



City of Peoria, Arizona Notice of Request for Proposal



Request for Proposal No: **P09-0053** Proposal Due Date: **May 28, 2009**
 Materials and/or Services: **Catering Services for the Rio Vista Recreation Center** Proposal Time: **5:00 P.M. AZ Time**
 Contact: **Lisa Houg, CPPB**
 Project No: Location: **City of Peoria, Materials Management** Phone: **(623) 773-7115**
 Mailing Address: **8314 West Cinnabar Avenue, Peoria, AZ 85345**

In accordance with City of Peoria Procurement Code competitive sealed proposals for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered, except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the offeror's name and address clearly indicated on the front of the envelope.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the *entire* Request for Proposal Package.

OFFER

To the City of Peoria: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.

For clarification of this offer contact:

Name: VIRGINIA SOLIS Telephone: 623/846-6800 Fax: 623/925-6656
ALL ABOUT CATERING Co. _____
 Company Name Authorized Signature for Offer
1300 S. LITCHFIELD RD., #2 _____
 Address Printed Name
GOODYEAR AZ 85338 _____
 City State Zip Code Title
OWNER & CEO

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is accepted by the City, subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1.) Request for Proposal issued by the City; 2.) Your offer in Response to the City's Request for Proposal; 3.) This written acceptance and contract award.

As the contractor, you are now legally bound to sell the materials and/or services listed by the attached award notice, based on the solicitation of proposals, including all terms, conditions, specifications, amendments and your offer as now accepted by the City. The Contractor shall not commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed Purchase Order or written Notice to Proceed.

Attested by: _____
 To: Mary Jo Kief, City Clerk

City of Peoria, Arizona. Effective Date: 9/1/09
 Approved as to form: Ellen Van Riper, Assistant City Attorney

CC: _____

Stephen M. Kemp, City Attorney

Contract Number: ACON32809

Contract Awarded Date: July 10, 2009

Official File: _____

Herman Koebergen, Materials Manager





REQUEST FOR PROPOSAL

INSTRUCTIONS TO OFFEROR

Materials Management Procurement

8314 West Cinnabar Avenue
Peoria, Arizona 85345-6560

Phone: (623) 773-7115

Fax: (623) 773-7118

1. PREPARATION OF PROPOSAL:

- a. All proposals shall be on the forms provided in this *Request For Proposal* package. It is permissible to copy these forms if required. Telegraphic (facsimile) or mailgram proposals will not be considered.
- b. The Offer and Contract Award document (COP Form 203) shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Vendor Offer.
- d. If price is a consideration and in case of error in the extension of prices in the proposal, the unit price shall govern. No proposal shall be altered, amended, or withdrawn after the specified proposal due date and time.
- e. Periods of time, stated as a number of days, shall be calendar days.
- f. It is the responsibility of all Offerors to examine the entire *Request for Proposal* package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no right of withdrawal after proposal due date and time.

2. **INQUIRIES:** Any question related to the *Request for Proposal* shall be directed to the Buyer whose name appears on the front. The Offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. The Buyer may require any and all questions be submitted in writing at the Buyer's sole discretion. Any correspondence related to a *Request for Proposal* should refer to the appropriate *Request For Proposal* number, page, and paragraph number. However, the Offeror shall not place the *Request For Proposal* number on the outside of any envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official *Request For Proposal* due date and time.

3. **PROSPECTIVE OFFERORS CONFERENCE:** A prospective offerors conference may be held. If scheduled, the date and time of this conference will be indicated on the cover page of this document. The purpose of this conference will be to clarify the contents of this *Request for Proposal* in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this *Request For Proposal* or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine if any action is necessary and may issue a written amendment to the *Request for Proposal*. Oral statements or instructions will not constitute an amendment to this *Request for Proposal*.

4. **LATE PROPOSALS:** Late Proposals will not be considered, except as provided by the **City of Peoria Procurement Code**. A vendor submitting a late proposal shall be so notified.

5. **WITHDRAWAL OF PROPOSAL:** At any time prior to the specified proposal due date and time, a Vendor (or designated representative) may withdraw the proposal. Telegraphic (facsimile) or mailgram proposal withdrawals will not be considered.

6. **AMENDMENT OF PROPOSAL:** Receipt of a Solicitation Amendment (COP Form 207) shall be acknowledged by signing and returning the document prior to the specified proposal due date and time.

7. **PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any proposal that requires payment in less than thirty (30) calendar days shall not be considered.

8. **NEW:** All items shall be new, unless otherwise stated in the specifications.

9. **DISCOUNTS:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the proposal price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

10. **TAXES:** The City of Peoria is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.

11. **VENDOR REGISTRATION:** After the award of a contract, the successful Vendor shall have a completed Vendor Registration Form (COP Form 200) on file with the City of Peoria Materials Management Division.

12. AWARD OF CONTRACT:

- a. Unless the Offeror states otherwise, or unless provided within this *Request For Proposal*, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.
- b. Notwithstanding any other provision of this *Request for Proposal*, The City expressly reserves the right to:
 - (1) Waive any immaterial defect or informality; or
 - (2) Reject any or all proposals, or portions thereof, or
 - (3) Reissue a *Request For Proposal*.
- c. A response to a *Request for Proposal* is an offer to contract with the City based upon the terms, conditions and specifications contained in the City's *Request For Proposal* and the written amendments thereto, if any. Proposals do not become contracts unless and until they are accepted by the **City Council**. A contract is formed when written notice of award(s) is provided to the successful Offeror(s). The contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the procurement contract are contained in the *Request for Proposal*; unless modified by a Solicitation Amendment (COP Form 207) or a Contract Amendment (COP Form 217).



STANDARD TERMS AND CONDITIONS

Materials Management Procurement

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THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11456.
 - c. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.
2. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who



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provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

4. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
5. **CONTRACT:** The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.
6. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
7. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City are not applicable to this Solicitation or any resultant contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.



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11. **INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.
12. **ASSIGNMENT-DELEGATION:** No right or interest in this contract shall be assigned by Contractor without prior written permission of the City and no delegation of any duty of Contractor shall be made without prior written permission of the City.
13. **SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
14. **RIGHTS AND REMEDIES:** No provision in this document or in the vendor's offer shall be construed, expressly or by implication, as a waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
15. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
16. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
17. **FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force



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Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; acts of terror, hate crimes affecting public order; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority; events or obstacles resulting from a governmental authority's response to the foregoing; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

18. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
19. **RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.
20. **RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
21. **WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
22. **INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:



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- a. Waive the non-conformance.
- b. Stop the work immediately.
- c. Bring material into compliance.

This shall be accomplished by a written determination for the City.

23. **TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract.
24. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
25. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole.
26. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
27. **LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
28. **LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
29. **PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
30. **PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
31. **COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
32. **PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction.



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33. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City.
34. **DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract. All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
35. **FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30. The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated.
36. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P09-0053

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1. **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract for Catering Services for the Rio Vista Recreation Center.
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
4. **Eligible Agencies:** Any contract resulting from this Solicitation shall be for the exclusive use of the City of Peoria.
5. **Contract Type:** Term
6. **Term of Contract:** The term of any resultant contract shall commence on September 1, 2009 and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.
7. **Contract Extension:** By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.
8. **Affirmative Action Report:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability. The City of Peoria encourages diverse suppliers to respond to solicitations for products or services.
9. **Pre-Proposal Conference:** A conference and site visit will be held at the following location:

ADDRESS: Rio Vista Community Park
Recreation Center
8866-A W. Thunderbird Road
Peoria, Arizona 85381
Riverside Conference Room

DATE: Wednesday, May 20, 2009

TIME: 10:00 a.m., Local Time

The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this Request for Proposal or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal.

10. **Proposal Format:** Proposals shall be submitted in one (1) original and three (3) copies on the forms and in the format as contained in the Request for Proposal. Proposals shall be on 8 1/2" & 11" paper with the text on one side only.
11. **Interview Guidelines:** During any requested interview, which would be scheduled in the future, be prepared to discuss your firm's proposal, staff assignments, project approach and other pertinent information. The presentation shall be approximately 30 minutes, allowing 15 minutes for a question and answer session.



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12. **Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.
 - a. Method of Approach to accomplish the Scope of Work.
 - b. Caterer's Experience and References.
 - c. Conformance to Request for Proposal.
13. **Discussions:** In accordance with the City of Peoria Procurement Code, after the initial receipt of proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
14. **Multiple Awards:** In order to assure that any ensuing contracts will allow the City to fulfill current and future requirements, the City reserves the right to award contracts to multiple companies. The actual utilization of any contract will be at the sole discretion of the City. The fact that the City may make multiple awards should be taken into consideration by each potential contractor.
15. **Proposal Opening:** Proposals shall be submitted at the time and place designated in the request for proposals. All information contained in the proposals shall be deemed as exempt from public disclosure based on the City's need to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall not be open for public inspection until after contract award. After contract award, the successful proposal and the evaluation documentation shall be open for public inspection.
16. **Permits and Approvals:** Contractor agrees and undertakes to obtain necessary permits and approvals from all local, state and federal authorities for the project.
17. **Inspection:** All work shall be subject to inspection, surveillance, and test by the City at reasonable times during the performance. The Contractor shall provide and maintain an inspection system which is acceptable to the City.
18. **Investigation of Conditions:** The Contractor warrants and agrees familiarity of the work that is required, is satisfied as to the conditions under which is performed and enters into this contract based upon the Contractor's own investigation.
19. **Non-Exclusive Contract:** Any contract resulting from this Solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the City of Peoria. The City reserves the right to obtain like goods or services from another source when necessary. Off-Contract Purchase Authorization may only be approved by the City Materials Manager. Approval shall be at the discretion of the City Materials Manager and shall be conclusive, however, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the City Procurement Code.
20. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.



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The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

21. **Required Insurance Coverage:**

a. Commercial General Liability

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 0001 1093 or any replacements thereof. The coverage shall not exclude X, C, U.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20101185, and shall include coverage for Contractor's operations and products and completed operations.

Any Contractor subletting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

b. Automobile Liability

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials



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or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

c. **Workers' Compensation**

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.

d. **Professional Liability**

The Contractor retained by the City to provide the work or service required by this Contract will maintain Professional Liability insurance covering acts, errors, mistakes and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

22. **Certificates of Insurance:** Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, or formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "Claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.

23. **Cancellation and Expiration Notice:** Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.

24. **Independent Contractor:**

a. **General**

- i. The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria.
- ii. Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.

b. **Liability**

- i. The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.



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- ii. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

c. Other Benefits

The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.

25. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- a. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- b. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

26. **Confidential Information:**

- a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.
- b. The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written determination.
- c. The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld.
- d. If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination.

27. **Licenses:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.



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28. **Cancellation:** The City reserves the right to cancel the whole or any part of this contract at any time for convenience upon the giving of thirty (30) days advance written notice. In such event, the contractor is to immediately cease soliciting or accepting catering contracts for the Rio Vista Recreation Center, but may complete and fulfill any contracts executed prior to receipt of the City's written cancellation notice as otherwise permitted under the contract and shall otherwise satisfy all of its contractual obligations that accrue up to and including the last catering services provided. In addition, the City may cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract after receiving written notice of default from the City and failing to remedy the default within the time required in the notice. The City may issue a written notice of default to the contractor for any material breach of this contract, including, but not limited to, following:

- a. The contractor provides material that does not meet the specifications of the contract;
- b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
- c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
- d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of default, the contractor shall have ten (10) days, unless the notice provides another time period, to provide a satisfactory written response to the City. Failure on the part of the contractor to adequately address all issues referenced in the notice may result in the City resorting to any single or any combination of the following remedies:

- a. Cancel the contract;
- b. Reserve all rights or claims to damage for breach of any covenants of the contract;
- c. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliant with the specifications, the actual expense of testing shall be borne by the contractor;
- d. In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:
 - i. Deduction from an unpaid balance;
 - ii. Any combination of the above or any other remedies as provided by law.

In addition, in the event that the City has cause to issue a written notice of default to the contractor on three or more occasions during any twelve-month period, the City may cancel the contract upon the giving of thirty (30) days advance written notice to the contractor as provided above.



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I. BACKGROUND

The Rio Vista Recreation Center is a state-of-the-art, 51,000 sq. ft. facility geared to serve the fitness, social and entertainment needs of Peoria's residents. The facility is located in Peoria's only community park located at Thunderbird Road and Rio Vista Parkway (8866-A W. Thunderbird Road).

Within the facility is a 4,650 sq. ft. banquet room and catering kitchen. This unique space has a large outdoor patio with unobstructed views of the lake. The Recreation Center's Lakeview Room is a highly sought after rental space for meetings, wedding receptions, quinceaneras, reunions, corporate events and much more. The room can seat up to 300 individuals depending upon the type of event and set-up required. The room also has the capability of splitting into 2 rooms with a divider thus allowing for 2 rentals at one time.

The City of Peoria is seeking caterers who are interested in providing food/beverage service to outside lessees of the Rio Vista Recreation Center. It is the desire of the City to give its citizens a wide selection of food choices at prices that can accommodate different price ranges. It is the intent of the City to provide a list of approved caterers to the lessee so they may make a selection and make arrangements with the selected Caterer directly. Alcohol will be permitted to be served at this facility.

There will be a maximum of six (6) food vendors that will have catering privileges at the Rio Vista Recreation Center. Three (3) of the Caterers will have Alcohol privileges under the City's license and three (3) Caterers will serve food only. The City may also select up to six (6) alternate caterers that will be put on contract in the event that a contracted caterer cannot fulfill its duties. The City holds a Series 5 Government Liquor License. The caterer will become a "manager" under the liquor license.

II. CONTRACTOR REQUIREMENTS

The City of Peoria requires that the Caterer shall:

1. Staff, manage, operate and maintain the catering operation to the highest industry standards and in the best interest of the City of Peoria and its citizens.
2. Keep complete and accurate financial records of all business transactions and provide timely reimbursement to the City of Peoria.
3. Utilize care and proper maintenance and cleaning of city property within the Rio Vista Recreation Center.
4. Provide a broad mix of food and beverage options appealing to all segments of the community.
5. Provide quality catering services at a competitive, affordable cost to the various market segments that lease the Rio Vista Recreation Center Lakeview Room.
6. Provide outstanding customer service to lessees throughout the rental process and ensure that the staff is provided with the appropriate training.



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7. Ensure catering operation is in full compliance with all regulations and laws relating to the preparation and distribution of food, beverage and alcohol.
8. The Caterer shall have experience in preparing and serving food and drink in banquet or restaurant style to at least 300 persons in one sitting.
9. The Caterer shall assist in marketing the Rio Vista Recreation Center through various activities, i.e. website, brochures, outside functions such as bridal fairs, etc.).
10. The Caterer shall have financial resources that, in the opinion of the City, are adequate to ensure full and proper performance of the contractual agreement.
11. The Caterer shall be responsible for the production of all menus, brochures and other sales material used to promote the food and beverage services at the Rio Vista Recreation Center. The City has final approval on all such materials.
12. The Caterer shall only serve beverages that are Pepsi products.
13. The Caterer shall share the following percentage of Gross Commissions with the City of Peoria: 15% Gross Sales, excluding Alcohol and 20% Gross Sales, Alcohol. Gross commissions are based on gross sales being defined as total revenues as invoiced (less gratuity and applicable taxes). Total revenues include food, beverage, alcohol, all service fees, labor fees, and rental fees charged and received by the Caterer. These percentages are the cost for the Caterer to operate their business at the Rio Vista Recreation Center. The Caterer agrees that these percentages will at no time be communicated orally or in writing with the lessee.
14. The Caterer shall submit on a monthly basis: 1) the Catering Monthly Settlement Form; 2) client receipts for each catering event held during the month; and 3) a check payable to the City of Peoria. The Catering Monthly Settlement Form shall be completed electronically in Excel, handwritten copies will not be accepted. The information indicated above shall be submitted to the Rio Vista Recreation Center Manager by no later than the 10th day of the following month. The City will allow a five (5) day grace period. However, if the payment is not received by the 16th day, the City may impose a penalty fee. The penalty fee is a flat \$50 per day fee that will begin on the 17th day of delinquency. If the vendor receives three (3) penalties within any given 12-month period, the City may cancel the contract.
15. The Caterer is limited to entering into third party catering contracts with lessees at most six (6) months in advance of the event date, and no contract shall be entered into for any event date that would occur later than ninety (90) days after any anniversary or other renewal date of the contract.
16. The Caterer is to provide the City copies of all third party catering contracts, including all financial terms and deposit information, immediately after execution, so as to afford the City the ability to keep track of scheduled events and estimate future payments to be made by the Caterer.

III. QUALITY OF SERVICE

The catering service to be provided shall be of the highest quality attainable. All catering areas are to be kept clean, orderly and sanitary at all times and in strict accordance with all applicable laws, ordinances, rules and regulations.



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The Caterer shall provide catering services such that the reasonable needs of the patrons are satisfied. All food and beverages shall be of the highest standards of quality and purity, and shall be appropriately prepared and appropriately served. All such products and services shall conform to the requirements of all applicable Federal, State, County and Municipal Laws and Ordinances.

If the Rio Vista Manager or their authorized representative finds fault with any aspect of the Caterer's operation (including and not limited to the procedures, equipment, employees, service, etc.), the Rio Vista Manager shall confer with the Caterer for purpose of correction of said matters. The Caterer shall accomplish all said changes and corrections within forty-eight (48) hours after notice thereof. Failure of the Caterer to take appropriate action after notification from the Rio Vista Manager or his authorized representative may be cause for cancellation of the contract by the City.

IV. OPERATING CONDITIONS

The City shall be responsible for setting up tables, chairs and staging necessary for all events or functions at which the Caterer is to provide services. The Caterer is responsible for the removal of litter and cleaning of tables immediately after an event, in a manner suitable to the Rio Vista Manager on duty. The City shall be responsible for the removal of all tables and chairs after all events or functions at the facility. The lessee has the option of utilizing the caterer or an outside vendor for large equipment rentals, i.e., dance floors, patio heaters, outdoor folding chairs, etc.

Representatives of the City shall have the right to enter upon and have access to all spaces occupied by the Caterer during the time events are in operation and at all times when the Caterer's employees are present.

V. UTILITY SERVICES

The City shall arrange and contract for garbage and waste services for the Facility. The Caterer will be responsible for the proper disposal of catering related garbage prior to exiting the facility. The City is making every effort to go "green" and requests that the Caterer separate garbage and recyclables into the proper containers that are located in the outside service area. The City will furnish all electricity, gas and water utility service via its delivery system. The Caterer shall not store any goods (i.e., alcohol excluded per liquor license), merchandise or equipment at the Facility.

The City shall not be liable or responsible for any failure to furnish services set forth above occasioned by strikes or other work stoppage, or for the act of any other government agency or public utility. Nor shall the City be liable or responsible for failure to furnish such services due to breakdown or failure of apparatus, equipment or machinery employed in supplying said service. The City shall not be responsible for damage resulting from power failures, flood, fire, explosion or other causes.



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VI. CLEANING AND MAINTENANCE

The Caterer shall clean and keep catering areas free of debris during and after events. Only cleaning materials authorized for use by the Rio Vista Manager shall be utilized for surface cleaning.

The Caterer shall keep the premises and surrounding area neat, clean and in a sanitary condition at all times during the term of the contract. Kitchen and related areas shall be kept clean at all times. Laws, ordinances and regulations of all governmental bodies pertaining to the operation of food-serving establishment shall apply and be complied with by the Caterer. Waste foods will be kept in closed containers until removed from the facilities. Such removal shall be made promptly during and after the event. Refuse, waste material, and "green" materials shall be deposited by the Caterer in the proper outdoor litterbins provided by the City and designated by the Rio Vista Manager.

The Caterer shall not permit any waste, injury or damage upon or to the facilities or its equipment. At the end of each event, the Caterer shall leave the Facility and its equipment in at least the same condition as that in which they were at the commencement of the event, excepting only normal wear and tear. Equipment or items needing repair shall be reported to the Rio Vista Manager on duty.

The Caterer shall not erect, maintain or keep at the facility any structure or equipment of any kind, whether temporary or otherwise, except with the written consent of the Rio Vista Manager. The Caterer shall not make any alterations in or addition to nor post any signs upon any part of the Facility's premises or permit signs to be posted for advertising of goods of any nature on Facility's premises or on vendors' personnel or equipment without prior permission in writing of the Rio Vista Manager.

VII. EQUIPMENT AND SUPPLIES

The City of Peoria will provide the kitchen/food service equipment as indicated in Attachment A, which contains descriptions. All said equipment shall be and remains the property of the City of Peoria and shall not be removed by the Caterer.

The Caterer shall be responsible to obtain and provide, at its sole cost and expense, all equipment and supplies (not provided by the City) necessary so that Caterer can serve prepared meals on-site.

With the approval of the Rio Vista Manager, the Caterer may bring other caterer-owned equipment into the Facility during the event. Ownership of such equipment shall remain with the Caterer, and only their equipment shall be removed.

The Caterer shall provide, at no expense to the City, such operating equipment as linens, cash registers, chinaware, silverware, cutlery, pots and pans, glassware, cooking utensils and food trays, walking vendor equipment and office machines, all of which are subject to approval of the Rio



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Vista Manager. Title to these items shall remain with the Caterer. The Caterer must provide sufficient quantities of table service items (china, glassware, silverware and other items) to accommodate a catered function for up to 300 persons at one time.

The Caterer shall clean and service all kitchen, food service and food preparation equipment and furnishings as necessary, so as to keep the operating condition and appearance like new. The City will make allowances during inspections for normal wear and tear.

VIII. CATERER EMPLOYEES

Employees of the Caterer shall, at all times, be neat and clean and in uniformed professional attire. Caterer's employees must meet all sanitary standards prescribed for restaurant employees. Employees' uniforms shall be devoid of advertising, unless advertising is approved in writing by the Rio Vista Manager. Accurate records shall be kept by the Caterer of the names and addresses of employees at any time required by the City, the Rio Vista Manager or any other proper agency.

The Caterer's employees shall, at all times, reflect personal cleanliness. Unkempt and unclean employees will not be tolerated.

The Caterer shall employ a representative who shall be present and have authority at all times during the operation of the catering at the Facility. If at any time the Rio Vista Manager or the Manager on duty finds that the Catering Supervisor or their alternate representative is unsatisfactory, the Caterer shall, within ten (10) days, replace such representative with one who is satisfactory to the Rio Vista Manager.

Caterer's employees shall at all times be polite and courteous in their dealings with the facility's patrons and management. Such employees shall not, either by act or language, offend or unreasonably disturb patrons and spectators or interfere with a program or event in progress. The Rio Vista Manager shall be the sole judge in the determination of such matters.

The Rio Vista Manager or his authorized representative may recommend that the Caterer discipline or may require that the Caterer remove an employee from employment at the Facility. Any employee so removed from employment by the Caterer shall never again be allowed to enter the Facility as an employee of Caterer.

IX. OBSERVANCE OF LAWS, RULES AND REGULATIONS

The Caterer shall at all times comply with all applicable laws, rules and regulations and orders of the federal government, State of Arizona, County of Maricopa and the City of Peoria. The Caterer shall also abide by all rules, regulations and directives prescribed by the City of Peoria.

All requirements of federal, state and local laws and regulations pertinent to or affecting the handling, sale and disposal of food and beverage (alcoholic and non-alcoholic) shall be complied



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with. The Caterer shall, at this own expense and cost, procure and keep in force during the entire period of the contract, all permits and licenses required by such laws and regulations.

X. ATTACHMENTS

Attachment A – List of Equipment
Attachment B – Layout of Kitchen
Attachment C – Monthly Settlement Form

XI. SUBMITTAL REQUIREMENTS

1. Proposal Format

Proposals shall be submitted in one (1) original and three (3) copies on the forms and in the format as contained in the Request for Proposal. Proposals shall be on 8 1/2" & 11" paper with the text on one side only.

2. Proposal Content

The following items shall be addressed in the proposal submittal:

a. Method of Approach to accomplish the Scope of Work.

- Provide response to address the Caterer's ability to meet the requirements set forth in the Scope of Work; specifically provide individual response to each section (Sections II through IX).
- Provide response to the three (3) scenarios's attached.
- Complete Questionnaire.
- Provide copy of company policies on Customer Deposits and Refunds.

b. Caterer's Experience and References.

- Provide all applicable Licenses, Certifications, Permits required for Catering business and employees.
- Indicate number of years in business and indicate sales volume history.
- Provide a staff-to-customer ratio containing number of supervisory personnel and number of staff to be provided for each event.
- Provide a minimum of three (3) references from other catering services performed within the past three (3) years that are of similar scope and size. The references must contain detailed information, i.e. company name, address and telephone number, contact name, and nature of services provided.



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3. Evaluation Criteria

The proposals will be evaluated on the criteria as outlined in the Special Terms and Conditions, Section 12, Evaluation.

4. Proposal Submittal and Contact Information

Proposals will be submitted in one (1) original AND three (3) copies and shall be delivered to:
Lisa Houg, Contract Officer
City of Peoria, Materials Management
8314 W. Cinnabar, Peoria, AZ 85345

The proposal shall be due no later than **5:00 p.m. on May 29, 2009**.
All questions regarding the proposal should be directed to Lisa Houg at Lisa.Houg@peoriaaz.gov



QUESTIONNAIRE

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Vendor Questions	Response
1. Describe your ability to generate rentals at the Rio Vista Recreation Center. Indicate how you will help promote the facility.	
2. How many events serving over 150 or more people are typically done by your catering company in a year? Indicate the type of functions.	
3. What ethnic foods do you prepare? (i.e., Italian, Mexican, etc.) The City prefers that the lessee's have a variety of food choices. Also, indicate if you have subs that you can utilize for special ethnic food requests.	
4. Does your company provide a Kid's Menu? If so, list some of the menu options.	
5. If a customer is on a limited budget, provide some options or items that you would offer or discuss with them to try and assist in working within their limited budget.	
6. Indicate plans and methods for determining price increases and state conditions that would lead to price increases.	
7. Provide information related to level of service being proposed, i.e. buffet style, restaurant style, etc.	
8. Describe procedures to ensure that the monthly payments are processed and received by the City by the timeframes established in the contract.	



SCENARIO #1

Solicitation Number: **P09-0053**

Materials Management Procurement

8314 West Cinnabar Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

WEDDING EVENT

Sit down dinner with servers for 200 people.
Provide Linen and Basic China and Silverware

Menu requested:

Salad and Rolls
Chicken Entrée
2 side dishes
Water, Tea, and Coffee
Wedding Cake
Cash Bar

Provide cost estimate and specific menu as if you were dealing directly with the lessee.
Include a Per Person Cost and a Total Cost.

If there is a portion of the scenario that you cannot complete, state why and give a cost estimate on the remaining. If you are unable to complete all of Scenario #1, state the reason why and move to Scenario #2.



SCENARIO #2

Solicitation Number: P09-0053

Materials Management Procurement

8314 West Cinnabar Avenue
Peoria, Arizona, 85345-6560

Phone: (623) 773-7115

Fax: (623) 773-7118

FAMILY REUNION EVENT

Buffet Style for 200 people.
Provide Linen and Plastic ware.

Menu requested:

2 Pasta Dishes
Salad and Breadsticks
Dessert
Water, Tea, and Coffee
Cash Bar

Provide cost estimate and specific menu as if you were dealing directly with the lessee.
Include a Per Person Cost and a Total Cost.

If there is a portion of the scenario that you cannot complete, state why and give a cost estimate on the remaining. If you are unable to complete all of Scenario #2, state the reason why and move to Scenario #3.



SCENARIO #3

Solicitation Number: P09-0053

Materials Management Procurement

8314 West Cinnabar Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

CLASS REUNION EVENT

Very limited budget for 150 people.
Provide menu recommendations for this event.

Provide cost estimate and specific menu as if you were dealing directly with the lessee.
Include a Per Person Cost and a Total Cost.



ATTACHMENT A

Solicitation Number: **P09-0053**

**Materials Management
Procurement**
8314 West Cinnabar Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

RIO VISTA RECREATION CENTER KITCHEN EQUIPMENT

Quantity	Equipment	Make	Model
1	Fly Fan	Mars	48CH
2	Portable Hot Cart	Cres-Cor	131-UA-11D
1	Work Counter	Custom	
1	Double Stack Oven		
1	Drop in Prep Sink	Advance Tabco	DI-1-2012
3	Wall mounted overhead shelf	Custom	
2	Microwave		
3	Lockable cabinets on wheels		
2	Hand Sink	Advance Tabco	7-PS-60
1	Ice Maker	Scotsman	CME1356AS-32F
1	Ice Bin	Scotsman	BH-900S-C
1	Water Filters	Scotsman	7-PS-60
1	Reach in Freezer		
1	Reach in Fridge		
1	Island Table w/table mtd overshelf	Custom	
1	Drop in Food Wells	Delfield	N8768N
1	Pot Rack	Custom	
1	L shaped table	Custom	
1	Undercounter dishwasher	Hobart	LXIGH
1	Disposer	In Sinkarator	SS150
1	Prerinse w/sink spout	Fisher	2210-WB
1	Pass shelf		
1	Drop in comp sink	Advance Tabco	
1	Roll down gate		
1	Mop sink	Advance Tabco	9-OP-20
1	Chemical storage rack	Metro	
1	Heated holding cabinet		

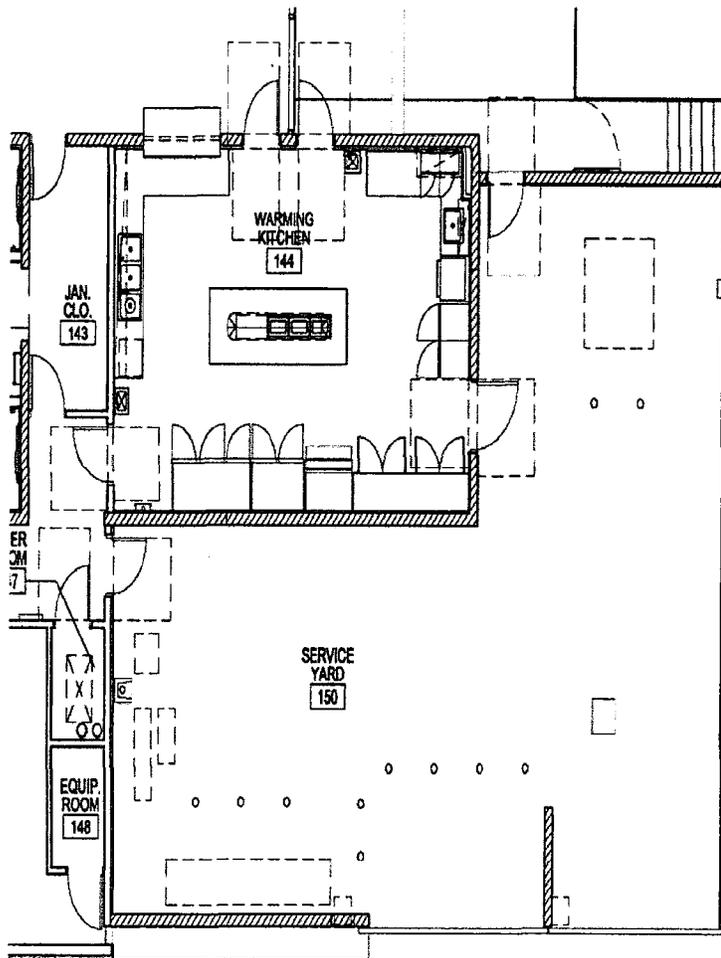


ATTACHMENT B

Solicitation Number: P09-0053

Materials Management
Procurement
8314 West Cinnabar Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

RIO VISTA RECREATION CENTER LAYOUT OF KITCHEN





ATTACHMENT C

Solicitation Number: **P09-0053**

**Materials Management
Procurement**

8314 West Cinnabar Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

**RIO VISTA RECREATION CENTER
CATERING SERVICES
MONTHLY SETTLEMENT FORM**



RIO VISTA RECREATION CENTER
Catering Monthly Settlement Form



_____ through _____

Date:							
Event:							

Catering (15% of total catering fees collected)

Menu/Food costs							
Service Charges							
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Peoria %*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Computed at 0.13 above

Serviceware							
Set-up							
Equipment							
Linens							
Deposit							
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Peoria %	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Peoria % - Food Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Liquor (20% of total fees collected for liquor services)

Liquor costs							
Service Charges							
Personnel							
Set-up							
Equipment							
Bar Tickets							
Cash Bar Sales							
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Peoria % - Liquor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Peoria/event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

To be filled in by caterer based on customer invoice.

Total Monthly City of Peoria Earnings \$ -

Settlement Sheet and Payment are Due on the 10th of Each Month. / Please Attach a Copy of All Client Invoices.



"Plan on a Celebration"

City of Peoria
Re: Rio Vista Recreation Center.
Solicitation Number: P09-0053

To Whom It May Concern:

Enclosed is our completed proposal of the "Scope of Work" material required for vendor selection of catering and bar service located at 8866-A West Thunderbird Road, Peoria, AZ 85381. The management of ALL About Catering Co. would like to extend its appreciation for the opportunity to be a part of the selection process.

We believe we have the qualifications and credentials to be a strong service provider for the Rio Vista Recreation Center. ALL About Catering Co. has been experienced in the catering and event industry since 2001. Our mission is to lead the service industry in customer service and to never compromise the taste, quality and originality of our food. We pride ourselves on time management and creative buffet displays.

In servicing the Valley for nine years we have increased our client base in the corporate industry by over 300%. We have built strong relationships with businesses particularly in the West Valley. Currently we have 120 corporate accounts, 90% of which are located in the West Valley. Local venue selection can be a challenge at times for occupancy of 200+ persons. To be able to offer Rio Vista Recreation Center to our clients would be a wonderful addition to the service we provide.

In our ever-changing economy we have also directed our marketing strategies to attract the Arizona bride. There are over 40,000 weddings performed in the Valley every year. The reputation of our company has prevailed and we currently hold catering contracts for brides into the year 2011. We believe the decision to redirect our marketing efforts to brides during these economic times has kept our company strong with a 2% gain in gross revenue and a 9% net profit. In 2008 our gross sales were \$1.2 million from 345 events. Our 2009 projections have already exceeded this as of month-end May 2009. This success is based on our revised marketing strategy and industry reputation. We uphold customer service and integrity to their highest levels.

Thank you for your consideration,


Ginny Solis
Owner & CEO



"Plan on a Celebration"

Supporting Documentation

City of Peoria
Notice of Request for Proposal

Scope of Work
Solicitation Number: **P09-0053**



"Plan on a Celebration"

Supporting Documentation

Scope of Work
Solicitation Number: **P09-0053**

XI. SUBMITTAL REQUIREMENTS

2. Proposal Content

a. Method of Approach to accomplish the Scope of Work

Points 1 – 4 (page 20 of 28)



"Plan on a Celebration"

XI. SUBMITTAL REQUIREMENTS

2a. Method of Approach to accomplish the Scope of Work

Point 1: Response to Sections II through IX

Scope of Services

ALL About Catering Co. expects the highest of customer service in our staff and chefs. In reading through all of the requirements insisted by the City of Peoria and Rio Vista Recreation Center we are confident we will exceed the expectations of quality and service recommended to ensure a professional representation of the Rio Vista Facility and the City of Peoria.

The following guidelines are specifically referenced:

Section II

Contractor Requirements

1. In working with the cities of Glendale, Avondale, Phoenix, Goodyear, Surprise and Buckeye we are experienced veterans with the level of professionalism expected. All service staff of *ALL About Catering Co.* have gone through orientations and briefings meant to exceed those expectations. Our records indicate the highest level of satisfactory health inspections, and our testimonials in design and flavor with our menu design are above standard.
2. Daily financial records are kept on-site in the *ALL About Catering Co.* offices and a staff member is available to answer any questions regarding accounts payable 6 days a week from 9:00 am to 5:30 pm. *ALL* accounts payable are recorded and filed weekly by our bookkeeper every Wednesday of the week. This procedure has been in operation since 2004.
3. Proper cleaning will be handled specifically by *ALL About Catering Co.* bussers and service staff. Our banquet captain will be briefed on how to dispose of all trash and debris after every event and will be held responsible in concurrence with an event checklist sheet provided in *ALL About Catering Co.* policies and procedures.
4. *ALL About Catering Co.* provides innovative menus to fit any regional cuisine (i.e., Italian, Mexican, American, French, East Indian, Southern) and budget. Our philosophy is that it is part of the highest customer service we can offer. We recognize we are a service industry.
5. We will provide menus that are market standard in the catering industry and provide the service to meet any budget and expectation to ensure a wonderful event.

6. *ALL About Catering Co.* provides orientation to all employees and has a very low turnover rate. Over 90% of our employees currently have anniversaries with our company. Our banquet captains and chefs have been employed by *ALL About Catering Company* since 2002 to 2004. High standards evolve into satisfaction for clients and employees. Our staff is briefed, trained and experienced.

7. *ALL About Catering Co.* possesses Serve Safe certificates in “Gold” ratings since 2003. All certificates can be provided in this scope of work. Our chefs have been through training on food safety and are upheld to the highest standards to never compromise the quality of any foods being expedited. This is true from bartenders to bussers.

8. Our events average 250 to 500 persons. This does not, however, limit our ability and experience to plan for upwards of 1,000 guests.

9. *ALL* marketing material will include *Rio Vista Recreation Center's Lakeview Room*. In addition, we offer a “Venue of the Month” on the home page of our website www.allaboutcateringco.com. We are also partnered with *Thee Wedding Warehouse* where the *Rio Vista* facility will be marketed.

10. *ALL About Catering Co.* enjoys relationships with several financial resources in the surrounding valley cities who uphold the same reputation and business ethic required by our industry. References available upon request.

11. *All About Catering Co.* will provide samples to the designated city official before circulation to ensure contractual responsibility.

12. *ALL About Catering Co.* is currently under contract with Pepsi Bottling Company circulating only Pepsi products when applicable.

13. *ALL About Catering Co.* will fulfill all contractual guidelines and uphold the professionalism required in all client-based relationships. ALL reports and contracts will be submitted with bi-weekly payment by our on-site accounting staff.

14. *ALL About Catering Co.* recognizes the terms of the contract for services and will uphold those obligations as supported with all necessary reports.

15. *ALL About Catering co.* will recognize the six-month policy in contract obligations.

16. *ALL* contractual obligations will be reported to the designated city official within 7 days post event contract.

Section III

Quality of Service

ALL About Catering Co. staff members are required to report to the banquet captain at every event where a checklist is maintained. This Event Checklist requires all staff members to consistently keep work stations clean and orderly throughout an event. Our records indicate high standards with the Maricopa County Environmental Services Dept. and will be turned in with this proposal for reference. Our standards and reputation reflect the best in our industry.

Section IV

Operating Conditions

ALL About Catering Co. requires service staff to manage an event for the entire duration. This includes deliveries and pick-up of rentals. This is required for proper customer service and successful event production. ALL events also require a pre-event work order specifying instructions for event set-up. This pre-event work order is maintained by the banquet captain assigned to every event.

Section V

Utility Services

ALL About Catering Co. will provide its own storage space concealed in storage trucks and vans during an event. ALL menus offer environmental disposables for clients. ALL events will have color-coded trash bags and bins to be disposed of in the proper recycling bins. This is a practice that already exists in *ALL About Catering Co.* policies and procedures since 2007. Our experience will prevail against any power outages and disasters on site. We bring knowledge and experience on how to react to unforeseen occurrences and to maintain a smooth transition for clients.

Section VI

Cleaning and Maintenance

ALL About Catering Co. will maintain ALL contractual obligations regarding cleaning materials provided and will be noted on ALL Pre-Event work orders for the banquet captain to refer. *ALL About Catering Co.* will provide clean and orderly work areas at all times as this is a requirement of our policies and procedures with ALL service staff. Our staff will be required to maintain a working relationship with all Rio Vista staff members to properly communicate all event happenings. The banquet captain is required to introduce him/herself to venue staff personnel before every event to ensure proper communication during the event.

Section VII

Equipment and Supplies

ALL About Catering Co. is fully equipped to bring ALL necessary equipment and supplies to expedite a successful event. *Rio Vista Recreation Center* and its equipment will be maintained in its original operating condition after every event in which the *ALL About Catering Co.* staff needs to use this equipment. ALL requests will be submitted in writing to *Rio Vista* management in the contract and work order event form prior to an event.

Section VIII

Caterer Employees

ALL About Catering Co. employees have a required uniform which includes black pants, black non-skid shoes, tie, black colored shirt, black apron. ALL uniforms have an embroidered company logo to be reviewed by the *Rio Vista* manager. Only the company logo appears on staff shirts and chef's coats. In case our company logo is not approved staff members will be required to wear solid black uniforms. ALL service staff is required to provide the utmost customer service to patrons and venue staff members. These policies and procedures have been in place as *ALL About Catering Co.* standards since 2002.

Section IX

Observance of Laws, Rules and Regulations

ALL About Catering Co. service staff and chefs are required to bring their food handlers card to every event. The banquet captain also maintains copies of these cards as well as employee information in a file folder for any city official to review at any time. ALL certifications uphold the Arizona service industry law and are regulated through *ALL About Catering Co.* policies and procedures.



All About Catering, Inc.
1300 S. Litchfield Rd. #2
Goodyear, AZ 85338

Phone: (623) 846-6800 Fax: (623) 925-6656
www.allaboutcateringco.com ginny@allaboutcateringco.com

Proposal of Service

Prepared	Bride Tobe	Sales Person:	Virginia Solis
Event	Wedding Reception	Event Date:	10/24/2009 - Saturday
Address:		Phone:	Home: 867-5309
Email:	bridetobe@weddings.com		
Proposal #:	10033		
Service	Sit Down	Time(s):	6:00 PM - Event Start 11:00 PM - Event End
Occasion:	Wedding	Guest Count:	200
Venue:	Rio Vista Community Park Recreation Center 8666-A W. Thunderbird Road Peoria, AZ 85381	Last Change:	5/28/2009

Service Staff to include:

1 Captain
2 Chefs
10 Waitstaff
2 Bartenders
2 Barbacks

Service staff to assist with Champagne pour and cake cutting and service.

Client to determine head table or sweet heart table, gift table, DJ etc.
Additional Linens will be added accordingly

A Majestic Affair

Wedding Package with Chicken Marsala Entree

Sauteed Chicken Breast with Marsala Wine, Mushrooms and Parmesan Cheese

Choice of One Side Dish

Wild Rice Pilaf with Almond Slivers
Toasted Couscous with Chopped Pecans
Garlic Smashed Potatoes
White and Brown Rice
Three-Cheese Potatoes au Gratin
Herbed Bow Tie Pasta
Sweet Potato Pieces
Anna Potatoes
Twice-Baked Potatoes

Sweet & Sour Potatoes: Twice-Baked Potatoes Stuffed with Sweet Potatoes and Sour Cream with a Cheese Crust

Choice of One Vegetable

Chopped Vegetable Ratatouille (seasonal vegetables)
Honey-Glazed Carrots
Sugar Snap Peas and Carrots
Long Beans with Almond Slivers
Roasted Asparagus Spears

Choice of One Salad

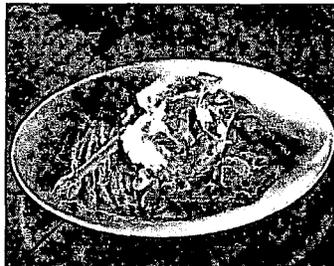
Field of Greens - Spring Mix with Feta Cheese, Sliced Strawberries, and Candied Pecans served with a Raspberry Vinaigrette Dressing

House Salad - Chopped Cucumbers, Carrots, Grape Tomatoes, and Croutons served with a House Vinaigrette Dressing

Caesar Salad - Chopped Romaine Lettuce with Shredded Parmesan Cheese and Homemade Oversized Croutons served with Classic Caesar Dressing

Crusty Breads and Soft Dinner Rolls Included

Water, Tea and Coffee Service



Custom Cakes

Custom cake designed especially for you



Food

Food subtotal	\$6,500.00
Per Person Total	\$32.50

Rental

Qty	Description	Unit	Total
200	Complete China Package Dinner Plate Salad Plate Cake Plate Coffee Cup and saucer Dinner Knife, Dinner Fork, Salad Fork, Dessert Fork, Teaspoon Champagne Flute Water Goblet Linen Napkin	\$0.00 Each	\$0.00
25	120" Round Linen Floor length on 60" round table <i>Note: Linens for Guest Seating</i>	\$14.50 Each	\$362.50
1	108" round linen <i>Note: Linen for cake table AACC to provide 48 in. round for cake table</i>	\$11.55 Each	\$11.55
Rental subtotal			\$374.05

Staffing

Staffing subtotal	\$3,170.00
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Charges:	\$10,044.05
20% Operational fee:	\$1,374.81
Subtotal:	\$11,418.86
6.300% Tax:	\$433.07
Post-Tax Subtotal:	\$11,851.93
Payments:	\$0.00

Total:	\$11,851.93
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Final Balance 10/14/2009

Total Price Per Person
\$59.26



Bar Services

Individual Bar Service (Hosted Bar)

Well Brands	\$5.00++
Call Brands	\$6.00++
Premium Brands	\$7.00++
House Wines (La Terre)	\$4.00++
Domestic Beers	\$3.50++
Imported Beers	\$4.00++
Cordials & Liqueurs	\$7.00++ and up
Soft Drinks	\$2.50++
Bottled Water	\$2.00++

Package Bar Service (minimum 50 guests)

For your convenience, we offer package bar pricing which is a set price per guest, per hour, for a full selection of beverages. The pricing is based on 2 ½ drinks per guest for the first hour and one drink per guest, per hour, for each additional hour. This pricing does not include a Champagne Toast or Bottle Wine Service during a meal. Prices below are per guest.

- One Hour
 - Well: \$12.50++
 - Call: \$15.00++
 - Premium: \$17.50++
- Two Hours
 - Well: \$17.50++
 - Call: \$21.00++
 - Premium: \$24.50++
- Three Hours
 - Well: \$22.50++
 - Call: \$27.00++
 - Premium: \$31.50++
- Four Hours
 - Well: \$27.50++
 - Call: \$33.00++
 - Premium: \$38.50++

Domestic Keg: \$250

Margarita Machine: \$500 for 4 hours

**Current state tax and service charge will be added to all hosted beverage selections. All prices are subject to change based on market conditions*

**Inquire about our signature drinks.*



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Goodyear, AZ 85338

Phone: (623) 846-6800 Fax: (623) 925-6656
www.allaboutcateringco.com ginny@allaboutcateringco.com

Proposal of Service

Prepared	Virginia Solis	Sales Person:	Virginia Solis
Event	Family Reunion	Event Date:	10/25/2009 - Sunday
Address:	555 Whistery Lane Litchfield Park, AZ 85340	Phone:	Home: 555-555-5555
Email:			
Proposal #:	10036		
Service	Buffet	Time(s):	6:00 PM - Event Start 10:00 PM - Event End
Occasion:	Family Reunion	Guest Count:	200
Venue:	Rio Vista Community Park Recreation Center 8666-A W. Thunderbird Road Peoria, AZ 85381	Last Change:	5/28/2009

Service Staff to include:

1 Captain

4 Wait staff

2 Bartenders

Includes Acrylic Disposable

No charge for black styrofoam and black plastic ware

A Taste of Italy

Little Italy

Your Choice of One:

Caesar Salad Crisp romaine tossed lettuce with Caesar dressing, parmesan and homemade garlic croutons

Italian salad Crisp romaine lettuce, grape or cherry tomatoes, red onions, grated mozzarella cheese, pepperoncinis and green olives tossed in our homemade zesty Italian dressing Add salami, prosciutto, Kalamata olives, and marinated artichokes for an additional cost

House Salad with cucumbers, carrot slivers, red onion, tomatoes, homemade croutons and your choice of a wide variety of homemade dressings.

Choice of Two:

Pasta Carbonara

with crispy smoked bacon in a white wine cream sauce garnished with aged parmesan and fresh Italian herbs

Pasta Primavera

Bowtie pasta with skillet tossed vegetables, fresh basil and a Tomato Fredo sauce

Traditional Lasagna with Meat Sauce Lasagna noodles layered with ricotta, mozzarella and parmesan cheese, covered with a rich meat Marinara sauce

Chicken Fettuccini

Alfredo Fettuccini noodles with grilled chicken and creamy Alfredo sauce

Tuscan Lasagna

With Italian sausage pieces and sun dried tomato layered with 4 cheeses and baked with Roma tomato sauce

Tortellini Trinity

Tri colored Asiago cheese tortelli ravioli tossed with Linguisa with an Italian Herbed Marinara sauce and shaved parmesan

Chicken Spinach Florentine

Penne Pasta with with Chicken, fresh spinach, onions, garlic in a Ala Vodka Cream Sauce

Served with Variety Italian Breads and Breadsticks

Your choice of One:

Chocolate Flourless Torte with Raspberry Coulis

Carrot Cake - The Best in the Southwest!

Sheet Cake with your choice of cake(vanilla, marble, chocolate or lemon)
Your choice of frosting(buttercream, whipped or chocolate.

Served with Water, Iced Tea and Coffee

Food

Food subtotal	\$3,200.00
Per Person Total	\$16.00

Rental

Qty	Description	Unit	Total
25	108" round linen <i>Note: Lap Length Linen Color TBD by Client</i>	\$11.55 Each	\$288.75
5	90x132" banquet linen Fits 6 ft. to the floor <i>Note: Linens for 2 buffets and beverage station Color in a wide variety TBD by Client</i>	\$14.75 Each	\$73.75

Rental subtotal	\$362.50
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Miscellaneous

Qty	Description	Unit	Total
200	Black or Clear Acrylic Package Black or Clear acrylic ware, napkins and utensils Served with Reflections flatware (looks like stainless steel, but is disposable)	\$1.75	\$350.00

Miscellaneous subtotal	\$350.00
------------------------	----------

Staffing

Staffing subtotal	\$1,350.00
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Charges:	\$5,262.50
20% Operational fee:	\$782.50
Subtotal:	\$6,045.00
6.300% Tax:	\$246.49
Post-Tax Subtotal:	\$6,291.49
Payments:	\$0.00

Total:	\$6,291.49
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Final Balance 10/15/2009

Total Price Per Person
\$31.46



Bar Services

Individual Bar Service (Hosted Bar)

Well Brands	\$5.00++
Call Brands	\$6.00++
Premium Brands	\$7.00++
House Wines (La Terre)	\$4.00++
Domestic Beers	\$3.50++
Imported Beers	\$4.00++
Cordials & Liqueurs	\$7.00++ and up
Soft Drinks	\$2.50++
Bottled Water	\$2.00++

Package Bar Service (minimum 50 guests)

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 - Well: \$27.50++
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Domestic Keg: \$250

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**Inquire about our signature drinks.*



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Proposal of Service

Prepared	Virginia Solis	Sales Person:	Virginia Solis
Event	Class Reunion	Event Date:	9/25/2009 - Friday
Address:	555 Whistery Lane Litchfield Park, AZ 85340	Phone:	Home: 555-555-5555
Email:			
Proposal #:	10040		
Service	Buffet	Time(s):	7:00 PM - Event Start 11:00 PM - Event End
Occasion:	Class Reunion	Guest Count:	150
Venue:	Rio Vista Community Park Recreation Center 8666-A W. Thunderbird Road Peoria, AZ 85381	Last Change:	5/28/2009

Service Staff to Include:
1 Captain
3 Wait Staff

Dessert Display

Variety Mini Desserts

Kahlua Pecan Diamonds, Creme Brulee, Triple Fudge Tarts, Cream Puffs, Eclairs, Variety Cheesecakes and Petit Fours

Food

Food subtotal	\$750.00
Per Person Total	\$5.00

Staffing

Staffing subtotal	\$510.00
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Charges:	\$1,260.00
20% Operational fee:	\$150.00
Subtotal:	\$1,410.00
6.300% Tax:	\$47.25
Post-Tax Subtotal:	\$1,457.25
Payments:	\$0.00

Total:	\$1,457.25
---------------	------------

Final Balance 09/15/2009

Total Price Per Person:
\$9.72



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Proposal of Service

Prepared	Virginia Solis	Sales Person:	Virginia Solis
Event	Class Reunion	Event Date:	9/26/2009 - Saturday
Address:	555 Whistery Lane Litchfield Park, AZ 85340	Phone:	Home: 555-555-5555
Email:			
Proposal #:	10037		
Service	Buffet	Time(s):	7:00 PM - Event Start 11:00 PM - Event End
Occasion:	Class Reunion	Guest Count:	150
Venue:	Rio Vista Community Park Recreation Center 8666-A W. Thunderbird Road Peoria, AZ 85381	Last Change:	5/28/2009

Service Staff to Include:
1 Captain
3 Wait Staff

Cold Hors d' oeuvre Display

Crudites Display

Assorted freshly sliced vegetables roasted and blanched. Served with your choice of dipping sauce.

Fruit and Cheese Display

Seasonal fruit displayed and an assortment of cheese served with gourmet crackers.

Mini Assorted Sandwich Platter

Chicken salad on a croissant, ham and swiss cheese, veggie roll-ups, roast beef and cheddar cheese, turkey and provolone cheese.

Food

Food subtotal	\$1,125.00
Per Person Total	\$7.50

Staffing

Staffing subtotal	\$510.00
-------------------	----------

Charges:	\$1,635.00
20% Operational fee:	\$225.00
Subtotal:	\$1,860.00
6.300% Tax:	\$70.88
Post-Tax Subtotal:	\$1,930.88
Payments:	\$0.00

Total:	\$1,930.88
---------------	------------

Final Balance **09/16/2009**



All About Catering, Inc.
1300 S. Litchfield Rd. #2
Goodyear, AZ 85338

Phone: (623) 846-6800 Fax: (623) 925-6656
www.allaboutcateringco.com ginny@allaboutcateringco.com

Proposal of Service

Prepared	Virginia Solis	Sales Person:	Virginia Solis
Event	Class Reunion	Event Date:	9/27/2009 - Sunday
Address:	555 Whistery Lane Litchfield Park, AZ 85340	Phone:	Home: 555-555-5555
Email:			
Proposal #:	10039		
Service	Buffet	Time(s):	7:00 PM - Event Start 11:00 PM - Event End
Occasion:	Class Reunion	Guest Count:	150
Venue:	Rio Vista Community Park Recreation Center 8666-A W. Thunderbird Road Peoria, AZ 85381	Last Change:	5/28/2009

Service Staff to Include:

1 Captain
3 Wait Staff

A Taste of Italy

Choice of One Entree

Baked Lasagna with Meat Sauce

Lasagna noodles layered with ricotta, mozzarella and parmesan cheese, covered with a rich meat Marinara sauce

(Also available without meat: add fresh roasted vegetables or vegetarian)

Chicken Fettuccini Alfredo

Fettuccini noodles with grilled chicken and creamy Alfredo sauce

Portobello Mushroom Ravioli

Portobello mushroom ravioli, garlic, shallots, basil and pistachio pesto cream sauce

Chef required

Chicken Marsala

Boneless chicken breaded and sautéed in Marsala wine with mushrooms and onions

Chicken Piccata

Chicken breast pounded thin and sautéed with lemon, butter and capers

Choice of One

Caesar Salad

Crisp romaine tossed lettuce with Caesar dressing, parmesan and homemade garlic croutons

Italian salad

Crisp romaine lettuce, grape or cherry tomatoes, red onions, grated mozzarella cheese, pepperoncinis and green olives tossed in our homemade zesty Italian dressing

Add salami, prosciutto, Kalamata olives, and marinated artichokes for an additional charge

Freshly baked breads and focaccia

Choice of Two Beverages

Iced Tea, Lemonade, Coffee

Food

Food subtotal	\$1,800.00
Per Person Total	\$12.00

Staffing

Staffing subtotal	\$510.00
-------------------	----------

Charges:	\$2,310.00
20% Operational fee:	\$360.00
Subtotal:	\$2,670.00
6.300% Tax:	\$113.40
Post-Tax Subtotal:	\$2,783.40
Payments:	\$0.00

Total:	\$2,783.40
---------------	------------

Final Balance 09/17/2009

Total Price Per Person:
\$18.56



All About Catering, Inc.
1300 S. Litchfield Rd. #2
Goodyear, AZ 85338

Phone: (623) 846-6800 Fax: (623) 925-6656
www.allaboutcateringco.com ginny@allaboutcateringco.com

Proposal of Service

Prepared	Virginia Solis	Sales Person:	Virginia Solis
Event	Class Reunion	Event Date:	9/25/2009 - Friday
Address:	555 Whistery Lane Litchfield Park, AZ 85340	Phone:	Home: 555-555-5555
Email:			
Proposal #:	10038		
Service	Buffet	Time(s):	7:00 PM - Event Start 11:00 PM - Event End
Occasion:	Class Reunion	Guest Count:	150
Venue:	Rio Vista Community Park Recreation Center 8666-A W. Thunderbird Road Peoria, AZ 85381	Last Change:	5/28/2009

Service Staff to Include:
1 Captain
3 Wait Staff

South of The Border Stations

Mexican Station

Tricolored Homemade Tortilla Chips served with a variety of salsas
Salsa Fresca
Salsa Verde
Pineapple and Mango Salsa

Mini Beef and Chicken Chimichangas

Chili Con Queso the best in the west

Mini Tamales: Green Corn, Beef and Pork

Food

Food subtotal	\$1,500.00
Per Person Total	\$10.00

Staffing

Staffing subtotal	\$510.00
-------------------	----------

Charges:	\$2,010.00
20% Operational fee:	\$300.00
Subtotal:	\$2,310.00
6.300% Tax:	\$94.50
Post-Tax Subtotal:	\$2,404.50
Payments:	\$0.00

Total:	\$2,404.50
---------------	------------

Final Balance 09/15/2009

Total Price Per Person:
\$16.03



"Plan on a Celebration"

Questionnaire

Solicitation Number: P09-0053

Vendor Question #1

Response

In generating rentals for all corporate and social events *ALL About Catering Co.* refers to the most reliable vendors in the valley. Often we contract *Tri-Rentals* in Phoenix and *It's A Celebration!* in Goodyear. *ALL About Catering Co.* currently owns inventory in china/flatware/linens/buffet equipment/table props and décor. We contract out only for specialty items or events that exceed 500 persons.

Vendor Question # 2

Response

ALL About Catering Co. expedites over 400 events annually. Of those 84% have exceeded 150 guests. We have specialized in corporate events and staffing since 2003. In conjunction with large venues, we have successfully been servicing Arizona brides as well. We are able to adapt to flow of any agenda in event planning from corporate events with break-out sessions and galas to coordinating when the bride walks down the aisle. Our success has been in service with an incredible staff trained to exceed expectations and professionally trained culinary chefs to expedite the selected menus without compromise to quality and taste.

Vendor Question # 3

Response

ALL About Catering Co. employs an Executive Chef who specializes in regional cuisine. Also on staff are two sous chefs. One specializes in fine dining and Southwestern cuisine. The other culinary chef specializes in pastries and desserts. *ALL About Catering Co.* offers several menus in regional cuisine including Italian, Cuban, American, Greek, Mexican and East Indian. We have recently created Russian menus for DC Ranch and East Indian menus for brides. Our chefs have been invited to culinary schools to offer demonstrations on regional cuisine in the Valley.

Vendor Question # 4

Response

ALL About Catering Co. offers a children's menu that includes petite cheeseburger sliders, chicken tenders, pizza wheels, apples and peanut butter, buttered bow tie noodles and even PBJ cut outs. We offer several menu suggestions and if the client prefers we will just offer smaller portions of their existing menu selections for a discounted per person rate. This policy is for children aged 12 and under.

Vendor Question # 5

Response

In working with a limited budget our experience assists in making the client comfortable and confident in their selections. Some examples of cost-cutting would be in the selection of scalloped prestige ware (disposable) verses china; beer and wine packages vs. premium bar packages; solid colored linens and overlays vs. expensive etched linens. Selecting menus that are sustainable using local vendors and produce in season will offer large savings in proposals.

Vendor Question # 6

Response

ALL About Catering Co. analyses vendor price increases annually. Such vendors include *Pepsi Bottling Co.*, food purveyors, e.g. *Sysco*, *U.S. Foodservice*, rental companies and local farmers and dairies. If price increases are necessary we include the new price in menus and marketing material by January 31st annually.

Vendor Question # 7

Response

There are 3 different service methods offered by *ALL About Catering Co.*:

"Buffet Style" service -- a ratio of 1 service staff per 40 persons. We offer one buffet line per 100 persons (often double sided). Example: a 350-person event would include 3 buffet stations, 9 service staff, 2 chefs, 4 bussers, and 1 banquet captain.

"Family Style" service -- large decorative displays of menu selections are strategically placed on feasting tables and replenished as needed. Example: a 350-person event would include 14 service staff, 2 chefs, 6 bussers, and 1 scullery captain.

"Plated" service -- this service requires 1 chef per 100 guests, 1 sous chef per 100 guests, 1 service staff per 25 guests. Example: a 350-person event would include 3 chefs, 4 sous chefs, 14 service staff, 6 bussers, 1 banquet captain and 1 scullery captain.

Vendor Question # 8

Response

ALL About Catering Co. has policies and procedures in place with an on-staff administrator and bookkeeper who performs accounts payable and receivable functions daily. Also on staff is a bookkeeper associated with a CPA's office who performs weekly accounting checks and balances. We will provide a signed client contract with payment bi-weekly to include contracted services and payment. This system has been proven successful with several venues valley wide.



SALES CONTRACT - 2

1300 S. Litchfield Road, Ste. 2 Goodyear, AZ 85338
623/846-6800 Fax: 623/925-6656
www.allaboutcateringco.com

Contract Information

Food shall be displayed for a maximum of two (2) hours unless otherwise arranged.

A deposit of 50% of the total is required to secure the date of the event.

PRICING: Prices are subject to change without notice if All About Catering Company experiences any increased costs affected by market conditions.

FINAL PAYMENT: Final payment and final guest count are due ten (10) days prior to the event. The final guest count is used as the basis to purchase fresh ingredients, coordinate a preparation schedule with our chefs, order equipment as needed and arrange for server staffing. Although we always prepare a small amount of food for more than the final guest count provided, this is meant to accommodate the sometimes larger-than-average portions consumed by guests and should not be considered as adequate portions for additional unexpected guests.

CHANGES: Any changes made within ten (10) days of the event will be subject to an additional charge of \$25 per change.

ADDITIONAL BILLING: We reserve the right to invoice for additional meals served, linens, rentals and rental delivery and/or pick up charges incurred as the result of a discrepancy with the final guest count.

OPERATIONAL FEE: We charge a 20% operational fee to cover any and all incidental and administrative costs related to this contract which include, but are not limited to, vehicle maintenance and gas, handling fees, food tasting, consultations and appointment scheduling.

LEFTOVERS: The disposition of all leftovers is at the caterer's discretion, although leftovers are gladly boxed and provided to the client. In the event the client declines to take any remaining leftovers, All About Catering Company will make a donation in the name of the client to the New Life Center, a women's shelter located in the West Valley.

PAYMENT: Acceptable forms of payment are: MasterCard, Visa, American Express, check, money order, cashier's check and cash. A receipt will be issued for all payment transactions.

RENTAL DAMAGE: Any rental items procured through All About Catering Company are subject to full replacement cost(s) in case of loss, damage or breakage.

Cancellation Policy:

Fifty (50) percent of the deposit is refundable up to thirty (30) days prior to the event. Deposits are not refundable if the cancellation is received within less than thirty (30) days prior to the event.

Cancellations must be submitted in writing to All About Catering Company, 1300 S. Litchfield Road, Suite 2, Goodyear, AZ 85338 or to www.allaboutcateringco.com. There are no exceptions to this policy.



"Plan on a Celebration"

Supporting Documentation

Scope of Work
Solicitation Number: **P09-0053**

XI. SUBMITTAL REQUIREMENTS

2. Proposal Content

b. Caterer's Experience and References

Points 1 – 4 (page 20 of 28)



LICENSE & REGISTRATION SECTION
300 WEST MONROE
PHOENIX, ARIZONA 85007-2650

EFFECTIVE DATE
October 3, 2002

TRANSACTION PRIVILEGE TAX LICENSE
-NOT TRANSFERABLE-

The licensee listed below is licensed to conduct business upon the condition that taxes are paid to the Arizona Department of Revenue as required under provisions of A.R.S. Title 42, Chapter 5, Article 1.

0800010995750

07663752

ALL communications and reports MUST REFER to this LICENSE NO.

Issued To: SOLIS VIRGINIA & JULIA ALDANA
ALL ABOUT CATERING COMPANY
1300 S LITCHFIELD RD #2
GOODYEAR AZ 85338

BUSINESS CLASS

Location: ALL ABOUT CATERING COMPANY
1300 S LITCHFIELD RD #2
GOODYEAR AZ 85338

PROGRAM CITIES

GOODYEAR

This License is issued to the business named above for the address shown. Licenses, by law, cannot be transferred from one person to another, nor can they be transferred from one location to another. Arizona law requires licensees to notify the Department of Revenue if there is a change in business name, trade name, location, mailing address, or ownership. In addition, when the business ceases to operate or the business location changes and a new license is issued, this license must be returned to the Arizona Department of Revenue.

PERMIT TO OPERATE

Environmental Services Dept.
1001 N Central Ave, Suite 100
Phoenix, AZ 85004



PERMIT NO. SG62470
EXPIRATION DATE: 08/31/2009

TYPE OF PERMIT: FOOD CATERING

FEE: \$530.00

JULIA ALDANA
C/O ALL ABOUT CATERING COMPANY
1300 S LITCHFIELD RD #2
GOODYEAR, AZ 85338

PREMISES:
ALL ABOUT CATERING COMPANY
1300 S LITCHFIELD RD BLDG #8
GOODYEAR



The Art Institute of Phoenix[®]

upon the recommendation of the Faculty, by the Authority vested
in this institution by the State of Arizona, has conferred upon

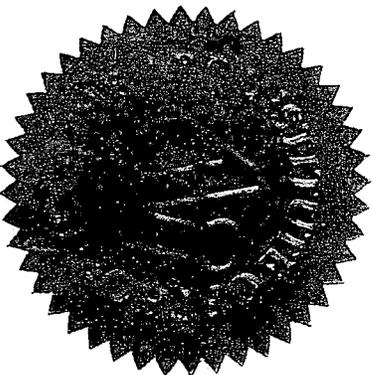
Julia D. Aldana

the Degree of Associate of Applied Science in

Culinary Arts

with all the rights, privileges, and honors thereto appertaining.

Given in Phoenix, Arizona on **September 19, 2002**



William R. Owens
PRESIDENT



Gine Thomas-Cotter, Ed.D.
DEAN OF EDUCATION



September 12, 2002

Dear: ALDANA , JULIA D.

I am pleased to give to you the **SERVSAFE** Certificate of Completion for Serving Safe Food. You did an excellent job and deserve a round of applause. You received a 94% on your exam.

Please feel free to call me if I can be of further assistance. I can be reached at (602) 678-4300 x-315. In the meantime, take care and good luck with all your future endeavors.

Sincerely,

Jim Diamond

Enclosure: Cert. Number 3153774

For replacement or corrected certificates call (800) 765-2122



Examination Form No.

772

Certificate No.

3153774

ServSafe Certification

TO

JULIA ALDANA

for successfully completing the requirements set by the National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination, which is recognized by the International Food Safety Council.

Presented by the National Restaurant Association Educational Foundation

8/29/02

DATE OF EXAMINATION

This ServSafe certification is valid for 5 years.
Check with your local health department for their specific requirements.

A handwritten signature in black ink, appearing to read "Mary M. Adolph", is written over a horizontal line.

MARY M. ADOLF
PRESIDENT AND CHIEF OPERATING OFFICER
NATIONAL RESTAURANT ASSOCIATION
EDUCATIONAL FOUNDATION

© National Restaurant Association Educational Foundation
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00031601 14206

National Restaurant Association
EDUCATIONAL FOUNDATION

www.nraef.org

ENVIRONMENTAL SERVICES

Environmental Health Division

AWARD CERTIFICATE

ALL ABOUT CATERING COMPANY - Eating & Drinking
SG53935

8.9.06	5-30-06	11-30-06	3-27-07
AB	AB	AB	AB

P. Bristle

[Signature]

9/30/08

3/27/09



Maricopa County

For more information please visit www.maricopa.gov/envs

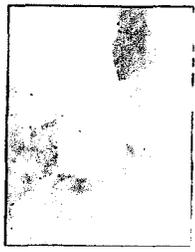
Environmental Health

Expires: 7/14/09

Paula



Food Service Worker



Food Service Worker

Paid: FSW \$16.00

Julia Aldana



Expires: 3/15/12

34150

Food Service Worker

Paid: FSW \$16.00

Candelario Gonzalez



Expires: 3/13/12

76431

Food Service Worker

Paid: FSW \$16.00

Madonna Pharias



Expires: 10/17/11

38838

Food Service Worker

Paid: FSW \$16.00

Kali Solimeno-Maronett



Expires: 3/30/12

34749

Food Service Worker

Paid: FSW \$16.00

Ignacio Corral



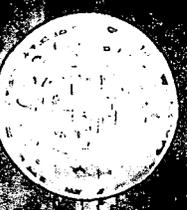
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24070

Food Service Worker

Paid: FSW \$16.00

Sabrina Kampfe



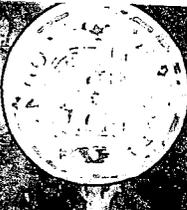
Expires: 3/18/11

35427

Food Service Worker

Paid: FSW \$3.00

Elaine Ryan



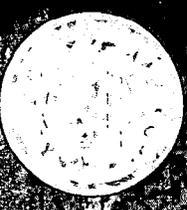
Expires: 10/15/11

31787

Food Service Worker

Paid: FSW \$3.00

Anthony Pharias



Expires: 10/17/11

38845

Food Service Worker

Paid: FSW \$16.00

Jeanne Giannina



Expires: 9/10/11

18050

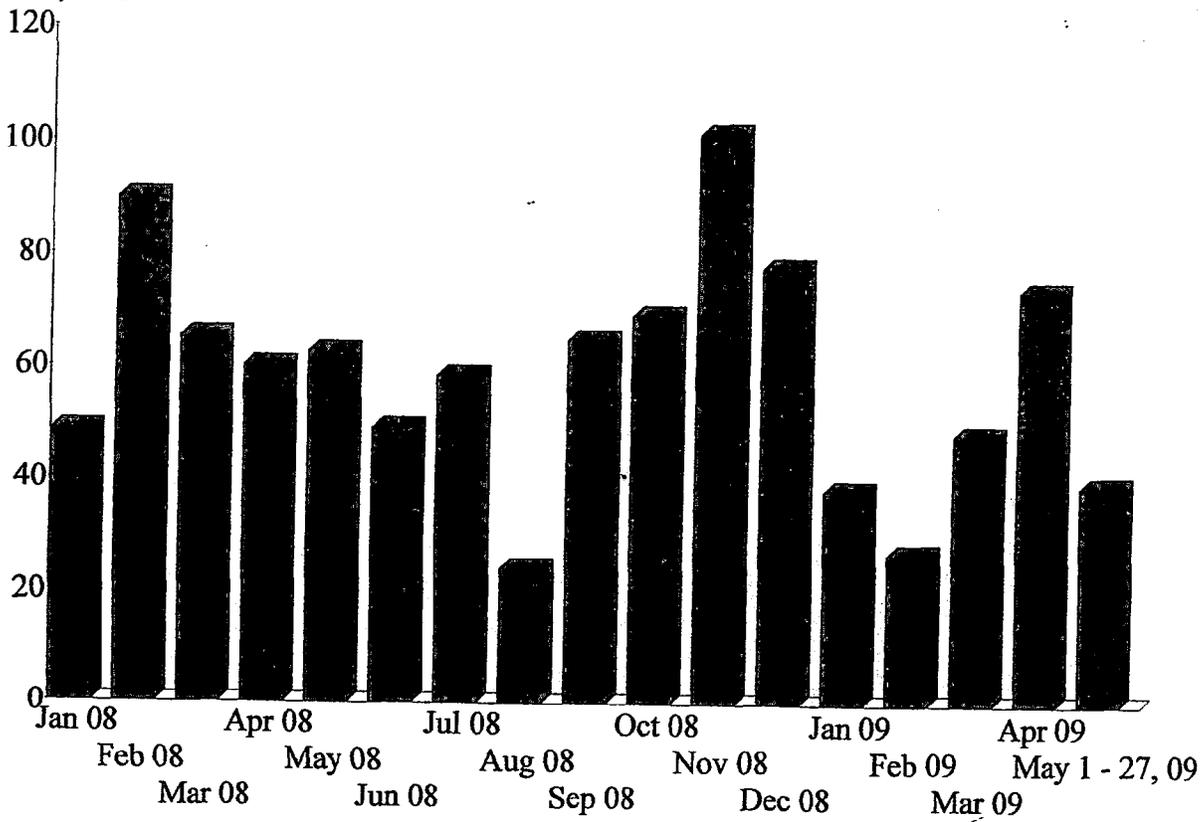
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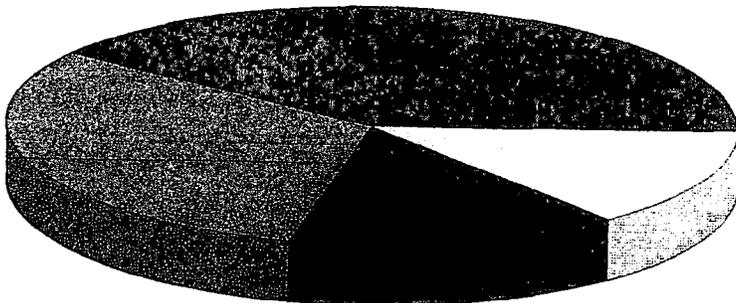
Sales by Month
January 1, 2008 through May 27, 2009

Dollar Sales

\$ in 1,000's



Sales Summary
January 1, 2008 through May 27, 2009



By Customer



"Plan on a Celebration"

XI. SUBMITTAL REQUIREMENTS

2. Proposal Content

b. Caterer's Experience and References

"Provide a staff-to-customer ratio containing number of supervisory personnel and number of staff to be provided for each event"

There are 3 different service methods offered by *ALL About Catering Co.*:

"Buffet Style" service -- a ratio of 1 service staff per 40 persons. We offer one buffet line per 100 persons (often double sided). Example: a 350-person event would include 3 buffet stations, 9 service staff, 2 chefs, 4 bussers, and 1 banquet captain.

"Family Style" service -- large decorative displays of menu selections are strategically placed on feasting tables and replenished as needed. Example: a 350-person event would include 14 service staff, 2 chefs, 6 bussers, and 1 scullery captain.

"Plated" service -- this service requires 1 chef per 100 guests, 1 sous chef per 100 guests, 1 service staff per 25 guests. Example: a 350-person event would include 3 chefs, 4 sous chefs, 14 service staff, 6 bussers, 1 banquet captain and 1 scullery captain.

Janice Wohler

113 E. Bird Lane
Litchfield Park, AZ 85340
Phone (623) 536-1003
Fax (623) 536-6234
Janwct@aol.com

May 26, 2009

To Whom It May Concern,

My husband and I have used the catering services of "All About Catering" for the past five or six years. They have helped us host everything from small dinner parties to a large wedding reception in our home. At each event they have provided excellent service, served delicious food that was beautifully presented, and helped create an ambiance appropriate to the occasion.

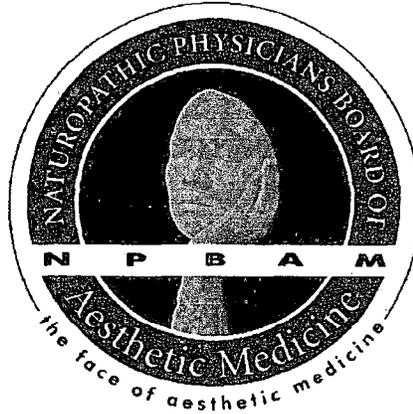
When planning an event with "All About Catering" I have found they have access to many excellent resources and are willing to work hard to find exactly what we need or want for our event. They also have very interesting and varied menus from which to choose and are willing to modify recipes if needed.

I have found that it is very easy to work with "All About Catering". They are very dependable, keeping us informed of delivery schedules and arrival times. Everything they do is of quality and done very professionally.

Please feel free to contact us if you want.

Sincerely,

Jan Wohler



NATUROPATHIC PHYSICIANS BOARD OF AESTHETIC MEDICINE (NPBAM)

P.O. Box 13100
Prescott, AZ 86304

To Whom It May Concern:

For the past five years I have been an extremely satisfied client of **All About Catering, Inc.** The owner, Ginny Solis, her Chef Julia and their Office Manager Margaret, and I have worked seamlessly to create at least 10 Continuing Medical Education Conferences for licensed Naturopathic Physicians who come to Arizona from around the country, to attend the weekend long events.

In fact, to be honest, I have gone to great lengths to ensure that **All About Catering** is always our caterer of choice. When Board members I have worked with, have suggested using hotel facilities and their requisite caterers, I have successfully made the case to find alternative venues that allow "outside" caterers, expressly to hire the catering firm I prefer and trust.

CHALLENGING FOOD PREFERENCES

When creating conferences for more than 225 Naturopathic Physicians and Medical Students, my concern is always managing the challenging food preferences of a very diverse community. Members of the Naturopathic Community range in diet choices from vegetarians, vegans, to meat lovers and gluten-free eaters – in short, they are likely one of the most challenging groups I've worked with to feed. Ginny and Chef, Julia, along with their extraordinary Staff are tireless in their creativity, food preparation and presentation.

SHORT-SIGHTED DECISION

In one instance over the years, due to heavy influence from a board member, I was driven to use the services of a well-known breakfast restaurant to supply a breakfast buffet for our attendees, and contracted with **All About Catering** for lunch. In short, I will never attempt it again, as the food was inferior, the service was thoughtless, and the price was incompatible with the quality.

SERVICE YOU CAN COUNT ON

What I can, and will tell you about **All About Catering** is that Ginny, Julia and their Staff are that rare commodity in today's world – people you can count on – to sharpen their price pencils when necessary, to be there on time, to produce delicious creative menus, and to provide service that is polite, friendly and thorough. I also know, from first hand comments and observation, how the team at **All About Catering** respect Ginny and Julia.

COMMITMENT TO WOMEN

I admire their commitment to homeless women, by offering their clients the option of sending all "leftover" food and beverage to a women's shelter. I'm never unhappy to see that I've ordered a little too much, because that means that the Mothers and their Children in a shelter will benefit from our event. Only thoughtful business owners like Ginny and Julia would have instituted such a beneficial way to reward those in need.

VERSATILITY

Ginny, Julia, Margaret and I have had the opportunity to collaborate on several other occasions – my middle daughter Chloe's Wedding Shower and three years worth of "Legislative Breakfasts" at the Arizona State Senate and House of Representatives, when we entertained/educated legislators at the State Capitol.

Whether **All About Catering** was securing permits for erecting free-standing tents, arranging for the addition of wind/rain panels, or presenting and serving food in 99 – 100 degree weather, this company's owners and Staff have always gone out of their way to make our experiences memorable – and my job as Coordinator, so worry free.

HONORED TO RECOMMEND

By now you have understood that I can't imagine hiring anyone else to cater events in which I am involved. Please don't hesitate to contact me to elaborate on aspects of service I may have omitted that are important to you.

It has been my pleasure to have the opportunity to share my enthusiasm and gratefulness to Ginny Solis and **All About Catering** in this letter.

Sincerely,

Deborah

Deborah Mainville-Knight, Director
Naturopathic Physicians Board of Aesthetic Medicine (NPBAM)
"The Face of Aesthetic Medicine"
P.O. Box 13100
Prescott, Arizona 86304
Phone: 602/430.0744
Fax: 928/443.1916
Email: director@npbam.org

Former Executive Director
Arizona Naturopathic Medical Association (AzNMA)
www.aznma.org
Tempe, Arizona 85282



To Whom It May Concern:

05-20-09

My daughter's wedding is being catered this September by All About Catering Company. The decision to contract them for this very special day in my daughter's life was made without hesitation based on my past catering experiences with this company.

First and foremost, the food is superb in taste, presentation, variety and quantity. All the menu items are carefully prepared with the client in mind – I received rave reviews from my guests.

The catering staffing is very professional, efficient, courteous and pleasant. They went above and beyond my expectations.

From inception to event date, All About Catering has handled everything from planning my events, securing all the rental items, to visualizing and arranging the décor – they are truly a full-service catering company.

I know that my daughter's upcoming wedding will not be receiving anything less than perfection from All About Catering Company and that is why I continue to place my complete trust in their abilities.

Sincerely,

A handwritten signature in cursive script that reads "Cindy A. Eschenroeder".

Cindy A. Eschenroeder
Independent CAbi Consultant
4180 N Golf Drive
Buckeye, AZ 85396
cindyesch@gmail.com
623-337-3179

CAbi



October 1, 2008

Ms. Ginny Solis
All About Catering, Inc
1300 S. Litchfield Road, #2
Goodyear, AZ 85338

Dear Ginny:

I cannot begin to thank you enough for the outstanding food and excellent service provided by All About Catering for the City of Goodyear's VIP Reception at the Indians Clubhouse last week. You and your crew are exceptional.

Many attendees complemented on the choices and superb quality of the food, and how helpful and gracious your staff is. Everyone was in awe with the food displays. It was truly an eatable showplace!

I have worked with many catering firms over the years and you are the only company that actually made my job easier. I could not be happier.

Thank you again and please pass along my gratitude to everyone on your staff. I look forward to working with you again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Dina Martinez".

Dina Martinez
Communications

City Manager's Office, Communications Division

190 N. Litchfield Rd., Goodyear, AZ 85338

623-932-3910 • Fax 623-932-6519 • 1-800-872-1749 • TDD 623-932-6500 • www.goodyearaz.gov





To whom it may concern,

I have had the pleasure of working with All About Catering Co. on a number of events to include both Weddings and Golf Tournaments. They have been catering at our facility for several years. This past year we created an exclusive list for our clients to use and because of All About Catering's exemplary food and service they were included in the list of three companies for preferred vendors.

All About Catering Co. offers a variety of menu options and is always willing to customize any selection to suit the clients wishes. As a venue events manager, I take a great peace of mind in the efficiency of their staff and execution of every event too, and above the expectation of the client. I would highly recommend All About Catering Company as the Exclusive Caterer for your events.

Sincerely,

Kassie DiMase
Special Events Manager
Trilogy at Vistancia
o. 623.215.6220
m. 623.606.0008
f. 623.215.6298
kassie.dimase@trilogyresortliving.com
<http://www.weddingsatvistancia.com/>

27980 N. Trilogy Blvd. East #102
Peoria, AZ 85383
P: 623-215-6315 / F: 623-215-6319
TrilogyLife.com

SHEA FAMILY OF COMPANIES
CELEBRATING 125 YEARS

SheaHomes
Caring since 1887

Trilogy at Vistancia is a community by Vistancia Marketing, LLC. Sales by Shea Communities Marketing Company. Construction by Shea Homes of Phoenix, Inc. (N) License No. ROC 192911. Homes at Trilogy are intended for occupancy by persons 55 years of age or older, with certain exceptions for younger persons as provided by law and the governing covenants, conditions and restrictions.



PERMIT TO OPERATE



PERMIT NO. SG62470
EXPIRATION DATE: 08/31/2009

FEE: \$530.00

Environmental Services Dept.
1001 N Central Ave, Suite 100
Phoenix, AZ 85004

TYPE OF PERMIT: FOOD CATERING

PREMISES:
ALL ABOUT CATERING COMPANY
1300 S LITCHFIELD RD BLDG #8
GOODYEAR

JULIA ALDANA
C/O ALL ABOUT CATERING COMPANY
1300 S LITCHFIELD RD #2
GOODYEAR, AZ 85338

THE ABOVE NAMED PERMITTEE SHALL OPERATE THE FACILITY IN COMPLIANCE WITH THE ENVIRONMENTAL HEALTH CODE AND THE LAWS OF THE STATE OF ARIZONA. THE ISSUANCE OF THIS PERMIT DOES NOT WARRANT THAT THE ESTABLISHMENT IS BEING MAINTAINED IN COMPLIANCE WITH ALL THE ABOVE CITED REGULATIONS. THIS PERMIT MAY BE REVOKED FOR SERIOUS AND/OR REPETITIVE VIOLATIONS PRIOR TO THE EXPIRATION DATE. THIS PERMIT IS NOT TRANSFERABLE AND MUST BE POSTED IN A CONSPICUOUS PLACE
District: 13 Site Location: B01011600

CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company
 American Family Mutual Insurance Company if selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
 All About Catering Co., LLC
 1300 South Litchfield Road
 Goodyear, AZ 85338

Agent's Name, Address and Phone Number (Agt./Dist.)
 Timothy G Schipansky (602) 996-3396
 5425 E Bell Rd Ste 110
 Scottsdale, AZ 85254 (031/401)

This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

COVERAGES

This is to certify that policies of insurance listed below have been issued to the Insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.

TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000 Farm Employer's Liability Each Occurrence \$,000
Workers Compensation and Employers Liability †				Statutory ***** Each Accident \$,000 Disease - Each Employee \$,000 Disease - Policy Limit \$,000
General Liability <input checked="" type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>	02-X91718-02-00	2/15/2009	2/15/2010	General Aggregate \$ 2,000,000 Products - Completed Operations Aggregate \$ 2,000,000 Personal and Advertising Injury \$ 1,000,000 Each Occurrence \$ 1,000,000 Damage to Premises Rented to You \$ 100,000 Medical Expense (Any One Person) \$ 5,000
Businessowners Liability				Each Occurrence † † \$,000 Aggregate † † \$,000
Liquor Liability				Common Cause Limit \$,000 Aggregate Limit \$,000
Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Auto <input type="checkbox"/> Nonowned Autos <input type="checkbox"/>				Bodily Injury - Each Person \$,000 Bodily Injury - Each Accident \$,000 Property Damage \$,000 Bodily Injury and Property Damage Combined \$,000
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				Each Occurrence/Aggregate \$,000

Other (Miscellaneous Coverages)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS
 Job# P09-0053

† The individual or partners shown as insured Have Have not elected to be covered as employees under this policy.
 † † Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS **CANCELLATION**

• Additional Insured:
 City Of Peoria
 8314 West Cinnabar Ave
 Peoria, AZ 85345

Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail *(30 days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown.
 This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.

DATE ISSUED 05/27/2009	AUTHORIZED REPRESENTATIVE Tim Schipansky
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CONTRACT AMENDMENT

Materials Management
Procurement
9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No: P09-0053 Page 1 of 1
Description: Catering Services for Rio Vista Recreation Center
Amendment No: One (1) Date: 6/16/2010

Buyer: Lisa Houg, CPPB

In accordance with Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 08/31/10.

The New Contract Term Is:

Contract Term: 09/01/10 to 08/31/11

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

[Signature]
Signature

8/4/10
Date

Virginia Solis
Typed Name and Title

All About Catering Co.
Company Name

9299 W. Olive Ste 205
Address

Peoria
City

AZ
State

85345
Zip Code

Attested by:

[Signature]
Mary Jo Waddell, City Clerk

[Signature]

Requested by: Brenda Rehnke, Recreation Manager

[Signature]
Recommended by: J.P. de la Montaigne, Community Services Director



City Seal

IRcv 0211/10/

CC Number

ACON 32809A

Contract Number:

Official File

[Signature]
Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed
August 30, 2010, at Peoria, Arizona.

[Signature]
Herman F. Koebergen, Materials Manager

[Signature]

A CON 32809A