



Notice to the Public

Request for Proposal

Catering of Meals

The ERBM Recreation & Park District is seeking proposals from qualified vendors for the catering of meals for various District Board meetings and trainings (minimum of 1 meeting per month).

Interested parties may pick up a Request for Proposal Package from the Meeker Recreation Center Office or Contact Michael Weinbrecht at 878-3403 to request a package via mail. RFP packages may also be obtained off the District website at www.meekerrecdistrict.com.

Sealed responses to the RFP will be received at the ERBM Recreation & Park District Office located at 101 Ute Road, Meeker, CO 81641. Sealed responses to the RFP clearly marked **“Request for Proposal – Catering Meal Services”** must be received by 5:00pm on July 22, 2011.

At a minimum, the response to the RFP shall contain a price for meals up to ten (10) persons and meals over ten (10) persons.

The District will review the response to the RFP and contact the successful vendor for further negotiations.

All responses to this RFP become the property of the ERBM Recreation & Park District and as such, are subject to the Freedom of Information and Protection of Privacy Act.

ERBM Recreation & Park District Request for Proposal

Return response to:

ERBM Recreation & Park District
101 Ute Road
Meeker, CO 81641

Response to Request for Proposal must be delivered in a sealed envelope marked
“Request for Proposal – Catering Meal Services”

Request for Proposal will close at 5:00pm
Friday, July 22, 2011

BY: _____

Name of vendor or individual (Hereafter referred to as “THE VENDOR”)

Address

Phone

Fax

Signature

Date

Request for Proposal Specifications

1. Either party may terminate the agreement upon at least thirty (30) days written notice to the other party. The District may, without notice, terminate the agreement if the Vendor fails to fulfill the agreement.
2. No assignment of the Agreement by the Vendor shall be valid unless approved, in writing, by the District, which approval may not unreasonably withheld.
3. The contract may be extended for a maximum of one (1) year upon the agreement of both parties.
4. This contract is subject to such additional terms and conditions as may be agreed upon by the parties hereto.
5. The Vendor is responsible for catering and delivery of meals for various District Board meetings and training. A minimum of one (1) meal is to be catered per month.
6. The District shall provide the Vendor with a Board meeting schedule. Additional meals may be required, dependent upon the need for additional “unscheduled” meetings.
7. The Vendor shall provide the District with a list of Lunch and Dinner options.
8. The Vendor shall indemnify and hold harmless the District from and against all claims, actions, losses, expenses or damages of every nature and kind whatsoever, which the District may suffer as a result of the performance of the Vendor in fulfilling the terms and conditions of this agreement.
9. The Vendor shall hold a valid business license as well as all licensure required to serve food in the state of Colorado.

Request for Proposal Unit Price

The Vendor hereby offers to complete the work specified in the Request for Proposal for the period of August 9, 2011 to July 24, 2012, at the following prices.

Catering of Meals – ERBM Recreation & Park District

Meals up to 10 persons:

LUNCH – Cost per person _____

DINNER – Cost per person _____

Meals over 10 persons

LUNCH – Cost per person _____

DINNER – Cost per person _____

Delivery Cost per Meal _____

Lunch and Dinner Menu selections attached? Yes/No

The Vendor by this bid offers to complete this contract in whole or in part in accordance with the terms and special provisions contained herein.

Dated at _____ this _____ day of _____, 2011

Vendor Signature

Title