

Request for Proposal:

City of San Mateo  
Parks and Recreation Department  
2019 / 2021 Catered Lunch Services

City of San Mateo  
Parks and Recreation Department  
330 W. 20<sup>th</sup> Ave  
San Mateo, CA 94403

## **I. Invitation to submit proposals.**

The City of San Mateo Parks and Recreation Department invites proposals from qualified catering companies/restaurants to provide catered lunches for the Senior Services Lunch Program. This will be a two year contract commencing on July 1, 2019 and ending on June 30, 2021.

## **II. Overview**

The Senior Services Division of the San Mateo Parks and Recreation Department offers a lunch program for seniors Monday – Friday. We are seeking catering services to provide meal preparation and delivery services as follows:

**Monday/Wednesday/Friday – San Mateo Senior Center**  
(2645 Alameda de las Pulgas, San Mateo, CA, 94403)

**Tuesday/Thursday – Martin Luther King Jr. Community Center**  
(725 Monte Diablo, San Mateo, CA, 94401)

## **III. Menu Development, Review and Approval**

The contractor/caterer shall be responsible for creating all menus and receiving approval of those menus as described below.

Menu Process –

- Contractor/Caterer shall submit proposed menus before the 1<sup>st</sup> of the preceding month.
- Menus must contain specific entrée, primary starch/side dish and vegetables for each day.

## **IV. Nutritional Guidelines**

Expected Food Types: Contractor shall include in each meal: salad, entrée, main starch, bread (whole wheat/grain for Tuesday/Thursday), vegetable, dessert or fruit and milk.

**Meal Component Requirements: Each meal must include:**

- Salad
- Vegetables – ½ - 1 cup cooked or 1 cup raw leafy vegetable
- Fruit – ½ cup serving (when served as dessert)
- Vitamin A - 233 mcg/day
- Vitamin C – 25 mg/day
- Bread/Grain - 1-2 servings, at least ½ whole grain
- Fiber – 7 grams/day
- Fortified Milk – 8 oz, low fat
- Sodium – must include sodium count

**V. Food Delivery**

- Food will be transported to the San Mateo Senior Center or King Community Center by approximately 11:30am for final prep by caterer and/or brought to the appropriate temperature for serving as required by the San Mateo County Dietician and Environmental Health Agency. Food should arrive no earlier than 11:15am and typically not after 11:45am.
- Delivery Method: Food to be delivered in either a warming box, chilled box or in a fully operable catering van. Upon delivery, Contractor shall transfer food to either the steam table or refrigerator (whichever is appropriate.)

**VI. Meal Counts**

The Contractor/Caterer shall provide the following minimum number of meals:

<b>Monday/Wednesday/Friday – Senior Center</b>	<b>35 meals</b>
<b>Tuesday/Thursday – King Community Center</b>	<b>40 meals</b>

The City will place the final order in advance as follows to guarantee meal and count:

<b>Serving Date: Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Order Date: Thursday</b>	<b>Friday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>

**VII. Contract For Services:**

Subsequent to selection of a successful firm, the parties will enter into a contract for services (see sample attached) reflecting the terms and conditions of the proposal plus the City’s standard liability and insurance requirements. Please review the City’s standard contract for services and submit any requested changes with this proposal. Requested changes to the City’s standard contract will be considered as part of the City’s evaluation of the proposal. The City reserves the right to clarify any issues or obtain additional information, as necessary. Firms do not need to provide a financial statement with the RFP.

**VIII. Insurance Requirements:**

The Proposer shall provide and maintain:

- A. Commercial General Liability Insurance, occurrence form, with a limit of not less than \$2,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.
- B. Automobile Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.
- C. Workers Compensation in at least the minimum statutory limits.
- D. General Provisions for all insurance.

In addition to requiring that you provide an insurance certificate showing the levels and types of coverage required for this contract, the City of San Mateo also requires you to provide the City with a copy of the actual endorsements to the commercial general, automobile, and any excess liability insurance policies that show that the City of San Mateo, its elected and appointed officials, employees, and agents have been named as additional insured by the insurers.

These endorsements are required because California Insurance Code § 384 expressly provides that an insurance certificate is not proof of what the underlying insurance policy actually contains. If you look at an insurance certificate, you will notice that the certificate actually says the same thing. Therefore, a certificate has minimal legal value and the City cannot be reasonably certain that it is covered under the policies shown on the certificate without endorsements.

An endorsement is a piece of paper that modifies the terms of the underlying policy and is issued by the insurance company itself, rather than a broker.

A copy of a sample endorsement for commercial general liability is on the following page for your reference.

# **SAMPLE ENDORSEMENT**

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POLICY NUMBER:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED — OWNERS, LESSEES OR PROPOSERS (FORM B)**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
AUTOMOBILE LIABILITY COVERAGE PART**

### **SCHEDULE**

Name of person or organization:

The City of San Mateo, it elected and appointed officials, employees and agents are named as additional insured.

This insurance shall apply as primary insurance as respects any Person, Organization, Partnership or Joint Venture named above, and any other insurance available to such Person, Organization, Partnership or Joint Venture shall be excess and not contributory with the insurance afforded by this policy.

**VIII.**                    **Instructions for Submitting Proposals**

- A. Inquiries regarding any part of this Request for Proposals should be made to:  
Carolyn Shavel  
Community Services Supervisor  
San Mateo Senior Center  
(650) 522-7495 or [cshavel@cityofsanmateo.org](mailto:cshavel@cityofsanmateo.org)
- B. **The City shall receive one original and three complete copies of the Contractor's Proposal no later than 5pm, Friday, May 3rd, 2019.** Proposals received after this time will not be considered. Proposals shall be delivered to:

City of San Mateo – Parks and Recreation  
Attn: Carolyn Shavel  
330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403

- C. **Proposal must include the following information:**
- a. **Description of company.**
  - b. **Provide overview of company experience in providing catered meals.**
  - c. **Name, address and phone number of company.**
  - d. **Name, title and phone number of individual submitting proposal.**
  - e. **Price per meal, one set price for meals.**
  - f. **Sample list of proposed menu items (mains and sides) that would be included in the proposed pricing.**
  - g. **Contractors proposed method(s) of delivery of services (where meals will be prepared, how delivered, what measures required when meals arrive at designated programs.**
  - h. **Proposer shall supply three (3) industry related references of prior clients including at least one public/private agency client with their proposal submittal.**

**IX.**                    **Evaluation of Contractor/Caterers**

The decision to enter into contract with a Contractor/Caterer shall be based on the following considerations:

- A. The experience and capabilities of the contractor to provide the services as described.
- B. The City reserves the right to further negotiate the proposed terms of the contract with the apparent successful proposer.

**Non-discrimination policy:** It is the policy of the City of San Mateo that all qualified persons are to be afforded equal opportunities of employment on any contract entered into with the City. To prohibit discrimination because of race, ethnicity, religion, gender, sexual orientation, or national origin, all bidders shall be prepared to demonstrate that they and their subcontractors have undertaken a positive and continuing program to promote the full realization of equal employment opportunities.