

Request for Proposal – Catering Services

# Contact Information

Event Name: Pro Football Hall of Fame Private Events

Event Host Organization: Pro Football Hall of Fame (PFHOF)

Key Contact Person: Gail McLaughlin, CMP, CMM

Job Title: Event Marketing Specialist

Mailing Address Line 1: 2121 George Halas Dr. NW

City: Canton

State/Province: Ohio

Zip/Postal Code: 44708

Country: USA

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Web Address: [www.profootballhof.com](http://www.profootballhof.com/)

Preferred Method of Communication: **E-mail for Questions – All Bids Submitted must be sent by US Mail or Overnight Services – No e-mail bids will be accepted**.

Event Organizer/Host Organization Billing Address: 2121 George Halas Dr. NW Billing Contact Person: Gail McLaughlin, CMP, CMM

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# l. General Information

A. Purpose

Pro Football Hall of Fame is issuing the Request for Proposal (RFP) to identify a “Catering Vendor” for the 2010, 2011, and 2012 Enshrinement Weekends. The Catering Vendor must be qualified to provide a large amount of quality food, presented in a professional manner and supply excellent service at a reasonable price.

# Requirements

**\*Statement of Need:**

The Pro Football Hall of Fame (**“PFHOF”), a 501(C)3** non-profit organization established in 1963, invites you to bid on the catered events, as outlined below, during **“PFHOF”** Enshrinement Weekend.

**Service Requirements:**

* + Friday Night Reception (6:00PM – 8:00PM)
  + Pre-Enshrinement Celebrations (generally held on a Saturday)
    - Fan Appreciation Celebrations (4:00PM – 6:00PM)
    - Corporate Pre-Enshrinement Celebrations (4:00PM – 6:30PM)
  + Pre-Game Tailgate Parties (generally held on a Sunday)
    - Fan Tailgate Party (5:00PM – 7:00PM)
    - Corporate Tailgate Party (5:00PM – 7:30PM)
  + Feed a maximum of 200 volunteers immediately following “either” the Pre-Enshrinement Celebration or Pre- Game Tailgate Party at no charge.

## Staffing Requirements:

All staff must exhibit themselves in a polished and professional manner, which covers the following areas:

* Clean and pressed uniform
* Black polished shoes
* Groomed appropriately
* Minimal piercings and jewelry
* No perfumes
* Name tags

All staff must abide by the following policies:

* No eating and/or drinking in public/guest areas.
* No smoking during the entire shift.
* No cell phones and/or cameras allowed.
* No autographs and/or pictures with guests permitted.

**Buffet Guidelines:**

* All buffets must project a professional and decorative image with the following requirements:
  + Catering Vendor is to provide all silver-like polished chafing dishes, arranged at staggered heights to add interest and depth to the food presentation.
  + All chafers must be replenished immediately, with a fresh supply of produce to keep the lines flowing successfully and maintain a present visual of food served.
  + Catering Vendor must provide all linens for the buffets.
  + All service ware must be of the highest quality available (to include plastic plates, forks, spoons & knives for Fan Appreciation Celebrations when required) and all napkins must be a minimum of 2-Ply and no smaller than 12”x12” when unfolded.

**Pricing Requirements:**

The Catering Vendor that is awarded the 3 (three) year contract, with an option 2 (two) year renewal, will incorporate a flat fee based on a particular menu proposed.

The menu and pricing presented will little or no increase from year 1 (one) to year 2 (two) and no more than a maximum of 1.5% increase in year 3 (three). If the additional 2 (two) year option is picked-up no more than a 2.5% increase per year.

* The “PFHOF” will issue a purchase order locking in said pricing once contracts are executed and will pay from said purchase order annually.

## Insurance Requirements:

In order to host events, we require the following from your organization:

o Commercial General Liability Insurance (minimum $1,000,000 per occurrence and $2,000,000 aggregate), including blanket contractual liability, and workman’s compensation with updated copy on file with PFHOF 30 days prior to event.

## Other Specific Requirements:

**Service Area:**

The “PFHOF” will provide a minimum of 2,850 square feet for prep, expediting and clean-up of food service. Included in the space is room for 1 – 24’ maximum box truck (once in, it does not move during the entire weekend), 1- 45’ maximum refrigeration truck (once in, it does not move during the entire weekend). This area must be maintained and meet all Ohio Health Codes and vendor is required to display all necessary permits. Areas of particular attention that Catering Vendor will be responsible for:

* Prep Tenting and Lighting
* All Food Service Equipment
* Triple Sinks with only “Gray Matter” going into our sewer drain
* Hot Water Tank
* Golf Carts (if required and rented through our contracted vendor)
* All Linens (rented through our contracted vendor)

**“PFHOF” will provide at no charge:**

* Water Source
* Power Source
* Access to Port-a-Johns
* Bags of Ice for general usage
* Parking Passes for staff (minimum of 50 passes daily)
* Parking in the Park for Van

**History:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Event(s) & Guarantee(s)** | **Buffet Menu(s)** |
| **2007** | **Enshrinement Celebration Party – (750pp)** | Fruit kabobs Smoked beef brisket BBQ pork ribs  Jamaican jerk chicken breast sandwich Blue cheese and bacon potato salad Texas style confetti coleslaw  BBQ baked beans |

|  |  |  |
| --- | --- | --- |
|  |  | Assorted bakery cookies Gourmet brownies  Rolls & condiments |
| **Fan Appreciation Party - (1,300pp)** | Chicken salad Hamburgers Hot dogs  Italian sausage with peppers and onions Veggie burgers (upon request)  Pasta salad in a vinaigrette dressing Corn on the cob  Watermelon Cookies & brownies  Assorted Frito-Lay chips & pretzels Buns & condiment |
| **Friday Night Reception – (100pp)** | Passed: Quesadillas  Beef tenderloin brochette crab stuffed mushrooms mini assorted quiche bacon wrapped scallops |
|  | Stations:  Pasta Bar; 2 pastas, 3 sauces, assorted toppings Teriyaki Wings  Spring rolls  Fruit & yogurt bowl  Rosemary & Asiago Cheese straws |
|  | Dessert Station:  Mini cheesecakes assorted pastries  raspberry genoise & apricot coulis mocha gateau  chocolate mousse amaretto ganache squares chocolate hazelnut |
|  | and a Coffee station |
| **2007 Cont.** | **Private Events:** | Cheese & fruit kabobs Caesar salad  Chef carved prime rib as jus with horseradish cream Roast chicken in white wine sauce  Stuffed shells marinara  Self served baked potato bar Maple glazed baby carrots Assorted desserts  Rolls & butter Coffee, hot & ice tea  Buffet  Grilled hamburgers, hot dogs & Italian sausage w/peppers & onions, plus veggie burgers |
|  | **Enshrinement – Corporate** |
|  | **(59pp)** |
|  | **Tailgate – Corporate (180pp –** |
|  | **2 parties)** |

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| --- | --- | --- |
|  |  | Chicken salad  Iowa corn on a stick smothered in creamy butter Italian pasta salad made with a vinaigrette dressing Ice cold watermelon sliced to perfection Homemade assorted cookies & brownies  Assorted Frio-Lay chips & pretzels Assorted buns & condiments |
| **2008** | **Enshrinement Celebration Party – ( 2,700pp)** | Fruit kabobs Smoked beef brisket BBQ pork ribs  Jamaican jerk chicken breast sandwich Blue cheese and bacon potato salad Texas style confetti coleslaw  BBQ baked beans Assorted bakery cookies Gourmet brownies  Rolls & condiments |
|  | **Fan Appreciation Party - (2,700pp)** | Chicken salad Hamburgers Hot dogs  Italian sausage with peppers and onions Veggie burgers (upon request)  Pasta salad in a vinaigrette dressing Corn on the cob  Watermelon Cookies & brownies  Assorted Frito-Lay chips & pretzels Buns & condiment |
| **2008 Cont.** | **Private Events:** | Cheese & fresh fruit display Caesar salad  Pork loin with mango chutney Chicken Marsala  Cheese tortellini in a rich vodka cream sauce Whipped potatoes with cheese & scallions Green beans with bacon and onions  Assorted cheesecakes Rolls & butter  Bratwurst cooked in beer with onions Grilled angus beef burgers  Sesame ginger wings California style pasta salad Dilled potato salad  Sliced watermelon  Assorted bakery cookies & gourmet brownies Assorted Frito Lay chips  Rolls & condiments |
|  | **Enshrinement – Corporate** |
|  | **(60pp)** |
|  | **Tailgate – Corporate (240pp –** |
|  | **2 parties)** |
| **2009** | **Enshrinement Celebration Party (740pp)** | Fruit kabobs Smoked beef brisket |

|  |  |  |
| --- | --- | --- |
|  |  | BBQ pork ribs  Jamaican jerk chicken breast sandwich Blue cheese and bacon potato salad Texas style confetti coleslaw  BBQ baked beans Assorted bakery cookies Gourmet brownies  Rolls & condiments |
| **2009 Cont.** | **Fan Appreciation Party – (800pp)** | Chicken salad Hamburgers Hot dogs  Italian sausage with peppers and onions Veggie burgers (upon request)  Pasta salad in a vinaigrette dressing Corn on the cob  Watermelon Cookies & brownies  Assorted Frito-Lay chips & pretzels Buns & condiment |
|  | **Private Events:** | Bratwurst cooked in beer with onions Grilled angus beef burgers  Sesame ginger wings California style pasta salad Dilled potato salad  Sliced watermelon  Assorted bakery cookies & gourmet brownies Assorted Frito Lay chips  Rolls & condiments  BBQ pork ribs basted in a classic sauce Sweet & sour chicken  Grilled hamburgers Creamy dill potato salad  Pasta Salad with fresh vegetables in a vinaigrette dressing Fresh fruit platter  Rich chocolate brownies & bakery style cookies |
| **Enshrinement – Corporate** |
| **(100pp)** |
| **Tailgate – Corporate (350pp –** |
| **3 parties)** |

**2007 Enshrinement Class:**

1. **Gene Hickerson – Browns**
2. **Michael Irvin – Cowboys**
3. **Bruce Matthews – Oilers/Titans**
4. **Charlie Sanders – Lions**
5. **Thurman Thomas – Bills**
6. **Roger Wehrli – Cardinals 2008 Enshrinement Class:**
   1. **Fred Dean – 49ers**
   2. **Darrell Green – Giants**
   3. **Art Monk – Giants**
   4. **Emmitt Thomas – Chiefs**
   5. **Andre Tippett – Patriots**
   6. **Gary Zimmerman – Broncos 2009 Enshrinement Class:**
      1. **Bob Hayes – Cowboys**
      2. **Randall McDaniel – Vikings**
      3. **Bruce Smith – Bills**
      4. **Derrick Thomas – Chiefs**
      5. **Ralph Wilson, Jr. – Bills**
      6. **Rod Woodson – Steelers 2010 Possible Class:**
         1. **Emmitt Smith – Cowboys**
         2. **Jerry Rice – 49ers**
         3. **Tim Brown**
         4. **Eddie George**
         5. **Aeneas Williams**
         6. **Gary Anderson**
         7. **Rich Gannon**

**2011 Possible Class (1st year eligibility):**

1. **Jerome Bettis – Steelers**
2. **Ray Brown**
3. **Deion Sanders**
4. **Doug Flutie**
5. **Marshall Faulk**
6. **Curtis Martin**
7. **Willie Roaf**
8. **Jimmy Smith**
9. **Dick Vermeil**

**2012 Possible Class (1st year eligibility):**

1. **Tiki Barber**
2. **Will Shields**
3. **Drew Bledsoe**
4. **Mike Alstott**
5. **Corey Dillon**
6. **Marty Schottenheimer**
7. **Bill Cowher**
8. **Bill Parcells**

**2013 Possible Class (1st year eligibility):**

1. **Larry Allen**
2. **Michael Strahan**
3. **Vinny Testaverde**
4. **Jonathan Ogden**

**2014 Possible Class (1st year eligibility):**

1. **Derrick Brooks**
2. **Rodney Harrison**
3. **Tony Dungy**

**2015 Possible Class (1st year eligibility):**

1. **Junior Seau - If 2009 remains their final year.**
2. **Brett Favre**

# Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

## Questions:

Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I (Contact Information).

## Decision Making Process:

Final Decision Maker: **“PFHOF”** Committee consisting of all Stakeholders. Timeline:

* + RFP Published Date: November 5, 2009
  + RFP Distribution Date: November 6, 2009
  + Proposal Due Date and Time: November 18, 2009 at 5:00PM EST
  + Proposal Presentation Dates (if required): November 30, 2009
  + Proposal Presentation Location (if required): PFHOF 2121 George Halas Dr. NW, Canton Ohio
  + \*Decision Date: December 7, 2009 Decision Notification Method: E-mail

## Key Decision Factors:

Selection is based on the following criteria, which is either critical or is very important.

|  |
| --- |
| **Decision Factor** |
| Ability of vendor to provide high level of service |
| Ability of vendor to provide high quality of all foods served |
| Ability of vendor to provide quality food, as contracted per guaranteed of 15 days prior to event(s) without running out of said food. |

|  |
| --- |
| History of Caterer to support the ability of handling large groups of 2,500 or more guests, successfully serving all in under 1 hour. |
| Creativity for all buffets presenting chafers and food in an attractive manner |
| Information provided in the response to the RFP |
| Overall cost of services |
| Proposal in the response to the RFP is in the proper sequence |
| Recommendations from previous and existing clients (especially important for like size groups as outlined above) |
| Staff Experience (especially important for like size groups as outlined above) |

**Required Attachments**: Standard sales kit for the company Instructions for Responding:

* + Each proposal responding to this RFP must include the information requested in Section V (Proposal

Content) of this RFP (in the order presented).

* + Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.
  + Incomplete and/or late responses will not be considered.

# Proposal Content

Each proposal responding to this RFP must include the following information (in the order presented here). Company Name:

Mailing Address Line 1: Mailing Address Line 2: City:

State/Province: Zip/Postal Code: Country:

Web Site:

## Primary Sales Contact:

|  |
| --- |
| Full Name: |
| Job Title:  Employer: |

Mailing Address Line 1:

|  |
| --- |
| Mailing Address Line 2: |
| City: |
| State/Province: |
| Zip/Postal Code: |
| Country: |
| Phone: |
| Fax: |
| Mobile Phone: |
| E-mail Address: |
| Web Address: |

## Experience:

For how many events of similar size and scope has your organization catered in the past three years?

When was the company founded? (year) What is the company’s scope of services?

Describe the company’s working relationship with the facility (named in Section II – Event Profile ) selected for this event (i.e., Are you the preferred vendor? How many events and of what type have you serviced there?)

Experience Comments:

## Response to Requirements:

The company can meet the event’s specific staffing requirements with its own staff:  Yes  No If No,

Supplemental staff is supplied by: Comments:

The company can meet the other specific requirements outlined in the RFP:  Yes  No Comments:

## Additional Information:

*Personnel:*

The company has an office in the city where the event is being held:  Yes  No If No,

Staff would travel from:

City: State/Province: Country:

# of Staff from This Location:

Complete the following for all staff who would work the event:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title** | **Responsibility** | **Years of Experience** | **Supervisor?** |
| Staff Full Name – |  |  |  | * Yes * No |
| Staff Full Name - |  |  |  | * Yes * No |
| Staff Full Name - |  |  |  | * Yes * No |
| Staff Full Name - |  |  |  | * Yes * No |
| Staff Full Name - |  |  |  | * Yes * No |
| Staff Full Name - |  |  |  | * Yes * No |
| *Additional staff as necessary* |  |  |  |  |

Personnel Comments:

*Labor:*

## Insurance Coverage:

Indicate the types and levels of insurance the company carries and attach current policies (annually, the PFHOF will require updated policies for all 30 days prior to event showing coverage extends specifically during the event dates):

* Errors & Omissions Insurance: *(indicate currency type)*
* Workers Compensation Insurance: *(indicate currency type)*
* Commercial Liability Insurance: *(indicate currency type)*
* Commercial Automobile Liability Insurance
* Other - : *(indicate currency type)*

Insurance Comments:

## References:

Provide references from three previous unique venues that your company has catered at **serving a minimum of 2,500 guests** using buffets.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reference 1** | **Reference 2** | **Reference 3** |
| **Event Name** |  |  |  |
| **Event Start Date** | mm/dd/yyyy |  |  |
| **Event End Date** | mm/dd/yyyy |  |  |
| **Event Type** |  |  |  |
| **Event Host** |  |  |  |
| **Given Name** |  |  |  |
| **Middle Name** |  |  |  |
| **Surname** |  |  |  |
| **Job Title** |  |  |  |
| **Employer** |  |  |  |
| **Phone** |  |  |  |
| **E-mail Address** |  |  |  |
| **Type(s) of services performed for the reference** |  |  |  |

## Attachments:

The following are attached to this proposal:

* Standard sales kit for the company
* Suggested menu(s) and pricing on per person basis.

Include a minimum of one picture, per event, that you referenced above.

* Listing of all services company can provide. Other attachments (list all):

Additional Comments: