



**REQUEST FOR PROPOSAL  
ADMINISTRATION OFFICE**

**CATERING SERVICES FOR HARFORD COUNTY PUBLIC  
LIBRARY FOUNDATION'S ANNUAL GALA**

**RFP NO. L-19-01  
November 26, 2018**

**Harford County Public Library  
Matthew Smith, Purchasing Manager  
1221-A Brass Mill Road  
Belcamp, MD 21017  
(p) 410-273-5600, ext. 6548  
(f) 410-273-5606  
[smithma@hcplonline.org](mailto:smithma@hcplonline.org)**

# **REQUEST FOR PROPOSAL**

## **CATERING SERVICES FOR HARFORD COUNTY PUBLIC LIBRARY FOUNDATION'S ANNUAL GALA**

RFP NO. L-19-01

**PROPOSALS ARE DUE BY January 16, 2019 at 1:00 P.M.**

PROPOSALS RECEIVED AFTER 1:00 PM ON JANUARY 16, 2019 WILL BE  
RETURNED UNOPENED

QUESTIONS CONCERNING THIS SOLICITATION MUST BE FAXED OR E-  
MAILED NO LATER THAN THE CLOSE OF BUSINESS ON  
JANUARY 7, 2019.

### **SUBMIT ORIGINAL PROPOSALS TO:**

**HARFORD COUNTY PUBLIC LIBRARY  
ADMINISTRATION OFFICE, PROCUREMENT DEPARTMENT  
1221 A BRASS MILL ROAD  
BELCAMP, MARYLAND 21017**

# ***Request for Proposal Catering Services for the HCPL Foundation's Annual Gala***

## ***A. Introduction***

Harford County Public Library is an 11 branch system with a separate administrative office and two outreach vehicles serving a growing, diverse community of approximately 250,000 residents in northeast Maryland. In fiscal year 2018, the Library circulated more than 4 million items with more than 1.6 million visitors. HCPL has been the recipient of numerous awards including Innovator of the Year and Library Journal's Star Library.

In 2000 the HCPL Foundation was launched to cultivate support and raise funds to enhance current library programs and support new initiatives. The Foundation is a viable example of a public - private partnership in action. Harford County residents have a well-respected, innovative library system that is responsive to community needs.

The HCPL Foundation is a tax exempt organization, Federal Tax ID: 23-2987712. Further information regarding the Foundation can be found at <https://hcplonline.org/foundation.php>

## ***B. Purpose***

This Request for Proposal is to solicit proposals from qualified catering companies to provide food and service for the 15<sup>th</sup> annual HCPL Foundation Gala. The event will take place November 2<sup>nd</sup>, 2019 at the Abingdon Library located at 2510 Tollgate Rd, Abingdon, MD 21009.

The theme of the 2019 Gala is "Zilla: An Evening in the Stacks, King of the Galas" inspired by the original movie and comic book *Godzilla*. The menu is to feature Asian fusion cuisine inspired by the theme.

It is anticipated that 800 attendees will attend the Gala which will begin at 6:00PM and end at 11:00PM. A VIP reception will be held from 6:00 PM to 7:00 PM for an anticipated 300 guests. The proceedings will open to ticket holders at 7:00 PM. A final head count will be confirmed no later than October 14, 2019.

## ***C. Submission of Proposal***

Bidders are requested to submit one (1) original and four (4) copies of their proposals by 1:00 PM, local time, January 16th, 2019. Any proposal not received by the due date will be returned unopened. Any questions requiring clarification of bid submission should be directed to Matthew Smith, Purchasing Manager, in writing, via email ([smithma@hcplonline.org](mailto:smithma@hcplonline.org)) or fax 410-273-5606.

The Bidder shall submit their proposal to:

Harford County Public Library  
Administrative Office

Procurement Department  
1221A Brass Mill Road  
Belcamp, Maryland 21017  
Attention: Matthew Smith  
Purchasing Manager  
*RFP No. L-19-01 Gala Catering*

The deadline for questions is January 7th, 2019. Any questions proposed after this date will not be answered. Any questions posed will be answered via an addendum and all participants will receive a copy of this addendum no later than January 9th, 2019.

Any conditions which the bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFP, it must so state. Any supporting literature that the bidder wants to include should be placed in an appendix.

All materials, documents, processes, reports, data and information generated from this project are the property of HCPL.

NOTE: EACH OFFEROR MUST SUBMIT AS PART OF THEIR PROPOSAL THE COMPLETED PROPOSAL AFFIDAVIT (PAGES 11 - 16). FAILURE TO SUBMIT THIS DOCUMENT WILL CAUSE THE PROPOSAL TO BE REJECTED.

#### ***D. Schedule***

RFP L-19-01 Posted:	November 26, 2018
Onsite Walkthrough:	December 18, 2018 10:00 AM
Questions Due:	January 7, 2019
Addendums Posted, if necessary:	January 9, 2019
Proposals Due:	January 16, 2019 1:00 PM local time
Award Made:	January 23, 2019
Date of Gala	November 2, 2019 6:00 PM - 11:00PM

An onsite meeting will occur December 18, 2018 at 10:00 AM at the Abingdon branch of the Harford County Public Library. The branch is located at 2510 Tollgate Rd., Abingdon, MD 21009. Should this meeting be canceled the makeup date is December 19, 2018 at 10:00 AM. Should the alternate date be necessary notice will be provided by HCPL.

If you plan to attend please email Matthew Smith, Purchasing Manager, [smithma@hcplonline.org](mailto:smithma@hcplonline.org), to confirm.

While participation in the onsite meeting is not mandatory it is highly recommended so an understanding of the working environment may be understood.

#### ***E. Scope of Work***

The Scope of Work can be found as Attachment A on Page 14 of this RFP.

## ***F. Evaluation and Selection Criteria:***

### **F.1 Evaluation Committee**

HCPL has established an evaluation committee who will review and score each proposal for adherence and understanding of the requirements as described in this RFP. The committee will consist of the Chief Executive Officer, Foundation Director, Foundation Specialist and the Purchasing Manager.

### **F.2 Evaluation Criteria**

A complete proposal is considered a submission in which all information as requested by HCPL has been supplied, areas requiring a signature have been acknowledged and all documentation requested has been submitted per the terms of this RFP. Any proposal found to be missing any item requested in this RFP will be considered incomplete and disqualified.

Categories and their weights are described under Section F.3.

HCPL reserves the right to award all or part of the project based solely on the best interest of HCPL as determined by the Library's CEO.

### **F.3 Requirements of the Proposal**

To be considered as a complete submission the caterer shall state their understanding of the event by preparing a proposal which includes all specifications as outlined in Attachment 1 of this RFP.

#### **F.3.1 Menu (30 points)**

HCPL is requesting a creative and innovative menu consisting of Asian and American cuisine which embodies the theme of the event. The menu proposed will not be definitive but should reflect the caterers understating of the theme.

The Gala is **not** a seated event but an upscale cocktail party and as such the menu will consist of comfort food main selections, heavy hors d'oeuvres and a late night snack for guests at the close of the event.

The highest scores will be given to an innovative and creative menu which embodies the theme of the event.

#### **F.3.2 Timeline (30 points)**

Each proposal must include a timeline of events leading up to and including for the day of the Gala. To be considered a complete timeline the proposal

will indicate when preparations for the event will take place. This will include staffing, food preparation, food distribution, cleanup and other information as found necessary for scheduling by the caterer.

By providing a timeline the caterer will show HCPL they have a realistic picture for the execution of a successful event.

**F.3.3 Price (25 points)**

Pricing is to be provided using the itemized list on Attachment 2 of this RFP. Please be advised HCPL will seek donations toward the Gala, including food. HCPL and the chosen caterer will work together to determine the food and/or supplies necessary.

The committee will award the full 25 points available to the lowest price proposed. Higher-priced proposals will receive a lower score, prorated from the lowest proposal's score.

**F.3.4 References, Qualifications and Experience (15 points)**

No less than three (3) references are to be provided by clients served by the bidder within the past two (2) years. Proposals should state in a concise manner the caterer's qualifications and experience in staffing and servicing an event of this size and scope.

With over 800 guests it is imperative the chosen caterer provides the appropriate amount of staffing, supplies and food to achieve the level of success the Gala is known for.

Experience in catering an event without a commercial kitchen should also be described.

## ***G. Basis of Award***

The firm with the highest score will be recommended for award.

HCPL reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all offers received, to waive minor technicalities in proposals, and to negotiate with responsible offers in any manner necessary to serve its best interests.

Any necessary additions or corrections to this RFP will be made by addenda, and issued to all offerors of record. Addenda will become part of the RFP and must be acknowledged by each offeror; failure to acknowledge any addenda shall not relieve offerors of compliance with the terms thereof. HCPL assumes no responsibility for oral instructions.

HCPL may request offerors to make oral presentations of their qualifications, and to substantiate any portions of proposals submitted. The Procurement Department will schedule such presentations.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to satisfy the requirements of this RFP.

Offerors are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with oral presentations or other pre-award discussions.

By submitting a proposal in response to this RFP, the offeror accepts the terms and conditions set forth herein, unless stated otherwise.

HCPL may require offerors to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications. The Library may make such investigation as it deems necessary to determine the offeror's responsibility.

HCPL reserves the right to accept the best written proposal without further discussions, and may do so; thus, offerors should ensure that the initial proposals are both complete and competitively priced.

The offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the offeror is recommended for award, and propose how such conflicts might be resolved.

The laws of Harford County and the State of Maryland, and where applicable, federal laws and regulations, will govern the contract awarded pursuant to this RFP.

HCPL maintains the right to delete or insert tasks in the scope with appropriate changes in cost.

## ***H. Proposal Content***

To be considered as a complete submission respondents are required to present:

- A cover letter providing a brief description of the caterer including name, address, telephone number and e-mail of principal contact person.
- A statement of understanding the scope of work as described in this RFP and any exclusions or exceptions of the RFP. Note any parts of the proposal that is beyond the expertise of the bidder.
- Vendors are welcome to provide additional documentation that may assist HCPL in the selection process.
- Complete pricing sheet (Attachment B.)
- Completed signatures where requested.
- Acknowledgement of any addenda created.
- Documentation of Harford County Catering license and insurance.

NOTE: HCPL will not reimburse costs of preparing the proposals.

**BID FORM**



The undersigned, duly authorized to bind the named firm, agrees, upon receipt of acceptance of this proposal within 14 (fourteen) calendar days, to proceed to execute the contract in accordance with the proposal as accepted.

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_

Mailing Address (if different from Street address)

\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

If corporation, place corporate seal beside signature and state:

Name of President \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Under laws of what state incorporated \_\_\_\_\_

Acknowledgement of Addenda (if applicable)

#1 \_\_\_\_\_

date

#2 \_\_\_\_\_

date

#3 \_\_\_\_\_

date

## PROPOSAL AFFIDAVIT

### A. AUTHORIZED REPRESENTATIVE

#### I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (name of business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

### B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

#### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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### C. AFFIRMATION REGARDING DEBARMENT

#### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

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**D. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

(1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification):

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**E. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or offer is submitted.

**F. FINANCIAL DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 et seq. of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 15, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

**H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

(1) The business named above is a (Check one) \_\_\_\_ Maryland (domestic) corporation  
\_\_\_\_ foreign (non-Maryland) corporation

registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name:  
Address:

(If not applicable, so state).

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**I. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

**J. ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT:**

This Affidavit is furnished to the Purchasing Manager and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

Date: \_\_\_\_\_

By \_\_\_\_\_  
(Authorized Representative and Affiant)

Federal Employer Identification Number (FEIN): \_\_\_\_\_

**ATTACHMENT A**

**SCOPE OF SERVICES**

**RFP L-19-01**

- Food service is to be available from 6:00 PM – 11:00 PM. The VIP reception will take place from 6pm – 7pm with the full gala to occur 7pm – 11pm.
- Set up may begin no earlier than 12pm and no later than 2pm.
- The format is hors d'oeuvres (passed), reception service, fork food and include a combination of food stations.
- Menu items which require the use of a knife will not be accepted.
- Pricing must include necessary serving pieces such as glassware and if necessary, chopsticks. Plastic and paper serving pieces will not be allowed.
- A VIP pre-event reception will be held from 6pm – 7pm and will require a minimum of three (3) passed hors d'oeuvres which will only be available only during the VIP portion.
- The late night snack should be made available at 9pm. This may be sweet or savory and easy for guests to take with them if they choose to do so.
- Pricing is to include staffing for bartending, bussing and kitchen/food -related clean up.
- Desserts and beverages will not be the responsibility of the chosen caterer.
- The caterer will be responsible for providing ice for bar/drink service.
- All catering staff must be identifiable by uniform attire and maintain a professional and clean appearance.
- Tables and linens will be provided by HCPL.
- Menu is to include gluten-free, dairy-free and vegetarian options.
- The selected caterer will be expected to host a tasting event of the proposed menu three (3) months prior to the Gala. The event is expected to serve twenty (20) members of the HCPL Foundation and library.
- All food items which may cause potential allergy issues are to be labeled as such.

- While a kitchenette is located at the library it is not equipped to handle an event this size. The caterer will be responsible for providing an appropriate amount of temporary kitchen space and a refrigerated truck is mandatory.

**ATTACHMENT B**

**PRICING AND STAFFING**

**RFP L-19-01**

**1. Projected amount of staff for:**

- Front of the House/Kitchen \_\_\_\_\_
- Managers \_\_\_\_\_
- Cooks \_\_\_\_\_
- Servers \_\_\_\_\_
- Porters \_\_\_\_\_
- Bartenders \_\_\_\_\_

**2. Total Cost of:**

- Food Product \$ \_\_\_\_\_
- Food Preparation \$ \_\_\_\_\_
- Disposables \$ \_\_\_\_\_
- Administration Fee \$ \_\_\_\_\_
- Setup \$ \_\_\_\_\_
- Staffing \$ \_\_\_\_\_
- Bar Setup & Bartenders \$ \_\_\_\_\_
- Additional (please describe) \$ \_\_\_\_\_
- **TOTAL** \$ \_\_\_\_\_

