- I. Caterer shall observe and obey all standard rules and regulations applicable to the County Fair and the grounds, which may be promulgated by the County Fair Board or other lawful authority for the care, operation, maintenance and protection of the area.
- J. Caterer/beverage provider shall not allow "tips" and prohibits acceptance of tips by their employees.



## **V. OTHER**

- A. Compliance with Federal Immigration Laws and Regulations. Waukesha County supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification and non-discrimination. The filing of a proposal response to this RFP is considered certification that the proper is in compliance with the INA and has established appropriate procedures and controls so that no services under this contract will be performed by a worker who is not legally eligible to perform such services.

## **VI. INSURANCE**

Contractor shall agree that it will, at all times during the term of the contract, keep in force and effect insurance policies in accordance with the provisions below, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the County. Such insurance shall be primary. Waukesha County shall be named as additional insured with respect to General Liability. Prior to execution of the written contract, the successful respondent shall furnish the County with a Certificate of Insurance and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty - (30) days advance notice of cancellation or nonrenewal during the term of the contract.

Worker's Compensation and Employee's Liability Insurance – Worker's compensation insurance providing statutory worker's compensation benefits and employers' liability with a limit of liability not less than \$100,000 each accident, contractor shall require sub-contractors not protected under its insurance to take out and maintain such insurance.

Commercial General Liability Insurance – Policy shall provide coverage for, but not limited to premises and operators, products and complete operations, personal injury, blanket contractual and fire damage. Limits of liability not less than \$500,000 each occurrence and aggregate.

Waukesha County, its boards, commissions, agencies, officers, employees and representatives, along with the Waukesha County Fair Association shall be named as additional insured and so stated on the Certificate of Insurance.

Automobile Liability - Business automobile policy covering all owned, hired and non-owned private passenger autos and commercial vehicles. Limit of liability not less than \$500,000 combined single limit.

Failure to submit an insurance certificate, as required, can make the contract voidable at the County's discretion. Additionally, the Contractor shall not allow any subcontractor to commence work until the insurance certificates, where applicable, have been obtained from the subcontractor and approved by Waukesha County.

## **VII. PRICING/PAYMENT**

### **A. Pricing**

Pricing shall be a fixed price, which includes all costs for equipment, labor and materials required to perform the work specified for 2011.

At the County's option, this agreement may be extended for 2012 and 2013 contingent upon successful performance of service in the previous year. The County reserves the right to work with the awarded vendor for the two extensions to assure costs stay within the allotted budget.

Continuation beyond the initial term is subject to the appropriation of funds in succeeding fiscal year/years by the proper County Officials.

**B. Payment**

A purchase order will be issued as a result of this RFP for Picnic Catering Services. The vendor's obligation to provide services shall not take effect until the purchase order is issued. Successful vendors are cautioned not to provide services to anyone other than authorized. Invoices will be processed for payment within fifteen (15) days after receipt of services and properly documented invoice. **Final costs will be based on the final counts given to the vendor one week prior to the event.**

Waukesha County's preference is to pay for goods/services on a P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purchases. Vendor should note how many days after receipt and acceptance of good or receipt of invoice (whichever is later), payment must be processed to accept the credit. Please keep in mind that we will not process payment until/unless compliance with the requirements is confirmed and that Waukesha County requires a minimum of two days to process p-card payments.

If you are unable to accept credit card, payment will be made within thirty days after acceptance of equipment and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so (reference the payment terms of the Pricing Document). For example, 1%/10 days. Discounts will be taken into consideration when evaluating costs.

**VIII. CLARIFICATIONS**

Any questions concerning this RFP must be submitted in writing by 10:00 a.m. on March 17, 2011 to:

**Waukesha County Department of Administration  
Purchasing Division, Room 310  
Attn: Karen Bollinger  
515 W Moreland Blvd  
Waukesha, WI 53188**

Questions may also be submitted by fax to 262-548-7668 or email to [kbollinger@waukeshacounty.gov](mailto:kbollinger@waukeshacounty.gov). Questions submitted either by fax or mail must be marked "Picnic Catering Services - #1120".

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFP document prior to the submission of the proposal.

The County shall not be responsible for oral interpretations given by any County employees, representatives, or others. All proposal should use this written document and its attachment (if any) as the sole basis for proposal at this time.

Additionally, the County prohibits communication initiated by the proposer to any County official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

## IX. PROPOSAL FORMAT & SUBMISSION

### A. Format

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, firms must complete **ONLY** the County's Vendor Response and Pricing documents **regardless of whether you are submitting hard copy or electronically**; i.e. do not submit the Vendor Response document and a response in another form/format. The Vendor Response document is posted on Waukesha County's website along with this RFP and identified as 1120 – Picnic Catering Services - Vendor Response Document.

**Failure to use the Vendor Response Document may result in your response being rejected. If both our Vendor Response document and another submittal format are received, only the Vendor Response document will be evaluated.**

Although additional documents/attachments may be submitted with either your hard copy or electronic response, they should not be excessively long or submitted in an elaborate format. Additional or attached documents are not to be used in place of responding to the questions in the vendor response document; i.e. do not respond with "Reference Attachment". Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included. Proposals will not be evaluated on the aesthetics of the package.

The Vendor Response Document may be submitted hard copy or electronically – **DO NOT SUBMIT BOTH AN ELECTRONIC AND A HARD COPY OR BOTH MAY BE SUBJECT TO REJECTION.** See below for detailed instructions for both methods.

### B. Vendor Response Submission - Hard Copy:

Respondent shall be required to mail\* one (1) original, **UNBOUND**, clearly marked and identified as such, and five (5) copies of the Vendor Response Document no later than **2:00 P.M. CST on 3/31/2011** to:

**Waukesha County Purchasing Division  
Administration Center, Room 310  
515 W. Moreland Boulevard  
Waukesha, WI 53188**

Each **HARD COPY** should be double-sided and bound, with the exception of the original, which should be double-sided but not bound. The copies should be bound by staple, binder clip or in a three-ring binder. Spiral, wire or comb bound copies are not acceptable.

**\*NOTE: If you are delivering your response in person, you must enter through the main Courthouse public entrance (Door #2), 515 W. Moreland Blvd and deliver it to the Department of Administration receptionist in Room 310 of the Administration Center to be time-stamped no later than 2:00 p.m. on the opening date.**

***Be sure to allow sufficient time to obtain entry as the County has now instituted a Controlled Access policy. For more information – go to [www.waukeshacounty.gov](http://www.waukeshacounty.gov) and click on the Waukesha County Security Screening link located at the bottom of the page.***

Responses should be identified in the lower left corner as follows:

**VENDOR RESPONSE, RFP #1120 – PICNIC CATERING SERVICES - OPENING DATE: 3/31/2011**

Envelopes, which are not properly identified or received after the above date and time, will be rejected.

**C. Pricing/Signature Document Submission - Hard Copy:**

Pricing must be submitted on the forms provided. Failure to do so may result in your proposal being rejected.

The Signature Document should be printed, completed in its entirety (with the exception of the tracking ID field; this field is only required for electronic submissions), and signed. **Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area.**

The signature document along with one (1) original clearly marked and identified as such, and one (1) copy of the Pricing Document should be mailed\* no later than **2:00 P.M. CST on 3/31/2011** to:

Waukesha County Purchasing Division  
Administration Center, Room 310  
515 W. Moreland Boulevard  
Waukesha, WI 53188

**\*NOTE: If you are delivering your response in person, you must enter through the main courthouse public entrance, 515 W. Moreland Blvd. and deliver it to the Department of Administration receptionist in Room 310 of the Administration Center to be time-stamped no later than 2:00 p.m. on the opening date. Be sure to allow sufficient time to obtain entry as the County has now instituted a Controlled Access policy. For more information – go to [www.waukeshacounty.gov](http://www.waukeshacounty.gov) and click on the Waukesha County Security Screening link located at the bottom of the page.**

Proposal should be identified in the lower left corner as follows:

**Pricing Document, RFP #1120 – PICNIC CATERING SERVICES - OPENING DATE: 3/31/2011**

Envelopes, which are not properly identified or received after the above date and time, will be rejected.

**D. Response Submission - Electronic Submission:**

Respondents may use the Purchasing website for submission by creating an electronic response following the directions contained therein (<https://purchasing.waukeshacounty.gov>). **Fax or email responses are not considered electronic submissions.**

The following documents will need to be downloaded and saved to your computer to provide an electronic response:

- ✓ Vendor Response Document
- ✓ Pricing Document

Once you have made your response final, you must print out the signature document and fax it the Purchasing Division (262-548-7668) prior to the opening date and time. This document will now have a tracking ID associated with it. **Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area.**

**X. EVALUATION OF PROPOSALS**

Proposals will be evaluated in accordance with the criteria listed below.

**Criteria**

Firm Experience and Qualifications, along with Management Staff to be Assigned	25%
Menu Offerings	30%
Quality, Completeness and Conformance of the Proposal Response	20%
Cost, not to exceed	25%

**XI. AWARD**

Award will be made to the responsive, responsible firm who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of Waukesha County. Waukesha County reserves the right to add and/or subtract from the menu and negotiate with the successful respondent.

**XII. INTERVIEWS**

Interviews may be required of selected finalists at the Company's expense. The selected finalists will be notified of the date and time of the interview.

The County anticipates sending written notification by April 13, 2011, to the respondents selected for an interview. Respondents not selected will also be notified that their proposal will no longer be considered unless the Committee finds, after the completion of interviews, that additional respondents should be interviewed.

**Please set aside April 20th for interviews – no exceptions / extensions will be given.**

**XIII. PROPOSAL DATES**

The following dates are being provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.

<b>Questions Due:</b>	<b>3/17/2011 at 10:00 a.m.</b>
<b>Proposals Due:</b>	<b>2:00 p.m., Tuesday, 3/31/2011</b>
<b>Evaluation of Proposals:</b>	<b>Thru 4/13/2011</b>
<b>Interviews (if required):</b>	<b>Wednesday, 4/20/2011</b>
<b>Notice of Award:</b>	<b>No later than 5/16/2011</b>

**Respondents must be available for the interview process if they are selected as a finalist so please mark your calendars accordingly.**

Respondents not selected will also be notified that their proposal will no longer be considered unless the Committee finds, after the completion of interviews, that additional firms should be interviewed.

**END OF DOCUMENT**

## EXHIBIT A PREVIOUS MENUS & QUANTITIES

### Suggested Menus

#### Menu #1

Cheeseburgers (4/1, 80/20 mix)	Pasta Salad
Bratwurst (4/1)	Potato Salad
Hot Dogs (6/1)	Potato Chips
Chicken Breast, Grilled	Fresh Vegetables & Dip
Buns for above	Gardetto Snack Mix & Popcorn
	An "easy to eat" dessert such as cookies, brownies, etc.

#### Menu #2

Ribbette Sandwich	Vegetable Pasta Salad
Bratwurst (4/1)	Potato Chips
Hot Dogs (6/1)	Buns for above
Vegetable Trays with Dill Dip	Relish Trays
	Variety of Cookies (chocolate chip, M&M, peanut butter, And oatmeal raisin)

#### **2007**

\$5,912.50 Total Cost for Food Service	1/4 lb Cheeseburger	Bratwurst
550 each Adult Meals (\$7.75)	Hot Dogs	Chicken Breast
300 each Kids Meals (\$5.50)	Buns	Pasta Salad
Beverage Services – 30 Canisters Soda	Potato Salad	Potato Chips
	Fresh Vegetables & Dip	Asst'd Cookies

#### **2008**

\$9,700.00 Total Cost for Food Service	1/4 lb Hamburger	Bratwurst
800 each Adult Meals (\$9.25)	Hot Dogs	Buns
400 each Kids Meals (\$5.75)	Bow Tie Pasta Salad	Watermelon Chunks
	Fresh Vegetables/Dip	Asst'd Cookies
	Canned Soda & Bottled Water	

#### **2009\***

\$7,300.00 Total Cost for Food Service	1/4 lb Hamburger	Bratwurst
800 each Adult Meals (\$6.75)	Hot Dogs	Buns
400 each Kids Meals (\$4.75)	Fresh Baby Carrots & Cauliflower	Asst'd Cookies
	Potato Chips	
	Lemonade	

#### **2010\***

\$8,128.00 Total Cost for Food & Beverage	1/4 lb Cheeseburger	Bratwurst
800 each Adult Meals (\$6.75)	Hot Dogs	Buns
400 each Kids Meals (\$4.75)	Fresh Baby Carrots & Cauliflower	
1,104 ea Canned Soda (\$0.75)	Potato Chips	Asst'd Cookies

\*In order to keep costs down, there was no additional staff to server/plate items.