



**The City of Riverdale
7200 Church Street
Riverdale, GA 30274
(770) 909-5300**

REQUEST FOR QUALIFICATIONS

March 20, 2019

CATERING SERVICES

FOR

THE CITY OF RIVERDALE, GEORGIA

I. INTRODUCTION

1. Approved Caterers

The Riverdale Centre for the Arts, Business, and Leisure Services, hereinafter referred to as the Riverdale Centre, is seeking to provide an approved list of independent licensed caterers, hereinafter referred to as the Approved Caterers, to provide catered food service for receptions, corporate events, meetings and other group functions at the Riverdale Centre, 7210 Church Street, Riverdale, GA 30274 and Riverdale City Hall, 7200 Church Street, Riverdale, GA 30274.

The Approved Caterer will provide its own employees in the performance of these duties and will compensate such employees and provide all workers compensation and unemployment benefits and other employee benefits. The Approved Caterer will employ only competent employees who keep themselves neat and clean and provide courteous treatment and service to the public. All employees will be identifiable by staff shirt and/or uniform when at the Riverdale Centre. The Approved Caterer will employ an adequate number of employees to successfully operate a catering event at the Riverdale Centre.

The Riverdale Centre regards customer service as the main priority within its facilities; it is imperative that all Approved Caterers share this concern. The Riverdale Centre reserves the right to terminate Approved Caterer status if said caterer is unable to provide quality service.

2. Scope of Facility

The facilities shall consist of:

Riverdale Centre for the Arts, Business and Leisure Services
7210 Church Street
Riverdale, GA 30274
770-909-5300

Riverdale City Hall
7200 Church Street
Riverdale, GA 30274
770-997-8989

The following rooms are for-rent: Large Event Hall, Atrium, Meeting Rooms A and B, Multipurpose Room, Conference Room, City Hall Chamber Room, City Hall Foyer, Game Room, Arts Room, Outdoor Amphitheatre and Pavilion.

Smoking: All facilities are available for year-round rental. The Riverdale Centre is designated as **SMOKE FREE**. The Approved Caterer's employees are responsible for enforcing the no-smoking designation during the catered events and abiding by this policy.

3. Availability

The Riverdale Centre facilities shall be available to the public for rental for receptions, corporate events, meetings, group functions, etc. year-round for the hours between 6 a.m. and midnight daily.

4. Utilities and Cleanup

The utility costs for gas, electric, water, sewer, recycling and trash removal will be paid by the Riverdale Centre. The Approved Caterer will be responsible for the cleanup of any area utilized by said caterer for an event (removal of trash from the facility, busing of tables, etc.).

5. Indemnification

Approved Caterer shall hold harmless the City of Riverdale, Georgia, its agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, arising from, or in connection with, the performance of professional services by Approved Caterer or its agents, officers and employees under this Agreement including but not limited to Approved Caterer's negligence, reckless, or willful act or omission.

6. Permits

The Approved Caterer shall obtain any of the necessary permits or licenses for the operation of a catered event.

7. "Green Standards"

The Approved Caterer agrees to comply with the Centre's "green standards" and procedures, taking care to properly recycle, utilize products that are friendly to the environment, and take care to use any applicable precautions to maintain the Centre's "green" status.

8. Disclaimer

Riverdale Centre is not responsible for equipment left in the facility overnight.

9. Non-Discrimination Policy

The Approved Caterer shall operate its catering business without discrimination as to sex, race, age, creed, or national origin and will comply with the Americans With Disabilities Act.

10. Assignment

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 Riverdale Centre.

11. Brochures

The Caterer will provide The City of Riverdale with appropriate brochures specific to the Approved Caterer's operation, for distribution to the public.

12. Gambling and Illegal Activities Prohibited

The Approved Caterer agrees not to 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.

13. Annual Review and Cancellation

The Approved Caterer status will be reviewed on an annual basis. The Approved Caterer status may be cancelled by The City of Riverdale with written notice for reasons involving illegal, corrupt or immoral practices of the Caterer, or conduct of the Caterer is such a manner as to bring discredit upon The City of Riverdale or to create a financial loss to the Riverdale Centre.

14. Facility Usage Fee

The City of Riverdale will receive for the operation of a catering event a facility usage fee of a minimum of fifteen (15%) percent of the gross food sales, not including sales tax. Said payments are to be made to The City of Riverdale 10 business days following the event.

15. License and Experience

The Approved Caterer must be licensed and have previous experience in the concessions/catering field.

16. Locally owned, Minority owned and Female owned firms

Locally owned businesses and minority-owned and female-owned firms are encouraged to respond to this RFQ. Riverdale has a local vendor preference program, available for viewing at: www.riverdalega.gov. Procurement of catering services by Riverdale will be carried out in compliance with Riverdale's purchasing policy.

17. Alcoholic Beverages

The City of Riverdale preferred bartender holds all liquor permits. Alcoholic beverages must be purchased through the 6340 Lounge. Please contact 6340 Lounge at 678-489-8683 for more information.

18. Other Related Issues

All other issues and items, not mentioned in the above specifications, will be negotiable between the Approved Caterers and Riverdale Centre through its designee.

19. Questions

Questions may be directed to
Kiara Davis, Sales Coordinator
Avis Jackson, Sales & Event Services
Address: 7210 Church Street, Riverdale, GA 30274
Phone number: (770) 909- 5387 or 5309
E-mail address: kdavis@riverdalega.gov or ajackson@riverdalega.gov

II. SUBMISSION INSTRUCTIONS

A. Proposals must be received by **5:00 P.M.**, local time, on Tuesday, **April 30, 2019** and submitted to:

Shakeba Williams
Director of Cultural Affairs and Leisure Services
City of Riverdale
7210 Church Street
Riverdale, GA 30274

Any proposal received after 5:01pm on Tuesday, April 30, 2019 will not be accepted.

B. Selection criteria are outlined in the RFQ herein.

C. All Bidders submitting a proposal will receive written notice of the award decision.

D. All submittals and documentation received by Riverdale shall become the property of Riverdale and will not be returned.

E. Riverdale reserves the right to reject any and all submittals received in response to this RFQ. Riverdale is under no obligation to award and/or enter into a contract for these services and the consultant selection schedule may be revised at Riverdale's discretion.

F. All costs associated with the preparation and submission of the RFQ submission packet ("RFQ Response") shall be borne solely at the expense of the Bidder. Riverdale shall not be responsible for any costs or expense incurred by Bidder.

G. This RFQ and, if applicable, the interview selection processes shall in no way be deemed to create a binding contract of agreement of any kind between Riverdale and Bidder.

H. Riverdale reserves the right in its sole discretion to waive informalities in the RFQ or an RFQ Response but is not required to do so.

I. The RFQ Response should be responsive to each item in the specific range of issues elaborated in this RFQ. Submission of excessive "boilerplate" information is discouraged, and failure to address all required items or failure to submit all required documents will disqualify an RFQ Response from competition.

J. It is the responsibility of each Bidder to examine the entire RFQ, seek clarification in writing, and review its proposal for accuracy before submitting the RFQ Response. Once the submission deadline has passed, all RFQ Responses will be final. Riverdale will not request clarification from any Bidder relative to its RFQ Response.

III. RFQ RESPONSES

A. Submit - one (1) unbound original and *six* (6) bound copies of the RFQ Response.

B. Each RFQ Response is to be bound and shall not exceed *thirty* (30) pages, on of 8 ½ -inch by 11-inch printed on both sides, no larger than a 12-pt. font. The thirty (30) -page requirements do not include the front cover, or back cover of the document.

C. Tab 1. Business Identification Form (see Appendix A).

D. Tab 2. Provide a description of Bidder's special capabilities, techniques or resources that can be contributed to this assignment. A minimum of three references from projects of a similar scope and type shall be submitted with each RFQ Response. Mailing addresses, telephone/fax numbers, email addresses [if available] and the names of contacts must be provided as part of the reference package. Particular emphasis should be placed on demonstrating previous experience in catering services at medium size event facilities.

E. Tab 3. Submit Organization Chart showing key team members names and roles/titles, responsibilities and reporting relationships.

F. Tab 4. Submit a menu of meal options with pricing and costs of service staff (use the Fee Proposal form provided in Attachment D).

G. Tab 5. Bidder must provide proof of insurance as set forth in Attachment

B. Bidder must provide in Tab 5 declaration pages showing it carries the required levels and types of insurance. Further, as a mandatory term of any contract with Riverdale, Bidder must agree to the indemnification requirements set forth in Attachment B.

H. A Table of Contents, with corresponding tab sheets, which correspond to items (C-G), must be included as well, to identify each section, in the same sequence requested in this document.

IV. SELECTION PROCESS

A. Scoring Values

The decision for selecting a Bidder will be made by the "Evaluation Committee," made up of some Riverdale personnel and possibly other persons, who will use the criteria listed below:

Schedule of Scoring Criteria (Maximum 100 Points)

No	Description of Items	Points
A	Evaluation of Bidder's ability to follow instruction in preparing and submitting proposal	10 Pts.
B	The experience of Bidder and key staff as it relates to work of a similar nature and scope	20 Pts.
C	Evaluation of Bidder's ability to serve diverse groups via pricing and menu options	20 Pts.
D	Evaluation of the Bidder's demonstrated strong knowledge of Food & Beverage and Catering Operations as well as processes and work flow	25 Pts.
E	Evaluation of Bidder's references	10 Pts.
F	Evaluation of the Fee Proposal	15 Pts.

Pursuant to Riverdale's Local Preference Program, additional points are available for Bidders with proof of the required ties to Riverdale, Clayton County and/or State of Georgia. Please see Riverdale's Local Preference Program for complete details.

B. Selection Process

1. Each member of the Evaluation Committee will read, review, evaluate and score each RFP Response based on the items contained above.

2. The Evaluation Committee will be responsible for reviewing all RFQ Responses. The five (5) highest scoring Consultants [MAXIMUM 100 pts] will be requested to come in for an on-site interview in order to select one Bidder for recommendation to the Mayor and Riverdale City Council for approval. The Mayor and City Council has final approval authority.

3. Riverdale reserves the right to negotiate adjustments in any and all elements of what Bidders submit in their RFQ Responses, as long as such adjustments do not have the effect of increasing the total compensation paid by Riverdale over the total proposed fixed-price fee compensation set forth in the RFQ Response.

4. Any RFQ Response shall remain a valid proposal for three months after the proposal due date. Riverdale may, in the event the selected Bidder fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Bidder submitting the next acceptable proposal to honor its RFQ Response and fee proposal.

V. MISCELLANEOUS PROVISIONS

A. Satisfactory Work

Any work found to be in any way defective or unsatisfactory shall be corrected by Bidder at its own expense at the order of Riverdale. Riverdale also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. Riverdale reserves the right to charge Bidder with any, all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due as a result of this substitution.

B. Fixed-Price to Remain in Place

1. All prices, costs, and conditions outlined in the RFQ Response shall remain fixed and valid for acceptance for ninety (90) calendar days starting on the due date of the bid.

2. Prices will remain consistent for the duration of the Contract.

C. Equal Employment Opportunity

Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Bidder will take affirmative action to ensure applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, or disability.

Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship. Riverdale fully encourages the participation of qualified minority and female-owned business with respect to the project.

D. Prohibited Interests

No elected official, officer or employee or agent of Riverdale will have either a direct or an indirect interest in this Contract or the proceeds thereof.

E. Prohibited Contact

No Bidder, team member or consulting organization is to discuss any part of this RFQ with any member or employee of Riverdale outside of the evaluation meeting.

F. Rejection

Riverdale reserves the right to reject any and all submittals or parts thereof and to reissue this RFQ. In addition, Riverdale does not guarantee that a contract will be awarded as a result of this RFQ.



**ATTACHMENT A:
BUSINESS IDENTIFICATION FORM
(On Your Company Letterhead)**

Please answer all questions. Attach additional sheets as necessary.

Name of the Company under which you do business:

Permanent main office address:

City, State and Zip Code:

Business Phone Number:

Business Fax Number:

E-Mail Address:

Type of organization: (Check all applicable)

Individually-Owned Partnership Corporation Joint Venture

Non-profit Private Public Minority Owned Female-Owned

If a corporation, enter the date of incorporation and the state in which incorporated:

_____ **Date:** _____ **State:** _____

Identify number of employees: _____

Enter the number of years you have been in business under the present Consultant name: _____

Enter any other names your company has done business under:

Indicate the dates, locations and number of years for each:

Identify the name, title and telephone number of the person(s) in your organization authorized to negotiate and bind the Bidder to a contract:

Name	Title	Phone #
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Name	Title	Phone #
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Name	Title	Phone #
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Name	Title	Phone #
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**ATTACHMENT B:
INDEMNIFICATION AND INSURANCE REQUIREMENTS**

I. INDEMNIFICATION

- A. Bidder will defend, at Bidder's sole expense, indemnify and hold harmless Riverdale, their officials, employees, agents, servants, representatives and assigns from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by Bidder and/or caused by Bidder's negligence or willful misconduct.
- B. This indemnification obligation includes paying Riverdale attorney's fees and costs in defending or responding to any such claim, demand, suit, action, judgment, etc.

II. INSURANCE REQUIREMENTS

- A. Types and Amount of Required Insurance: Bidder shall at all times maintain in full force and effect Automobile, Commercial General Liability. All insurance shall be by Insurers, or a self-insurance plan, acceptable to Riverdale before commencement of work hereunder. For the purpose of the RFP Response, Bidder shall carry the following types of insurance in at least the limits specified below:

Coverages	Limits of Liability
Commercial General Liability	\$500,000/\$1 million
Automobile Insurance	\$100,000/\$300,000

- B. All certificates of insurance shall provide the Riverdale with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.
- C. Riverdale will be named as additional insured under these insurance policies.



ATTACHMENT C: SCOPE OF SERVICES

The scope of services includes catering services for the City of Riverdale and its rental clients.

Rentals include:

- Room for designated time.
- Set up of tables and chairs.
- Audio Visual Equipment rental and set up.
- Event Facility Attendant on site during event.

Caterer is responsible for:

- Contacting the Sales Coordinator as soon as you have booked clients for an event.
- Providing food and set up.
- Must have ample Catering staff on site during event.
- Providing plates, cups, napkins, eating utensils, and service utensils, to include cleaning cloths, gloves and dishwashing products.
- Clean-up of any area utilized by the Caterer including removal of trash from the facility, busing of tables, etc.
- Linens and skirts for food and guest tables.
- Completing and signing a Facility Kitchen Clean-Up Checklist at the end of each event.
- Scheduling a tasting with booked clients (with Riverdale Centre) by submitting a Tasting Request Form prior to scheduling with client to ensure room, date and time are allocated for a successful tasting. (Please note: Caterers must provide their own linen for tastings, Riverdale Centre will only provide the table and a maximum of 4 chairs).

Riverdale Centre-owned equipment for use by Caterer:

- Warming kitchen appliances, equipment and chaffers use requests must be submitted in writing to the Riverdale Centre (1) week prior to event.

Use of Kitchen by more than one Caterer:

- Must submit date of the event that you have booked.
- Provide Event Service Coordinator with time of your arrival and needs for your event.
- Based on the type of meal function, the Event Service Coordinator will assign a location in the kitchen for your use.
- Any special needs should be sent to the Event Services Coordinator (1) week in advance.

Commission:

- Caterer shall pay a minimum facility usage fee of fifteen (15%) percent of the gross food sales, not including sales tax to the City of Riverdale.
- The Caterer must provide the City of Riverdale with a copy of the invoice for food sales 72 hours prior to scheduled event.
- Payments are to be made to the City of Riverdale by the tenth (10th) day of the following month.



**ATTACHMENT D:
BID SUBMISSION FORM
(On Your Company Letterhead)**

NAME OF PROPOSING FIRM:

MAILING ADDRESS OF PROPOSING FIRM:

CITY:

STATE:

ZIP+4:

TELEPHONE:

EMAIL:

PERCENTAGE FEE AMOUNT PROPOSED: _____%

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

X _____
TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE