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**CITY OF TEMPE**  
**REQUEST FOR COUNCIL ACTION****Council Meeting Date: 01/14/2016**  
**Agenda Item: 5B7**

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**ACTION:** Award two-year contracts with three, one-year renewal options to Arizona Catering, Inc., Atlasta Catering Service, Inc., Santa Barbara Catering Company, The Herb Box, Fabulous Food, Heidi's Events and Catering, Inc., Dancing Chef Catering, and The Dhaba to provide catering services at the Tempe Center for the Arts.

**FISCAL IMPACT:** This is a no cost contract to the City. The City will receive commission revenues and annual listing fees from all awarded firms.

**RECOMMENDATION:** Award the contracts.

**BACKGROUND INFORMATION:** (RFP #16-081) The City of Tempe issued a Request for Proposal (RFP) to establish a "Preferred Vendors" list to provide catering services at the Tempe Center for the Arts (TCA). Listed vendors are granted the opportunity to bid on contracts with TCA clients for one or more of the following categories:

- Category 1 – Full spectrum catering service including drop-off service
- Category 2 – Small scale food provision with limited service only

Category 1 vendors will have the flexibility to offer a variety of appealing menu options at several different price points for a full spectrum of catered events including, but not limited to, large scale events with guest counts up to 600 and small scale drop-off catering with limited services. Events may include, but not be limited to, weddings, bar/bat mitzvahs, dinners, receptions and fund-raising events requiring hot and cold foods, buffets, plated dinners with table service, passed hors d'oeuvres, similar full service options, and all options listed in Category 2 below, if desired.

Category 2 vendors will offer a variety of appealing lighter fare menu items in a broad range of pricing including, but not limited to, sandwiches and sandwich trays, salads, box lunches, cookie trays, coffee/tea/water service, continental breakfast items and snacks, and providing drop-off with limited service for small events typically serving 10 to 150 guests. Category 2 events may include, but not be limited to, meetings, small receptions, business meeting coffee breaks, backstage food service needs, and similar events.

**Evaluation Process**

The City received nine proposals that were evaluated by a committee comprised of Community Services and Financial Services Staff. The following firms responded:

- Arizona Catering, Inc.
- Fabulous Food
- Atlasta Catering Service, Inc.
- Santa Barbara Catering Company
- Heidi's Events and Catering, Inc.
- The Herb Box
- Dancing Chef Catering
- The Dhaba
- My Big Fat Greek Restaurant

The proposals were scored using the following criteria:

Criteria	Weight
Experience of Offeror in providing catering services applicable to the category selected	30%
Variety of proposed menus, quality, and pricing	30%
Quality and thoroughness of work plan and experience of key personnel	20%
References	15%
Quality and completeness of proposal and acceptance of terms and conditions	5%
Additional Criteria for Category 1 offers only: Financial capability of Offeror	20%

My Big Fat Greek Restaurant's proposal was determined to be non-responsive because it was incomplete and lacked a majority of the required information contained within the Request for Proposal document.

### Results of Scoring

The following tables show the evaluation committee scores for each Category proposed. All firms are listed in rank order.

#### Category 1 – Full Spectrum Catering Service including Drop-off Service

Offeror	Score
Arizona Catering, Inc.	1,200
Fabulous Food	1,170
Atlasta Catering Service, Inc.	1,160
Santa Barbara Catering Company	1,155
Heidi's Events and Catering, Inc.	1,115
The Herb Box	875

#### Category 2 – Small Scale Food Provision with Limited Service Only

Offeror	Score
Dancing Chef Catering	1,000
The Dhaba	855

### Recommendation

The evaluation committee recommends awarding the Categories as follows:

#### Category 1 – Full Spectrum Catering Service

Offeror	Annual Listing Fee	Commission Rates
Arizona Catering, Inc.	\$2,500	14%
Fabulous Food	\$2,500	14%
Atlasta Catering Service, Inc.	\$2,500	14%
Santa Barbara Catering Company	\$2,500	14%
Heidi's Events and Catering, Inc.	\$2,500	14%
The Herb Box	\$2,500	14%

#### Category 2 – Small Scale Food Provision with Limited Service

Offeror	Annual Listing Fee	Commission Rates
Dancing Chef Catering	\$375	10%
The Dhaba	\$375	10%

By awarding multiple firms for each Category, clients of the TCA will have a preferred list of several catering firms from which to select the one that best meets their needs. The recommended caterers represent a variety of food options and price points that have been in demand for the TCA.

**ATTACHMENTS:** Proposal Offer Forms

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Legal review by: David Park, Assistant City Attorney

Prepared by: Lisa Goodman, Procurement Officer