



**Administrative Services
Finance Department**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 863-0921

November 14, 2022

REQUEST FOR QUOTE

Quotes for catering services for the City of University City annual holiday party will be accepted until 2:00 p.m., **Monday, November 28, 2022**, in the Administrative Services Department - Finance, 6801 Delmar Blvd., 1st Floor, University City, MO 63130. Or by e-mail to pbattle@ucitymo.org or dburress@ucitymo.org.

The City is not required to pay local or state sales taxes. Please do not include these taxes in your bid. A sales tax-exempt letter will be provided to the successful bidder.

In general, to be awarded a purchase order for goods and services from the City of University City, a vendor must be the lowest responsive, responsible bidder in the bid solicitation process who meets the minimum specifications as required. However, when choosing a vendor, the City may consider factors other than price, including types of goods and services that can be supplied, the particular needs of the requesting department, the date of delivery, and the reliability, quality, and experience of the vendor. If you have any questions, please contact Paula Battle (314) 505-8539 or Deanna Burress (314) 505-8652.

SPECIFICATIONS

Holiday BUFFET employee luncheon.

For bidding purposes, the estimated count is 200, with small adjustments prior to the event date. Please state the required deposit and the confirmation of attendance deadline. Please state any exclusions and exceptions to the specifications. The City will negotiate items in order to bring costs within the budgeted amount.

The holiday party will be held at the Heman Park Community Center, 975 Pennsylvania Ave, University City, MO 63130.

Date: Friday, December 23, 2022. The holiday party begins at 12:00 p.m. and guests are expected to arrive punctually, so it is important that food service begin promptly at 12:10 p.m. Meals will be served between 12:10 p.m. and 1:30 p.m. All set-ups should be completed by 11:30 a.m.

The cost of the event should not only include food and drinks but quality plastic drinking cups, flatware, and plates; disposable napkins; and skirts and tablecloths for the food and beverage tables only. This is a holiday-themed party, so the color scheme should be set up accordingly, but decorations are not required. A color scheme will be provided at the time the proposal is awarded.

A minimum of two (2) service lines are requested for the self-serve buffet tables to ensure

faster service, with a minimum of two (2) servers to assist with the buffet tables. We have a limited amount of time to serve 200 guests, and present awards and door prizes before the holiday party end at 2:00 p.m.

Please provide two traditional holiday fare menu options (several variations are encouraged) to include two or three (2 or 3) meats, two (2) starches, two (2) vegetables, two (2) salads, rolls, two (2) desserts, and beverages, which should include coffee as one of the two options. The caterer must provide all necessary condiments, such as salt, pepper, creamer, sugar, etc.

The caterer must supply all needed equipment (chaffing dishes, serving utensils, etc.). If supplies must be rented, the rental cost must be factored into the proposal amount.

The Heman Park Community Center will provide the following: tables, chairs, and tablecloths for dining tables; a full-service kitchen equipped with necessary hot and cold storage areas and running water. The Community Center will be open the day of the event for set-up. Arrangements will be made available to allow the caterer to view the area. A caterer may view any materials or the facility if so desired for this holiday party. Please contact Leslie Eutz, Recreation Supervisor at (314) 505-8617, to make an appointment.

Caterers will be required to clean up only the areas the provider uses, such as buffet tables and the kitchen.

References are welcome

(Organization Name, Contact name, Phone Number)

1. _____
2. _____
3. _____

BID FORM

To: City of University City

The following quote for catering services for the City of University City holiday party is submitted in response to your Invitation to bid dated November 14, 2022

COST PER PERSON (200): \$ _____

OVERALL TOTAL: \$ _____

GRATUITY (if applicable): \$ _____

Deadline for Attendance Confirmation: _____

Deposit Amount (if applicable): \$ _____

Deposit Due Date: _____

**Quote must be valid for thirty (30) days*

PLEASE CHECK IF THE BUSINESS IS: A MINORITY-OWNED_ WOMAN OWNED_
Minorities and females in the workforce assigned to carry out this contract: __%

ALL STATE AND CITY TAXES DUE HAVE BEEN PAID: YES ___ NO ___

Business Name

Contact Name

Address

Signature

Telephone

Title

Federal I.D. Number

E-Mail