REQUEST FOR PROPOSAL

ADMINISTRATION OFFICE
CATERING SERVICES FOR HARFORD COUNTY
PUBLIC LIBRARY FOUNDATION’S ANNUAL GALA

RFP NO. L-23-04

January 5, 2024

Harford County Public Library
1221-A Brass Mill Road
Belcamp, MD 21017
REQUEST FOR PROPOSAL

ADMINISTRATION OFFICE
CATERING SERVICES FOR HARFORD COUNTY PUBLIC LIBRARY
FOUNDATION’S ANNUAL GALA

RFP NO.  L-23-04

PROPOSALS ARE DUE BY January 29, 2024 AT NOON
LOCAL TIME

PROPOSALS RECEIVED AFTER NOON (12:00 P.M.) ON January 29, 2023 WILL NOT BE
ACCEPTED

NOTE: QUESTIONS CONCERNING THIS SOLICITATION MUST BE E-
MAILED TO SCOTT GENTILE at gentile@hcplonline.org NO LATER THAN THE CLOSE
OF BUSINESS ON JANUARY 15, 2023

SUBMIT ORIGINAL PROPOSALS TO:

Harford County Public Library
Administration Office
1221-A Brass Mill Road
Belcamp, MD  21017
Attn: Scott Gentile, Procurement Agent
RFP No. L-23-04, Administration Office Foundation Gala Catering Services

OR electronically to:
gentile@hcplonline.org
GENERAL INSTRUCTIONS (PLEASE READ THOROUGHLY)

1. INSTRUCTIONS, FORMS AND SPECIFICATIONS:
Instructions, forms and specifications may be obtained at https://hcplonline.org/rfps.php or in person or by mail from the Procurement Department, 1221-A Brass Mill Road, Belcamp, Maryland 21017.

a) All bids are to be submitted on and in accordance with forms for this purpose, which are available from the Procurement Department.

b) All bids are to be submitted in a sealed envelope with the bid number and name of the bid noted in the lower left-hand corner of the envelope.

c) Bids received after the specified time will be returned to the Bidder unopened.

d) Additional information or clarification of any of the instructions or information contained herein must be obtained from the Procurement Department.

e) Should any Bidder find discrepancy in the plans, specifications, or specimen agreement, should the Bidder be in doubt as to their meaning or intent of any part thereof, the Bidder must prior to bid submission, request clarification from the Procurement Agent, who will issue an addendum or otherwise clarify the matter. Every request for such interpretation should be in writing addressed to the Purchasing Department, 1221-A Brass Mill Road, Belcamp, Maryland, 21017 and marked “Request for Clarification”. The request must be received at least seven (7) working days prior to the date fixed for bid receipt. Any and all such interpretations, any supplemental instructions will be mailed to all prospective Bidders (at the respective address furnished for such purpose), not later than five (5) working days prior to the date fixed for the opening of bids. Failure to request such clarification is a waiver to any claim by the Bidder for expense made necessary by reason of later interpretation of the Contract Documents. All addenda issued during the time for bidding shall form a part of the Contract requirements and shall be considered by the Bidders in preparing their bids. Failure of any Bidder to receive any addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted.

f) The Harford County Public Library will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the specifications shall be directed to and will be issued by the Procurement Agent in writing.

g) Oral, telephonic and/or telegraphic bids or modifications of bids will not be acceptable.

h) Bids must be completed in ink or typewritten by the Bidder with the signature in full. When an unincorporated business is a Bidder, the agent who signs the business name to the bids shall state, in addition, the names and addresses of the individuals composing the firm. When a corporation is a Bidder, the person signing shall state under the laws of the State the corporation is chartered and the names and titles of the officer having the authority under the bylaws to sign contract. The bid shall also bear the seal of the corporation, attested by its secretary. Anyone signing the bid as agent must file with the legal evidence of their authority to do so. Post office address, County and State, and telephone number must be given after the signature of the person signing the bid.

i) Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after this time and date specified shall not be considered. Should there be reasons why the Contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Library and the Bidder.

2. AWARD OF CONTRACT:

a) The Library shall award all contracts in accordance with the criteria established in Section 41-26 of the Harford County Code.

b) Prompt payment discount terms will be considered in determining award.

c) Any other considerations for the award will be stated on the bid form or specifications.

3. TAXES:
The Harford County Public Library is a tax-exempt entity. The tax exemption is covered under State of Maryland Sales and Use Tax Certificate Account number 30001201.

4. RESERVATIONS:
a) The contract awarding authority reserves the right to reject any or all bids or parts of bids when, in its judgment, the public interest will be served thereby.

b) The Contract Awarding Authority may waive informalities and irregularities in bids (Sec. 41-26 Procurement Law) as the interest of the County may be required.

c) Interpretation of Quantities in Bid Schedule: The quantities appearing in the prepared bid schedule are approximate only and are prepared for the canvassing of bids. Payment to the Bidder will be made only for the actual quantities of items furnished in accordance with the Contract and it is understood that the scheduled quantities of items to be furnished may be increased, diminished or omitted without in any way invalidating bid prices.

d) The Contract Awarding Authority may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased nor increase estimated maintenance and repair cost to the Library.

5. DELIVERY:

a) Bidders shall guarantee delivery of materials in accordance with such delivery schedule as may be provided in the specifications and bid forms.

b) All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise quoted in Special Conditions.

c) Delivery time may be a factor in award of bid.

6. COMPETITION, LITERATURE, SAMPLES:
a) To better insure fair competition and to permit a determination of the lowest Bidder, bids may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced.

b) Specifications provided are based on Library needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet Library requirements and consistent with Library policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive Bidders.
7. **DEVIATION FROM SPECIFICATIONS:**
In addition to the above requirements, all deviations from the specifications must be noted in detail by the Bidder in writing, at the same time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the Bidder strictly accountable to Harford County Public Library for furnishing material, equipment or services in full accordance with the specifications as written. Items not meeting the specifications may be rejected upon delivery to the Library.

8. **INSPECTION:**
All materials, supplies, and/or services delivered or performed for Harford County Public Library shall be subject to final inspection by Harford County Public Library and/or the Procurement Agent may designate other independent testing laboratories as may be deemed necessary. If the result of one or more of such tests indicates that any part of the materials or supplies are deficient in any respects, the Library may reject all or any part of the materials and supplies to be provided under the contract. The Procurement Agent may waive variances in materials, supplies, and/or service upon written recommendation by the Library Department involved in the purchase.

9. **ERRORS IN EXTENSION:**
Where the unit price and the extension price are at variance, the unit price will prevail.

10. **LAW AND REGULATIONS:**
In all operation related to the subject item, all laws and regulations of Harford County and all United States, State of Maryland Laws, which are applicable to the Contract, must be strictly complied with. The Contractor shall protect and indemnify Harford County Public Library and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by him or his employees.

11. **QUALIFICATION AND LICENSE:**
The Library may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish the Library all such information and data for this purpose as the Library may request. The Library reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Library that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

12. **FORM OF ORDER:**
An appropriate Harford County Public Library Purchase Order will be executed as required to the successful Bidder.

13. **COOPERATIVE PURCHASING:**
Results of this bid may be made available to Harford County Public Schools, Harford Community College, and Harford County Municipalities. Upon mutual agreement of both parties (successful Bidder(s) and any of the above-mentioned entities), this bid may be utilized to affect such contracts. Results may also be made available to the State of Maryland, and other public or nonprofit agencies within or outside the State of Maryland.

14. **EQUAL OPPORTUNITY:**
Awarded Bidders of all Harford County Public Library contracts agree to comply with applicable federal, state and local laws relating to equal opportunity employment. All Harford County Public Library bid submissions will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin or citizenship status, age, disability or veterans’ status and to provide reasonable accommodations to qualified individuals with disabilities upon request.
Request for Proposal
Catering Services for HCPL Foundation’s Annual Gala

A. Introduction

In 2000 the HCPL Foundation (HCPLF) was launched to cultivate support and raise funds to enhance library programs and new initiatives. HCPLF is a viable example of a public – private partnership in action. HCPLF is a tax-exempt organization with a Federal Tax ID of 23-2987712. Further information regarding the Foundation can be found at https://hcplonline.org/foundation.php

B. Purpose

The purpose of this RFP is to solicit proposals from qualified catering companies to provide food and service for the 20th Annual HCPLF Gala. The event will take place on October 26, 2024 at the Abingdon Library located at 2510 Tollgate Road, Abingdon, MD 21009.

It is anticipated that 650 attendees will attend the Gala which will begin at 6:00 p.m. and end at 11:00 p.m. A VIP reception will be held from 6:00 p.m. to 7:00 p.m. for an anticipated 300 guests. Remaining guests will arrive at 7:00 p.m. A final headcount will be confirmed no later than October 11, 2023.

C. Submission of Questions and Proposal

The deadline for the submission of questions is January 15, 2024. Questions must be submitted by email to Scott Gentile at gentile@hcplonline.org. Any questions proposed after this date will not be answered.

Bidders are required to submit their proposals by Noon local time, January 29, 2024. Please refer to Section H for additional submission format instructions. Any proposal not received by the listed bid opening date and time cannot be considered. Any questions requiring clarification of bid submission should be directed to Scott Gentile in writing.

THE BIDDER SHALL SUBMIT PROPOSAL TO:

Harford County Public Library
Administrative Office
1221-A Brass Mill Road
Belcamp, Maryland 21017
Attn: Scott Gentile
RFP No. L-23-04 Administrative Office, Foundation Gala Catering Services

Or via e-mail in Adobe PDF format to: gentile@hcplonline.org

All materials, documents, processes, reports, data and information generated from this project are the property of Harford County Public Library.
D. Schedule

RFP L-23-04 Posted: January 5, 2024
Questions Due: January 15, 2024
Addenda Posted, if necessary: January 22, 2024
Proposals Due: January 29, 2024
Award Made No Later Than: February 5, 2024
Date of Gala: October 26, 2024

E. Scope of Work

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

F. Evaluation and Selection Criteria

F.1 Evaluation Committee

Harford County Public Library Foundation (HCPLF) has established an evaluation committee who will review and score each proposal for adherence to the requirements in accordance with the criteria as described below.

F.2 Evaluation Criteria

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

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

HCPLF reserves the right to award all or part of the project based solely on the best interest of HCPLF as determined by the HCPLF Executive Board of Directors.

F.3 Requirements of the Proposal

Next to the title is the weight factor assigned to each category.

F.3.1 Price  50 points

Please provide detailed proposal, including but not limited to, an itemized pricing list including costs for staffing, food, alcohol with bar service, ice, serving pieces including utensils, glassware and bartending. Please be advised that the HCPLF will seek donations toward the Gala, including food. The HCPLF and the chosen caterer will work together to determine the food and/or supplies necessary.

The prices proposed must be firm for the duration of the schedule following the date of award.
It is the goal of HCPLF to provide a creative, yet very cost-effective menu that will leave our guests feeling full and ready to enjoy the evening. Caterers should take into consideration that while this is a black-tie affair, it is a fundraiser. HCPLF hosts this event to support free countywide programming and technology to the residents and families of Harford County and beyond.

F.3.2 Menu  30 points

The Gala is not a seated event, but an upscale cocktail party. The menu should consist of stations and passed appetizers that are easily consumed while standing. The menu proposed will not be definitive.

F.3.3 Client References, Qualifications & Experience 20 points

Proposals should include the caterer’s qualifications and experience in staffing and servicing an event of this size and scope. Experience in catering an event without a commercial kitchen should also be described. Caterers may be asked to provide references.

G. Basis of Award

The firm with the highest point value will be recommended for an award of contract.

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

HCPLF may request Bidders to make oral presentations of their qualifications, and to substantiate any portion of proposals submitted.

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

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

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

HCPLF may require Bidders to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications.

HCPLF reserves the right to accept the best written proposal without further discussions, and may do so; thus, Bidders should ensure that the initial proposal is both complete and competitively priced.

The Bidder shall identify any actual or potential conflicts of interest that exist, or which may arise if the Bidder is recommended for award and propose how such conflicts might be resolved.
The laws of Harford County and the State of Maryland, and where applicable, federal laws and regulations, will govern the contract awarded pursuant to this RFP.

The Bidder is required to perform all services in accordance with generally accepted standards of professional practice, and in accordance with all applicable Federal, State, and local laws.

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

**H. Proposal Content**

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

- A brief description of the caterer’s business including experience with events this size, name, address of consultant, telephone number, and e-mail of the principal contact person.

- The proposed food and drink menus accompanied by an itemized cost list *with a separate quote specifically outlining the costs associated with the acquisition of alcoholic beverages.*

- Any additional documentation that may assist HCPLF in the selection process.

- If selected, the Caterer will need to provide a Catering License applicable to the location of the Gala, and a current copy of the business’ Certificate of Insurance.

NOTE: HCPLF will not reimburse costs of preparing the proposal.

**I. Procurement of Additional Goods and Services/Coterminous Expiration**

During the term of any Agreement resulting from this RFP, HCPLF may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by HCPLF’s Executive Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. HCPLF shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and agree with coterminous expiration conditions.
ATTACHMENT A  
RFP L-23-04  
SCOPE OF WORK AND SERVICES

− We anticipate 650 guests. A final head count will be confirmed by October 14, 2024.
− The Gala is a black-tie event, which will be held from 6:00PM to 11:00PM.
  ▪ The Sponsor-Reception will be held from 6:00 PM to 7:00 PM. We anticipate 300 guests.
  ▪ The remainder of the guests will arrive around 7:00 PM.
− We request food and bar service from 6:00 PM – 11:00 PM. Set up will begin no later than 1pm.
− The format is hors d’oeuvre/small plate. Service should include a combination of food stations and passed hors d’oeuvres. Please note when submitting your proposal, we are looking for a menu that is easily eaten while standing.
− The menu should include gluten-free and vegetarian options. All food items which may cause potential allergy issues are to be labeled as such.
− A hearty serving of hors d’oeuvre/small plates should be made available at 10:30 PM when the bar closes.
− The Bars must stop serving alcohol at 10:30 PM.
− Pricing should include staff. Employees will be needed for bartending, bussing and catering/bar -related clean up.
− Pricing must include necessary glasses, plates/serving pieces and silverware.
− Tables and linens will be provided.
− Please provide a separate quote for alcohol, as alcohol, non-alcoholic mixers, soft drinks, and garnishes may be provided by HCPLF. In this case, the caterer will provide a list of the necessary items and quantities to HCPLF by September 1st.
− Coffee is not the responsibility of the Caterer.
− The caterer is responsible for stocking the bar with glassware, ice, and cocktail napkins.
− All catering staff must be identifiable by uniform attire and maintain a professional and clean appearance.
− We look to our catering and dessert partners to help us create a creative menu to reflect our theme.
− Please submit pricing and a recommended menu.
− Partners will be selected based on experience, referrals, menu selection, presentation, and pricing.
− A tasting prior to the event (for up to 20 individuals) is required.
− There is a small kitchenette at the venue. It is not equipped to host an event of this size. The Caterer will be responsible for providing an appropriate amount of temporary kitchen space and a refrigerated truck is mandatory. The Caterer is also responsible for providing outdoor kitchen tents.
− Dumpsters are provided on site on the side of the building near the kitchen and may be used by the Caterer.
− Proposal should be submitted to Harford County Public Library, Administration Office, 1221 A Brass Mill Road, Belcamp, MD 21017. Attn: Kathy Cogar.
− Proposals are due January 29, 2024, at noon. Proposals received after that time will not be accepted.
− Caterers shall identify any actual or potential conflicts of interest that exist, or which may arise if the Caterer is selected.
− If selected, the Caterer must provide a copy of their Catering License applicable to the location of the Gala, and a current copy of the business’ Certificate of Insurance.

Please visit our website, www.HCPLonline.org to learn more about HCPLF.