

Administrative Services

Purchasing Division

CITY OF FORT COLLINS INVITATION TO BID BID # 5733

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be delivered to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 2:00 p.m. (our clock), September 24, 2002.

Special Instructions

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

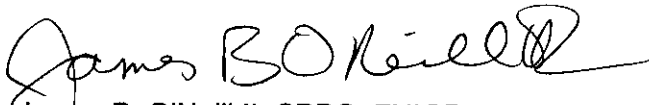
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.



James B. O'Neill II, CPPO, FNIGP
Director of Purchasing and Risk Management

**CITY OF FORT COLLINS
SCOPE OF WORK
BID # 5733
CATERING SERVICES**

BID OPENING: September 24, 2002, 2:00p.m., (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **CATERING SERVICES** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins Natural Resources Department is seeking a vendor that will incorporate a fall, "Harvest Theme" for the Natural Areas 10th Anniversary Celebration. Natural Resources is seeking a self-serve, buffet menu of appetizers, desserts, and beverages that reflect the "harvest" theme while incorporating locally grown and/or organically-grown food available on October 18, 2002. Likewise, the menu should incorporate food items that are easily composted.

The 10th Anniversary Committee will utilize Multi-Use rooms 1-3 and the Patio for the celebration. Setup begins at 4:00pm.

Estimated Catering Budget

The awarded vendor will provide 5-8 appetizers and 3-5 desserts that creatively reflect the "harvest" theme. The menu should be based 500 people in attendance at \$5 - \$8 per person. Please provide at least two sample menus that reflect these prices.

Suggested Harvest Season Buffet Menu

The following menu is presented to all bidders as a sample. The awarded vendor is not required to incorporate any of the following menu items.

Appetizers/Small Meals		Desserts		Beverages	
1.	Beef/Vegetable Stew	1.	Apple Dumplings	1.	Coffee
2.	Green Chile Quesadillas	2.	Cornbread	2.	Herbal Teas
3.	Polenta	3.	Gingerbread	3.	Iced
4.	Potato Pancakes	4.	Oatmeal Cookies	4.	Hot Apple Cider
5.	Ratatouille	5.	Pumpkin Pie		

Serving

While the 10th Anniversary Celebration is buffet style, the awarded vendor will provide 2-3 formally-dressed servers to assist event participants with the following:

1. Re-Stocking—Servers will ensure that the menu items are continually refilled.
2. Food Description—Servers will describe the preparation and menu ingredients to the event participants. They will highlight the locally grown and organic food.
3. Composting—Servers will assist and direct event participants to the supplied composting receptacle. Servers will identify where the food waste will be composted.
4. Clean-up—Servers will maintain a clean serving space at the buffet tables.

Beverages & Bartending

The 10th Anniversary Celebration will have a cash-bar provided by the Senior Center's bartending service, Bottom's Up. They will serve beer, wine and soda pop.

Parking

The Fort Collins Senior Center has space for one catering vehicle to unload for the 10th Anniversary Celebration. The awarded vendor will unload at the north door of the facility. After unloading the vehicle, the caterer will be required to park on the street (Raintree) to leave spaces for event participants.

Additional Requirements

1. The awarded vendor should make every effort to incorporate locally grown and organic food.
2. The awarded vendor will dispose and compost all food waste created or remaining in the City-provided compost receptacles.
3. The awarded vendor shall incorporate 100% recycled content napkins for this event.
4. The awarded vendor must use reusable dishware.
5. Set-up time will begin at 4:00pm on October 18th.
6. Awarded vendor must serve meals and desserts from 7:00 p.m. to 10:00 p.m.
7. Awarded vendor must clean-up their own mess.
8. Caterer must abide by the attached "Catering Policies and Responsibilities."
9. Caterer is responsible for all Kitchen Usage Fees according to those prescribed by the City of Fort Collins Senior Center, in the attached "Kitchen Usage Fees."
10. Caterer must contact Stephanie Howell, Senior Center Staff, at 224-6113 prior to the event to coordinate logistics.

CATERING POLICIES AND RESPONSIBILITIES

Fort Collins Senior Center

1. Fourteen (14) days prior to event:
 - a. **COMMERCIAL:** Provide a copy of current catering food service license to the Senior Center for file. (Failure to provide a copy of a current license will result in non-use of the Senior Center.)
 - b. Pay all fees due to date.
 - c. Complete inventory request form with Facility Scheduler.
2. No grease cooking allowed.
3. No smoking or illegal drugs are allowed in the facility.
4. Alcoholic beverages are allowed only in accordance with the regulations for the facility.
5. China, glassware, flatware, flat-fold napkins and miscellaneous items requested will be in the kitchen. It is the Caterer's/User's responsibility for placement/set-up of all items.
6. Caterer/User must bus all tables within one hour after the meal, or a \$25 charge will be assessed. Instructions on bussing will be given by the facility attendant.
7. Scrape all dishes in the large trash cans and stack all dishes and place next to dishwashing machine. The senior Center dishwasher is responsible for washing china, flatware and glassware. Caterer/User is responsible for pots, pans and all miscellaneous items.
8. All ice must be dumped in slop sink in the kitchen – no ice may be dumped outside the building.
9. Clean all floors, counters, table tops, ovens, stoves, refrigerator and sinks.
10. Trash from cans in kitchen must be placed in trash receptacle located outside the kitchen area. Note: Trash not placed in the appropriate receptacle is subject to a \$25 charge.
11. Caterer must check out with a Senior Center building attendant before departure. Note: Failure to leave the premises in a clean and sanitary condition will result in a clean-up fee of \$25 per hour.

Caterer/User will provide serving utensils/equipment and all other items not listed on inventory sheet. Other items may include cleaning supplies, paper products, hot pads, dish towels, matches, scissors, tape, extension cords, etc.

Left-over food and all personal items must be removed immediately following the event.

KITCHEN USAGE FEES
Fort Collins Senior Center

KITCHEN FEES:

Option I: Counter space, rolling carts, ice machine....No fee

Option II: Refrigerator, stove, food preparation space, rolling, rolling carts, ice machine, coffee maker
Note: User supplies coffee – Facility Attendant will instruct you on how to brew) Refrigerator compartments for groups: UP to 99: \$25 (1) 100-199: \$50 (2) 200+:\$75 (3)

Option III: China, existing inventory (listed below), refrigerator (see Option II), stove, food preparation space, rolling carts, ice machine, coffee maker and dishwasher:

Groups of:

BREAKFAST/DINNER /LUNCH: (Per person – (one) dinner plate, cake plate, cup, saucer, dinner fork, knife and teaspoon. Two salad forks and (two) glasses.

Under 25: \$30.00	50-99: \$60.00	150-199: \$120.00	250-299: \$180.00
25-49: \$40.00	100-149: \$90.00	200-249: \$150.00	300+: \$210.00

HORS D'OEUVRES: (Per person – (one) plate, cup, saucer, fork, teaspoon and glass.

Under 25: \$22.50	50-99: \$45.00	150-199: \$ 90.00	250-299: \$135.00
25-49: \$30.00	100-149: \$67.50	200-249: \$112.50	300+: \$157.00

ADDITIONAL ITEMS FOR RENT:

Punch bowl w/ladle: \$ 6.00	Water carafe: \$.50	Rose bowl: \$.35
Coffee maker and pots: \$10.00	Salt & Peppers \$.50 set	Bud vase: \$.25
Chaffer w/sterno: \$18.00	Hurricane Lamp \$1.00	

Additional china, glassware or flatware: \$.20 per item
Steam table: \$15.00

EXISTING INVENTORY INCLUDES (availability limited to inventory count):

Silver ware: Knives, soup and teaspoons, dinner and salad forks
Glassware: Juice, water and wine glasses
China: Dinner plates, dessert plates, soup bowls, cups and saucers
Water pitchers
Bussing cart
Rolling carts
Convection ovens (2)
Gas range/oven (no grease cooking allowed)
Coffee maker/filters (user to provide own coffee & facility staff must make coffee)
Can opener
Trash cans and liners (see Caterer's Responsibilities, "7")

ADDITIONAL CHARGES:

- A. Broken or lost china, glassware, flatware and equipment.
- B. Clean-up by Fort Collins Senior Center staff will result in a \$25.00 per hour charge.

SAMPLE MENUS
BID # 5733
CATERING SERVICES

SAMPLE MENU (1)	SAMPLE MENU (2)
APPETIZERS/SMALL MEALS:	
DESSERTS:	
BEVERAGES:	
TOTAL Menu (1) \$	TOTAL Menu (2) \$

COMPANY NAME _____