



REQUEST FOR PROPOSALS – CATERING SERVICES

Leadership Loudoun Signature Program

September 2019 – May 2020

Loudoun County, VA

Leadership Loudoun hosts several events in which a caterer is selected to prepare and deliver various styles of food. In previous years, catering these events were usually solicited on a per event basis. It has been determined that it is in the organization's best interest to solicit a comprehensive Request for Proposals (RFP) which includes all Leadership Loudoun related events. It is the organization's intent to award to multiple caterers.

Leadership Loudoun reserves the right to add similar events with a similar scope of work at any time throughout the duration of this contract. The same or similar menu items shall be required. All other terms and conditions shall remain the same. The vendor shall receive ample notice from the organization regarding new events not associated with this RFP.

Events may be proposed upon individually, or as a whole. Each event requires its own proposal price, certifications and insurance information.

About Leadership Loudoun

Leadership Loudoun is a non-profit 501(c)(3) organization. We create opportunities to influence positive change and impact quality of life in the community through our immersive leadership learning experience. The purpose of our signature program is to transform a highly motivated group of individuals into a network of leaders with knowledge and commitment to benefit the entire county. In addition to providing on-site, experiential knowledge of the Loudoun community, the program also strengthens leadership competencies in areas such as relationship building, servant leadership, integrity, innovation, and appreciation for diversity and inclusiveness.

Scope of Work:

EVENT OVERVIEW

The Leadership Loudoun Signature Program is a nine-month program that consist of a mandatory two-day opening retreat, seven program days, and a graduation celebration. Most program days will be held at the Leesburg Junction unless otherwise stated. Each program day runs from 8:00 a.m. until 5:00 p.m. During program days continental breakfast, hot lunch, and an a.m. and p.m. snack are served. Leadership Loudoun is seeking a contractor to cater the program days and graduation who will provide the food, beverages, paper goods, and delivery, with set-up and takedown for each program day.

Food is to be served buffet style, inside the main event hall of the Leesburg Junction unless otherwise stated. Leadership Loudoun requires the food set-up to be attractive and efficient, serving as many people as possible and keeping wait times as short as possible. The buffet will consist of one serving station with one serving line. There will be separate drink and dessert table.

It is Leadership Loudoun's goal that, that the participants in the signature program experience fresh, warm food with an attractive and clean presentation.

Approximately 30-35 people are expected each program day. Leadership Loudoun has outlined its requirements below.

EVENT LOCATION, DATES AND TIME

- **Event:** Third Thursday each month from October - May (Excluding the third Thursday in February and Including the third Friday in May).
- **Event Time:** 8:00 a.m. – 5:00 p.m.
- Must be **set up** and ready to serve no later than 7:45 am on each program day
- **Clean-up** must be completed by 5:30 pm on each program day
- **Location:** Leesburg Junction Event Hall, 215 Depot Court Leesburg, VA 20175 (unless otherwise stated)
- **Serving Style:** Buffet
- **No. of Guests:** 30-35 persons (estimated)

MENU AND SERVICES BELOW

MENU ITEMS

Offeror must provide a buffet luncheon in a creative and presentable manner. All food to be prepared off-site and warmed or cooled as required on-site. Offeror understands that the venue does not have a fully equipped kitchen and must plan accordingly. The bidder may offer other food recommendations for Leadership Loudoun to consider if the suggestions meet the minimum requirements of serving 30-35 people. Menu items shall be labeled.

Menu must include the following:

- Standard menu along with a gluten-free and dairy-free option (in the event that food allergies are present)
- Continental breakfast with a varied menu for each class day
- Hot lunches prepared for each class day
- Lunchtime dessert such as cookies (including but not necessarily limited to chocolate chip) and/or brownies, must be finger foods
- Morning and Midday snack (may include fresh fruit salad or fruit platter)
- Individual serving sized cans/bottles: cold bottled waters, cold assorted soft drinks (including but not limited to diet), hot regular and decaffeinated coffee, hot tea, cream, sugar, and cups. Please assume two drinks per person.
- Plates, disposable, heavy-duty hard plastic, dinner/ 10" size
- Flatware, disposable, heavy-duty hard plastic, napkins, paper
- Serving trays and utensils for all food dishes

CONTRACTOR SHALL PROVIDE

- All food and beverages per the menu requirements.
- Acceptable means to maintain hot food and cold food to their desired temperature.
- Leadership Loudoun is requiring a timely delivery of all food items. Offeror is not required to remain onsite to serve food.
- Plates, disposable, heavy-duty hard plastic, dinner/ 10" size
- Flatware, disposable, heavy-duty hard plastic
- Paper napkins, luncheon size, white in color
- Serving trays and utensils for all food dishes
- Samples prior to award

LEADERSHIP LOUDOUN SHALL PROVIDE

- Facility – Leesburg Junction Event Hall
- All serving tables: for food, drinks and dessert
- Tables, and chairs for attendees
- Trash and recycling receptacles for attendees use and dumpster for trash disposal by Offeror

SET UP & TAKE DOWN

The Contractor will have access to the facility at 7:00 a.m. the day of the event. The Contractor must be ready to serve at 7:45 a.m. Clean up and take down must be completed by 5:30 p.m. on each program day.

EVALUATION & AWARD

The award shall be made to the lowest responsive and responsible Offerors whom have met the menu requirements and qualifications as outlined in the Request for Proposal.

QUALIFICATIONS OF OFFEROR AND STAFF

The Offeror shall perform all specified work using properly trained and skilled workers supervised by the offeror. The offeror shall be licensed and bonded in the State of Virginia. All employees of the Offeror shall be no less than 18 years of age and shall be experienced in the type of work being performed. No visitors, spouses or children of the Offeror's employees will be allowed in the workplace during working hours, unless they are bonafide employees of the Offeror. All employees of Offeror shall be of neat appearance and conduct themselves in a professional manner while working for Leadership Loudoun.

INSURANCE

The successful offeror will be required to submit a current Certificate of Insurance with your proposal.

REFERENCES

Each proposer shall provide at least two (2) references for catering events similar in size and style. Please provide the reference name, contact information and description of event in which catering services were provided. References provided shall be for services that have occurred within the last three (3) years.

PAYMENT CLAUSE

Leadership Loudoun reserves the exclusive right to determine the acceptability of any part of each program day. Payment in full will be made upon satisfactory completion of each program day. Should any portion of the event not meet Leadership Loudoun's acceptance, final payment may be adjusted.

PRICES

Prices/discounts proposed shall be net, inclusive of all charges for delivery. Prices/discounts shall remain firm and fixed for the duration of the contract.

Leadership Loudoun is a registered 501(c)3 therefore prices/discounts shall not include Federal, State or Local taxes. Leadership Loudoun's tax exemption certificates will be issued at time of award.

All proposals, correspondence, and requests are to be submitted to:

Leadership Loudoun
ATTN: Kindra Harvey
215 Depot Court SE Suite 240
Leesburg, VA 20175
and emailed to programcoordinator@leadershiploudoun.org

Faxed proposals will not be accepted. Please follow-up with Kindra at (571)510-0857 or programcoordinator@leadershiploudoun.org to confirm receipt of your proposal.

Proposal Deadline: Monday, July 15, 2019

Decision Date: Friday, July 26, 2019

Submission of Proposals

Proposals submitted by Loudoun County, VA based small business entities are preferred. Submissions by Alumni of Leadership Loudoun in good standing (current on this year's membership dues) will be given special consideration.

Proposals must include the following:

- Itemized list of services to be provided.
- Previous experience providing specific services for corporate events.
- Samples of work or a link to website portfolio.
- Standard company background and sales kit.
- Two references from previous clients.

Terms and Conditions

- Leadership Loudoun reserves the right to accept or reject any or all proposals and to further negotiate with one or more vendors. The awarded will solely be based on the best interests of Leadership Loudoun.
- Vendor will thoroughly state any exceptions, non-compliance, conflict of interest, or variation to previous specifications.
- Vendor is responsible for any permits required for their part of any event.
- Leadership Loudoun is not responsible for any costs incurred in the preparation of the proposal.
- "Customer Acceptance" shall consist of a subsequent signed document establishing agreement of customer acceptance.
- Vendor will be notified of the accepted proposal by Friday, July 26, 2019.

W-9 FORM REQUIRED:

Successful respondents are required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>. It is the successful respondent's responsibility to act upon this instruction for submitting a W-9 form. Leadership Loudoun will not be able to process payments if this form is not completed and submitted to the Treasurer in a timely manner.