

November 15, 2011

**RFQ # 11-7034-28**

**Holiday Catering Services**

**The Kansas City Area Transportation Authority (KCATA)** requests your quotation for a qualified Caterer to provide catering services for KCATA's Holiday Luncheon scheduled for Thursday December 22, 2011.

The luncheon will be held at KCATA's Facility located at 1200 E. 18<sup>th</sup> Street, Kansas City, Missouri. To accommodate the varied schedules for approximately 400 of KCATA's employees, the entire menu for the luncheon must be available and remain at appropriate serving temperatures from 11:00 a.m. to 2:00 p.m. Also, the same type of servers and menu will be required for approximately 50 evening employees with dinner being served at 5:30 p.m. at the 1350 E. 17<sup>th</sup> Street, Kansas City, Missouri location.

The catering will include a complete holiday menu, including eight (8) servers, the caterers will return during the evening hours to provide a holiday dinner including two (2) servers for 50 employees working the evening shift.

Release of this RFQ does not compel the KCATA to purchase.

**Submittal of Quotations:** Your written quotation must be received no later than 11 a.m., November 29, 2011 via fax or email to Joyce Young, Buyer II, [jyoung@kcata.org](mailto:jyoung@kcata.org), (816) 346-0336.

**Type of Contract:** KCATA contemplates award of a fixed price contract.

**Basis for Award:** Contract award, if any, will be made to the responsive and responsible vendor quoting a menu that meets the KCATA's requirements. Any such award will be made within 20 days after receipt of the quote.

**Minimum Acceptance Period:** Pricing submitted shall remain fixed for 45 days from bid opening.

**Reservations:** KCATA reserves the right to waive informalities or irregularities in quotes, to reject any or all quotes; to cancel this RFQ in part or in its entirety.

**Split Award:** KCATA reserves the right to split the bid and award to bidders on an item by item basis. Any bid that is submitted on an "All or Nothing" basis should be marked as such.

**Tax Exempt Status:** The Kansas City Area Transportation Authority is exempt from federal excise, federal transportation and state sales tax and such taxes shall not be included in price quotations. All discounts should be reflected in the quote. By submission of quote, the bidder certifies that none of the taxes as to which the Authority is exempt, are included in its bid price(s).

**Note to Vendors:** Please be advised that all vendors and contractors doing business with KCATA, or who may do business with KCATA, must be registered in the KCATA Vendor RFQ # 11-7034-28 Holiday Catering Services

Registration System before they can be awarded a contract. If you have not registered, please do so at the Doing Business tab of [www.kcata.org](http://www.kcata.org). Please be aware that it is the vendor's responsibility to register and update all information at [www.kcata.org](http://www.kcata.org).

Contractors doing business with KCATA must certify that they are enrolled in and are participating in a federal work authorization program (i.e., Department of Homeland Security's E-Verify Program). You may wish to visit the World Wide Web and search these links for guidance on obtaining e-verification information if you are unfamiliar with the process: [www.https//e-verify.uscis.gov/emp](https://e-verify.uscis.gov/emp) or [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**Attachment A**  
**Specifications or Standards of Work**

**RFQ # 11-7034-28**

**Holiday Catering Services**

The luncheon will be held at KCATA's Facility located at 1200 East 18<sup>th</sup> Street, Kansas City, Missouri. To accommodate the varied schedules for approximately 400 of KCATA's employees, the entire menu for the luncheon must be available and remain at appropriate serving temperatures from 11:00 a.m. to 2:00 p.m. Also the same type of servers and menu will be required for approximately 50 evening employees with dinner being served from 5:30 p.m. to 7:30 p.m. at the 1350 E. 17<sup>th</sup> Kansas City, Missouri location.

Proposers are required to prepare, deliver, serve, set-up and tear down catered meals in a professional manner with the utmost attention to detail.

Proposers are asked to provide a per serving cost for each element of the event on the attached Cost Proposal form.

A. Scope of Services

1. Traditional Lunch – For approximately 400 employees to include the following:

Complete holiday menu, consisting of:

- Roasted Turkey with dressing and gravy
- One additional meat (beef brisket)
- Two (2) starches
- Two (2) vegetables
- One (1) mixed lettuce salad with two (2) lettuces and a minimum of two (2) salad dressings
- Cranberry Sauce – Jellied
- An assortment of dinner rolls and cornbread with individual portions of butter (no margarine)
- Home-made desserts for approximately 400 employees (pound cake; apple pie; pecan pie; red velvet cake; sugar cookies; chocolate chip cookies; oatmeal raisin cookies; brownies)
- Beverages: coffee, tea, fruit punch and water

2. Traditional Evening Dinner – For approximately 50 employees to include the following:

Complete holiday menu, consisting of:

- Roasted Turkey with dressing and gravy
- One additional meat (beef brisket)
- Two (2) starches
- Two (2) vegetables
- One (1) mixed lettuce salad with two (2) lettuces and a minimum of two (2) salad dressings
- Cranberry Sauce - Jellied
- An assortment of rolls and cornbread with individual portions of butter (no margarine)

- Home-made desserts for approximately 50 employees (pound cake; apple pie; pecan pie; red velvet cake; sugar cookies; chocolate chip cookies; oatmeal raisin cookies; brownies)
  - Beverages: coffee, tea, fruit punch and water
3. Optional Lunch – For approximately 400 employees to include the following:
- Complete holiday menu, consisting of:
- Two (2) meats (i.e., brisket, turkey, chicken)
  - Two (2) starches
  - Two (2) vegetables
  - One (1) mixed lettuce salad with two (2) lettuces and a minimum of two (2) dressings
  - Sandwich Breads: white and wheat (or whole grain)
  - Buns: white and wheat (or whole grain)
  - Home-made desserts for approximately 400 employees (pound cake; apple pie; pecan pie; red velvet cake; sugar cookies; chocolate chip cookies; oatmeal raisin cookies; brownies)
  - Beverages: coffee, tea, fruit punch and water
4. Optional Evening Dinner – For approximately 50 employees to include the following:
- Complete holiday menu, consisting of:
- Two (2) meats (i.e., brisket, turkey, chicken)
  - Two (2) starches
  - Two (2) vegetables
  - One (1) mixed lettuce salad with two (2) lettuces and a minimum of two (2) salad dressings
  - Sandwich Breads: white and wheat (or whole grain)
  - Buns: white and wheat (or whole grain)
  - Home-made desserts for approximately 50 employees (pound cake; apple pie; pecan pie; red velvet cake; sugar cookies; chocolate chip cookies; oatmeal raisin cookies; brownies)
  - Beverages: coffee, tea, fruit punch and water
5. Proposers are required to provide the following items/services:
- Buffet table set-up and tear down
  - Cloth tablecloths and decoration for the buffet table. KCATA will provide tables.
  - Service ware including quality dinner napkins, sturdy white or clear plastic plates, 10-ounce (or larger)
  - Beverage cups (16 oz) and heavy-duty flatware (individually wrapped sets in clear or white)
  - Serving dishes and whatever accessories required to maintain food temperatures during the event
  - Eight (8) adult servers for the duration of the event of the luncheon
  - Two (2) adult servers for the duration of the event of the evening dinner

- In addition, for luncheon you're expected to be fully prepared to begin serving at 11:00 a.m.
- For dinner you're expected to be fully prepared to begin serving at 5:30 p.m.

B. Technical Requirements

1. Proposers will be asked to provide a per person cost for each element of the event using the attached Cost Proposal form.
2. Proposers must hold a valid, current Food Protection Permit with the city of Kansas City, Missouri. A copy must be included with the bid.
3. Proposer may bid on one or both: traditional and optional menus.
4. KCATA may request an interview with Proposers.
5. Proposers must have a minimum of five (5) years experience catering events that are similar in size and menu to this RFQ.
6. Proposers shall provide a minimum of three (3) client references from clients for recent events similar in size and nature to this RFQ.
7. Proposers that are not currently registered vendors with KCATA must complete a Vendor Registration Form. For information about your current vendor status, or to request the required documents, please contact Denise Bradshaw (816) 346-0224 or via email [dbradshaw@kcata.org](mailto:dbradshaw@kcata.org).

C. Evaluation Criteria/Basis for Award

1. Proposals will be evaluated by the evaluation committee on the basis of the following criteria in relative order of importance.
  - Qualifications
  - Experience
  - Reference checks
  - Proposed Menu
  - Cost Proposal
2. KCATA will make the award to the responsive and responsible proposer whose proposal is most advantageous to the Authority.

**ATTACHMENT B-1  
PROPOSAL RESPONSE FORM  
KANSAS CITY AREA TRANSPORTATION AUTHORITY  
RFQ #11-7034-28 -Traditional Luncheon - Holiday Catering Services**

**\*\* KCATA will select from the items listed below to form a complete Holiday Luncheon/Dinner which will include: two(2) meats; dressing & gravy; two(2) starches not including dressing; two (2) vegetables; garden salad-mixed lettuce salad; cranberry sauce; rolls; cornbread; deserts and beverage\*\***

Menu	Unit Price	Approx. Serving Size in ounces	Total for approx. 400 Servings	Menu	Unit Price	Total for approx. 400 Servings
Roasted Turkey	\$		\$	Apple Pie	\$	\$
Beef Brisket	\$		\$	Pecan Pie	\$	\$
Cornbread Dressing & Gravy	\$		\$	Red Velvet Cake	\$	\$
Mashed Potatoes	\$		\$	Sugar Cookies – 2 per serving	\$	\$
Scalloped Potatoes	\$		\$	Chocolate Chip Cookies- 2 per serving	\$	\$
Macaroni & Cheese	\$		\$	Oatmeal Raisin Cookies – 2 per serving	\$	\$
Carrots – Steamed	\$		\$	Coffee w/milk, (whole & skim milk w/sugar)	\$	\$
Corn – Steamed	\$		\$	Tea w/sugar & lemon slices & honey	\$	\$
Green Beans	\$		\$	Fruit Punch	\$	\$
Mixed Greens (turnip, mustard & collard	\$		\$	Water	\$	\$
Broccoli – Steamed	\$		\$	Serving Ware (Plates, Cups, Flatware, Napkins etc...)	\$	\$
Cabbage – Steamed	\$		\$	<b>Additional Menu Items Not Listed</b>	\$	\$
Steamed Asparagus	\$		\$	#1	\$	\$
Mixed Lettuce Salad - 2 dressings	\$		\$	#2	\$	\$
Cranberry Sauce – Jellied	\$		\$	#3	\$	\$
Dinner Rolls & 2 pats of butter per roll (no margarine)	\$		\$	#4	\$	\$
Corn Bread	\$		\$	#5	\$	\$

Servers	Total Cost
Eight (8) servers – Luncheon	\$

BUYER'S NAME _____	TELEPHONE NUMBER (816) _____
We hereby agree to furnish the items on which prices are listed above and in accordance with the terms and conditions listed in the KCATA request for proposal/Bid document and the attached specifications (if any).	
COMPANY NAME (type or Print) _____	DATE _____
ADDRESS/CITY/STATE/ZIP _____	
AUTHORIZED SIGNATURE _____	TITLE _____
NAME (Type or Print) _____	TELEPHONE (_____) _____
<b>Note: The Proposal Response Form must be signed by an authorized agent or officer or proposal may be considered non-responsive.</b>	

**ATTACHMENT B-2  
PROPOSAL RESPONSE FORM  
KANSAS CITY AREA TRANSPORTATION AUTHORITY  
RFQ #11-7034-28 - Traditional Dinner - Holiday Catering Services**

Menu	Unit Price	Approx. Serving Size in ounces	Total for approx. 50 Servings	Menu	Unit Price	Total for approx. 50 Servings
Roasted Turkey	\$ _____	_____	\$ _____	Apple Pie	\$ _____	\$ _____
Beef Brisket	\$ _____	_____	\$ _____	Pecan Pie	\$ _____	\$ _____
Cornbread Dressing & Gravy	\$ _____	_____	\$ _____	Red Velvet Cake	\$ _____	\$ _____
Mashed Potatoes	\$ _____	_____	\$ _____	Sugar Cookies – 2 per serving	\$ _____	\$ _____
Scalloped Potatoes	\$ _____	_____	\$ _____	Chocolate Chip Cookies- 2 per serving	\$ _____	\$ _____
Macaroni & Cheese	\$ _____	_____	\$ _____	Oatmeal Raisin Cookies – 2 per serving	\$ _____	\$ _____
Carrots – Steamed	\$ _____	_____	\$ _____	Coffee w/milk, (whole & skim milk w/sugar)	\$ _____	\$ _____
Corn – Steamed	\$ _____	_____	\$ _____	Tea w/sugar & lemon slices & honey	\$ _____	\$ _____
Green Beans	\$ _____	_____	\$ _____	Fruit Punch	\$ _____	\$ _____
Mixed Greens (turnip, mustard & collard	\$ _____	_____	\$ _____	Water	\$ _____	\$ _____
Broccoli – Steamed	\$ _____	_____	\$ _____	Serving Ware (Plates, Cups, Flatware, Napkins etc...)	\$ _____	\$ _____
Cabbage – Steamed	\$ _____	_____	\$ _____	<b>Additional Menu Items Not Listed</b>	\$ _____	\$ _____
Steamed Asparagus	\$ _____	_____	\$ _____	#1	\$ _____	\$ _____
Mixed Lettuce Salad - 2 dressings	\$ _____	_____	\$ _____	#2	\$ _____	\$ _____
Cranberry Sauce – Jellied	\$ _____	_____	\$ _____	#3	\$ _____	\$ _____
Dinner Rolls & 2 pats of butter per roll (no margarine)	\$ _____	_____	\$ _____	#4	\$ _____	\$ _____
Corn Bread	\$ _____	_____	\$ _____	#5	\$ _____	\$ _____

Servers	Total Cost
Two (2) servers – Dinner	\$ _____

BUYER'S NAME _____	TELEPHONE NUMBER (816) _____
We hereby agree to furnish the items on which prices are listed above and in accordance with the terms and conditions listed in the KCATA request for proposal/Bid document and the attached specifications (if any).	
COMPANY NAME (type or Print) _____	DATE _____
ADDRESS/CITY/STATE/ZIP _____	
AUTHORIZED SIGNATURE _____	TITLE _____
NAME (Type or Print) _____ TELEPHONE (_____) _____	
<b>Note: The Proposal Response Form must be signed by an authorized agent or officer or proposal may be considered non-responsive.</b>	

**ATTACHMENT B-3  
PROPOSAL RESPONSE FORM  
KANSAS CITY AREA TRANSPORTATION AUTHORITY  
RFQ #11-7034-28 - Optional Luncheon - Holiday Catering Services**

**\*\* KCATA will select from the items listed below to form a complete Holiday Luncheon/Dinner which will include: two(2) meats; two(2) starches two (2) vegetables; mixed lettuce salad; bread, buns; deserts and beverage\*\***

Menu	Unit Price	Approx. Serving Size in ounces	Total for approx. 400 Servings	Menu	Unit Price	Total for approx. 400 Servings
Bar-B-Q Brisket	\$ _____	_____	\$ _____	Apple Pie	\$ _____	\$ _____
Roasted Turkey	\$ _____	_____	\$ _____	Pecan Pie	\$ _____	\$ _____
Baked Chicken – Dark Meat	\$ _____	_____	\$ _____	Red Velvet Cake	\$ _____	\$ _____
Baked Chicken – White Meat	\$ _____	_____	\$ _____	Sugar Cookies – 2 per serving	\$ _____	\$ _____
Baked Beans	\$ _____	_____	\$ _____	Chocolate Chip Cookies- 2 per serving	\$ _____	\$ _____
Cheesy Corn	\$ _____	_____	\$ _____	Oatmeal Raisin Cookies – 2 per serving	\$ _____	\$ _____
Corn-on-the-Cob	\$ _____	_____	\$ _____	Coffee w/milk, (whole & skim milk w/sugar)	\$ _____	\$ _____
Potato Salad	\$ _____	_____	\$ _____	Tea w/sugar & lemon slices & honey	\$ _____	\$ _____
Cole Slaw	\$ _____	_____	\$ _____	Fruit Punch	\$ _____	\$ _____
Mixed Lettuce Salad - 2 dressings	\$ _____	_____	\$ _____	Water	\$ _____	\$ _____
Sandwich Bread – White	\$ _____	_____	\$ _____	Serving Ware (Plates, Cups, Flatware, Napkins etc...)	\$ _____	\$ _____
Sandwich Bread – Wheat	\$ _____	_____	\$ _____	<b>Additional Menu Items Not Listed</b>	\$ _____	\$ _____
Sandwich Bread – Whole Grain	\$ _____	_____	\$ _____	#1	\$ _____	\$ _____
Buns – White	\$ _____	_____	\$ _____	#2	\$ _____	\$ _____
Buns – Wheat	\$ _____	_____	\$ _____	#3	\$ _____	\$ _____
Buns – Whole Grain	\$ _____	_____	\$ _____	#4	\$ _____	\$ _____
B-B-Q Sauce	\$ _____	_____	\$ _____	#5	\$ _____	\$ _____

Servers	Total Cost
Eight (8) servers – Luncheon	\$ _____

BUYER'S NAME _____	TELEPHONE NUMBER (816) _____
We hereby agree to furnish the items on which prices are listed above and in accordance with the terms and conditions listed in the KCATA request for proposal/Bid document and the attached specifications (if any).	
COMPANY NAME (type or Print) _____	DATE _____
ADDRESS/CITY/STATE/ZIP _____	
AUTHORIZED SIGNATURE _____	TITLE _____
NAME (Type or Print) _____ TELEPHONE (_____) _____	
<b>Note: The Proposal Response Form must be signed by an authorized agent or officer or proposal may be considered non-responsive.</b>	



**ATTACHMENT B-4  
PROPOSAL RESPONSE FORM  
KANSAS CITY AREA TRANSPORTATION AUTHORITY  
RFQ #11-7034-28 - Optional Dinner - Holiday Catering Services**

Menu	Unit Price	Approx. Serving Size in ounces	Total for approx. 50 Servings	Menu	Unit Price	Total for approx. 50 Servings
Bar-B-Q Brisket	\$		\$	Apple Pie	\$	\$
Roasted Turkey	\$		\$	Pecan Pie	\$	\$
Baked Chicken – Dark Meat	\$		\$	Red Velvet Cake	\$	\$
Baked Chicken – White Meat	\$		\$	Sugar Cookies – 2 per serving	\$	\$
Baked Beans	\$		\$	Chocolate Chip Cookies- 2 per serving	\$	\$
Cheesy Corn	\$		\$	Oatmeal Raisin Cookies – 2 per serving	\$	\$
Corn-on-the-Cob	\$		\$	Coffee w/milk, (whole & skim milk w/sugar)	\$	\$
Potato Salad (	\$		\$	Tea w/sugar & lemon slices & honey	\$	\$
Cole Slaw	\$		\$	Fruit Punch	\$	\$
Mixed Lettuce Salad - 2 dressings	\$		\$	Water	\$	\$
Sandwich Bread – White	\$		\$	Serving Ware (Plates, Cups, Flatware, Napkins etc...)	\$	\$
Sandwich Bread – Wheat	\$		\$	<b>Additional Menu Items Not Listed</b>	\$	\$
Sandwich Bread – Whole Grain	\$		\$	#1	\$	\$
Buns – White	\$		\$	#2	\$	\$
Buns – Wheat	\$		\$	#3	\$	\$
Buns – Whole Grain	\$		\$	#4	\$	\$
B-B-Q Sauce	\$		\$	#5	\$	\$

Servers	Total Cost
Two (2) servers – Dinner	

BUYER'S NAME \_\_\_\_\_ TELEPHONE NUMBER (816) \_\_\_\_\_

We hereby agree to furnish the items on which prices are listed above and in accordance with the terms and conditions listed in the KCATA request for proposal/Bid document and the attached specifications (if any).

COMPANY NAME (type or Print) \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

NAME (Type or Print) \_\_\_\_\_ TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

**Note: The Proposal Response Form must be signed by an authorized agent or officer or proposal may be considered non-responsive.**