



Request for Proposals:

**Catering Services for
City of Twinsburg
Gleneagles Golf Club**

PROPOSAL OVERVIEW

The City of Twinsburg is accepting proposals to enter into an agreement with a highly qualified vendor(s) to provide catering services for the Gleneagles Golf Club (“Gleneagles”) banquet facility as needed. The selected vendor(s) will be the only outside caterers at Gleneagles during the term of the contract.

A briefing on the facility and the banquet operations will occur at 1 p.m. on February 1, 2018, in the Council Chambers at Twinsburg City Hall, 10075 Ravenna Road, Twinsburg, Ohio 44087.

The deadline to submit a proposal is **February 15, 2018 by 4:30 pm**. Completed Proposals must be submitted in writing to:

Attn: Director of Banquet Operations
10075 Ravenna Rd.
Twinsburg, OH 44087

The City of Twinsburg has provided the following information in an effort to identify for Proposers the responsibilities of providing catering services for Gleneagles.

PROPOSED OPERATIONS

The City is opening a new clubhouse facility in the summer of 2018 that will contain a banquet facility that can accommodate up to 250 guests. Through this RFP the City is seeking Catering Vendor(s) that are ready, willing and able to meet the following criteria:

1. Enter into a contractual relationship with Catering Firm(s) to provide catering services for events taking place at Gleneagles on an as needed basis. (250 Max)
2. Annual Contract with pricing for an agreed selection of catered menu offerings. Provision for price adjustments due to fluctuations in market price of ingredients, seafood, meats and/or produce.

Gleneagles will be available for business meetings, weddings, anniversaries, bat/bar mitzvahs, birthday parties, company parties, group and corporate golf outings and City events. Rentals may include multiple bookings.

Inquiries for information regarding the facilities, including available dates, rental rates and tours will be handled by the Gleneagles Director of Banquet Operations.

The chosen Catering Firm may be given the option to utilize the on-site kitchen to prepare hot food for service in the banquet, depending on the proposed menu for an event. If the Catering Firm chooses to utilize the on-site kitchen, there will be a provision in the agreement outlining the Catering Firm's responsibility for the maintenance, repair and replacement of kitchen equipment. If the City chooses to exclude the use of the on-site kitchen from the final contract, the Catering Firm will only have access to a food prep area and a walk-in cooler, and all food must be brought in fully cooked and ready to assemble.

It is understood that the City will retain full operation of the beverage service for any events conducted by the Proposer at the facility.

FEES

The City of Twinsburg shall receive all fees associated with the rental of the Gleneagles banquet facilities, including fees associated with renting the facility, security fees, parking or valet fees and damage deposit fees. Payment to the Catering Firm will be governed by the agreement.

The City of Twinsburg will be responsible for the overall maintenance of the facility and for routine cleaning of all common areas (i.e. bathrooms, walkways). However, the Catering Firm shall be responsible for cleaning all areas, kitchen or otherwise, that the Catering Firm used in preparation of or during an event including bussing of tables, hallways and all social areas utilized by the guests of the event.

Proposer shall be prepared to propose a fee arrangement that reflects a percentage of the total food sales and also a per plate or per person fee agreement.

Gleneagles has two rooms that comprise the banquet facility, with a total maximum occupancy of approximately 250 people.

PREPARATION OF THE PROPOSAL

The Proposer(s) warrants its response to this Request for Proposals to be fully disclosed and correct. The Proposer must submit a response complying with this RFP, and the information, documents and materials submitted in the proposal must be complete and accurate in all material aspects. All proposals must contain direct responses to the requests for information and be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below.

It is expressly understood that the Evaluation Committee's preference/selection of any proposal does not constitute an award of a contract with the City. It is further expressly understood that no contractual relationship exists with the City until a contract has been formally executed by both the City and the selected Proposer. It is further understood that no Proposer may seek or claim any award and/or reimbursement from the City for any expenses, costs, and/or fees (including attorneys' fees) borne by any Proposer during the entire RFP process. Such expenses are the sole responsibility of the Proposer.

Proposal Sections

It is anticipated and expected that the proposal will be divided into three (3) sections with references to the relevant parts of the RFP done on a section number/paragraph number basis. The three Sections shall be named:

1. Letter of Transmittal
2. Experience and Qualifications
3. Proposed menu selections and pricing

Section1: Letter of Transmittal

a. Proposer's Letter

The Proposal letter shall be addressed to the Gleneagles Director Banquet Operations and shall include at a minimum the following:

- Name of individual, partnership, company or corporation submitting proposal.
- Contact information for proposal submittal questions and future performance questions.
- Statement that all terms and conditions of the RFP are understood and acknowledged by the undersigned.
- Signature(s) of the representative(s) legally authorized to bind the Proposer.

b. Executive Summary

The Proposer shall include an Executive Summary that states how they view this contractual opportunity and provides an overview of their proposed approach. This summary shall include the number of servers that Proposer intends to have on site for each event. Proposer shall present staffing levels in the format of servers per guest in addition to any management staffing levels that will be present per event.

Section 2: Experience and Qualifications:

Proposer should provide details to include:

- Any current facilities under management.
- The number of years involved in the business of catering for special events.
- The type of special events catered in the past.
- A corporate client reference list including a contact name and telephone number.
- Current management and key personnel of the organization including a brief biography of their experience in the food and beverage industry.

Section 3: Proposed Menu Selections and Pricing

Proposer shall provide a proposed menu of catered food selections and associated pricing.

VENDOR SELECTION

The City of Twinsburg will place significant emphasis on the Proposer's ability to accommodate and provide catering services as needed for events of 100 people or more. Financial strength of the corporation and viability are also major factors, along with the quality of service and operational staff. The City of Twinsburg will require that each Proposer possess substantial experience relative to supplying safe food services.

In addition, the Proposer should comply with all applicable federal, state, and local statutes, ordinances, and regulations pertaining to human rights and non-discrimination against prospective employees because of age, race, color, sex, religion, creed, nationality, and disability. Prior to entering a contract the Proposer must also be able to provide proof of compliance with federal, state and local laws pertaining to food service and vendor licensure and workers' compensation insurance requirements.

Proposer must be able to provide acceptable evidence of insurance coverage issued by reputable insurers authorized to conduct insurance in the State of Ohio. Such insurance shall be in force on the date of execution of the contract and shall remain continuously in force until the termination of contract.

The City of Twinsburg may require Proposers to make a formal presentation of their respective proposals. An agenda of specific interest points identified by the City of Twinsburg may be provided to respondents prior to the presentation date. Specific interest points may vary by Proposer.

The City will evaluate Proposals by considering both the written proposal and reference checks. The City will be the sole judge of its own best interests in the evaluation and ranking of Proposals, and that decision is final.

The City reserves the right to negotiate a contract with the highest evaluated proposer(s). The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Should negotiations with the highest evaluated proposer not produce an acceptable contract, the City reserves the right to begin negotiations with the second highest qualified proposer, and so on, until an acceptable contract is negotiated, or to break off negotiations with all firms and not award a contract. The responsibility for final selection and award of a contract(s) rests solely with the City of Twinsburg which has the sole discretion at which option they believe will best meet the interests of the facility and community.

PROPOSAL SUBMISSION

Proposers' response to this RFP and any communications and/or inquiries by Proposers during this RFP process must be submitted in writing to the individual and address stated below. The City of Twinsburg will consider only those communications and/or inquiries submitted in writing to the individual listed below on or before the date and time specified in the Calendar of Events for the submittal of written communications and/or inquiries. To the extent Twinsburg determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and mailed and/or transmitted by facsimile to all Proposers. Submit proposals to:

Attn: Director of Banquet Operations
10075 Ravenna Road
Twinsburg, OH 44087
330-888-5276
afechter@twinsburg.oh.us

Timeline of Events

Date/Time	Action
January 17, 2018	Request for Proposals Released
February 1, 2018 at 9:00 AM	Briefing regarding the facility to be held at Twinsburg City Hall
February 15, 2018 by 4:30 PM	Proposals Due
March 1, 2018	Vendor Selected
March 8, 2018	Contract(s) Completed

CITY OF TWINSBURG RIGHTS

The City of Twinsburg may reject any or all proposals or parts of proposals, accept part or all parts of proposals, create a lesser or greater scope than described in this Request or the respondent's reply based on the financial components submitted.

PROPOSAL SUBMISSION

Proposers' response to this RFP shall be prepared in accordance with the Proposal Format and Requirements. Proposals are due at the time and date specified in the Calendar of Events with no exceptions for the filing deadline.

If it elects to mail in its proposal package, the Proposer must allow sufficient time to ensure Twinsburg's proper receipt of the proposal package by the time specified herein. Regardless of the form of delivery, it is the responsibility of the Proposer to ensure that the proposal package arrives at the City of Twinsburg Government Building by the Proposal Due Date as specified herein.

Proposals will be accepted up to the deadline for proposal submission time and date shown in the timeline on Page 9. Proposals must be delivered in sealed envelopes clearly marked: "Request for Proposal, Catering Services". The proposal must be submitted in one (1) original and three (3) copies. Only one copy needs to contain original signatures of the Proposer's authorized representatives. The copy containing the original signature must be marked "ORIGINAL".

PROPOSAL VALIDITY PERIOD

Any submitted proposal, shall in its entirety, remain a valid proposal for six (6) months after the proposal submission date.

DISPOSITION OF PROPOSALS

All proposals become the property of the City of Twinsburg and shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. In accordance with applicable law, any parts of the proposal or any other material(s) submitted to the City of Twinsburg with the proposal that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements" according to applicable law. The City of Twinsburg's selection or rejection of a proposal will not affect this exemption.

RESTRICTED DISCUSSIONS/SUBMISSIONS

From the date of issuance of the RFP until the City of Twinsburg takes final action, the Proposer must not discuss the proposal or any part thereof with any employee, agent, or representative of Twinsburg except as expressly requested by the City of Twinsburg in writing. Violation of this restriction will result in REJECTION of the Proposer's proposal.

INDEPENDENT PARTIES

Except as expressly provided otherwise in the contract resulting from this RFP, if any, the City of Twinsburg and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

PERFORMANCE INVESTIGATIONS

As part of its evaluation process, the City of Twinsburg may make investigations to determine the ability of the Proposer to perform under this RFP. The City of Twinsburg reserves the right to REJECT any proposal if the Proposer fails to satisfy the City of Twinsburg that it is properly qualified to carry out the obligations under this RFP.

SEVERABILITY

If any provision of the contract resulting from this RFP, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

NOTICES

All notices and other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, sent by registered or certified U.S. Mail, return receipt requested, or through electronic mail delivery, and shall be deemed to have been duly given when actually received by the addressee at the address set forth on this RFP.

INTEREST OF CITY OF TWINSBURG MANAGEMENT

The Proposer agrees that no member of the governing body, elected official, officer, employee or agent of City of Twinsburg shall have any interest, financial or otherwise, direct or indirect, in the contract.

EMPLOYEE INVOLVEMENT/ COVENANT AGAINST CONTINGENT FEES

Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of the City of Twinsburg who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services thereunder. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the City of Twinsburg to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, the City of Twinsburg shall, subject to Proposer's rights, have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by the City of Twinsburg under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to the City of Twinsburg under such contract, at law or in equity.

DATA PRACTICES

The Proposer agrees to comply with the Ohio Sunshine Laws and all other applicable state and federal laws relating to data privacy or confidentiality. The Proposer shall immediately report any requests from third parties for information relating to this agreement. The City of Twinsburg agrees to promptly respond to inquiries from the Proposer concerning data requests. The Partner agrees to hold the City of Twinsburg, department heads and employees harmless from any claims resulting from the Proposer's unlawful disclosure or use of data protected under state and federal laws.

ENTIRE AGREEMENT

Proposer's written submission in response to this RFP shall be considered Proposer's formal offer. The content of the RFP, the Proposer's submission in response to the RFP and the resulting contract, if any, shall be the entire agreement between the successful Proposer and the City of Twinsburg. It is understood and agreed that nothing herein or in the resulting contract is intended or should be construed as in any way creating or establishing the relationship of co-partners between the parties hereto, or in any manner whatsoever. The Partner, if any, is, and shall remain, an independent Proposer operating in accord with the terms and conditions of the rights granted as a result of this RFP.