Request for Qualifications

and Specifications for

Preferred Catering Services 2021

Wayne State University
Procurement Department & Strategic Sourcing

July 30, 2021
Dear Vendors:

Wayne State University invites you to submit your qualifications for providing “full service” Catering Services for University Events, both on and off the main campus of Wayne State University, for the University’s Procurement Department, per the specifications and requirements contained in this Request for Qualifications (RFQual), entitled: RFQUAL Preferred Catering Services 2021. The purpose of this RFP is to establish a pre-approved pool of catering service providers available to manage the needs of the university community. It is our intent to contract with more than one catering service provider, in order to provide sufficient coverage for concurrent events, as well as satisfy a variety of event sizes, culinary choices, and budget parameters. Instructions to Vendors are as follows:

- Responses are to be on this Request for Qualifications only. Additional documents may be submitted; however, this form must be completed in full.
- Replies must be received electronically in the WSU Purchasing Office no later than 4:00 PM on August 10, 2021. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning July 30, 2021.

Documents may be obtained by vendors from the University Purchasing Web Site at http://go.wayne.edu/bids beginning July 30, 2021. When visiting the Web Site, click on the "Service" link in green. If you are interested in participating in this process, Delivery of Responses are by electronic submission. The link for submission will be posted with the RFI details at http://go.wayne.edu/bids

The electronic submission of information provided to the University should be limited to no more than one of each of the following file types: 1 PDF document, with a total file size less than 20 megabytes.

We look forward to receiving your Information on or before August 10, 2021. Should you have any questions or concerns about this invitation, please contact me at (313) 577-3712 or by e-mail at ac6243@wayne.edu and copy Valerie Kreher at Rfpteam2@wayne.edu.

Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn
Sr. Buyer
Information for Vendors

The Calendar of Events is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Release of RFQual</td>
<td>Purchasing (PD)</td>
<td>July 30, 2021</td>
</tr>
<tr>
<td>Questions due to the Procurement</td>
<td>Vendors</td>
<td>August 4, 2021, no later than 12:00 (noon)</td>
</tr>
<tr>
<td>Department &amp; Strategic Sourcing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery of Information</td>
<td>Vendors</td>
<td>August 10, 2021</td>
</tr>
<tr>
<td>electronically. The link for bid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>submission will be posted with the bid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>details at <a href="http://go.wayne.edu/bids">http://go.wayne.edu/bids</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>beginning July 30, 2021.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information Requested

Wayne State University, founded in 1868, is committed to preparing its students to excel in a fast-paced and interconnected global society. It combines the academic excellence of a major research university with the practical experiences of an institution whose history, location and diversity make it a microcosm of the world students will enter when they graduate. The University is classified by the Carnegie Foundation for the Advancement of Teaching as RU/VH (Research University, Very High research activity), a distinction held by only 2.3 percent of institutions of higher education in the United States. It has 13 colleges and schools and offers more than 370 academic programs including bachelor’s, master’s and doctoral degrees; post-baccalaureate, graduate and specialist certificates; and three professional programs (http://wayne.edu/about/facts/).

Overview

The University is seeking vendors that can “full service” Catering Services for University Events, both on and off the main campus of Wayne State University. We want to better understand what is are available and will best meet our future needs.

Contract will be for a 3-year period ending on September 30, 2024. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2026.

Expenses for developing and presenting submittals shall be the entire responsibility of the Vendor and shall not be chargeable to the University. All supporting documentation and manuals submitted with this request will become the property of the University unless otherwise requested by the Vendor, in writing, at the time of submission, and agreed to, in writing, by the University.

Scope of Work: Catering Services

Wayne State University (WSU) is seeking qualified vendors to submit proposals for catering services for various university schools, colleges and departments. The purpose of this RFP is to establish a pre-approved pool of catering service providers available to manage the needs of the university community. It is our intent to contract with more than one catering service provider, in order to provide sufficient coverage for concurrent events, as well as satisfy a variety of event sizes, culinary choices, and budget parameters.

Historically, the University spends around $150k per year across a multitude of external caterers on an annual basis. Demand and frequency is fairly high year over year, with an average of 1 event per week or 50 per year.
With a recent change in university policies and requirements related to the university’s current food service provider, the University expects external caterers to obtain a larger number of events with a greater value than our historical average.

The selected service providers shall provide a full range of catering services. Qualifications should include a broad range of catering styles. Vendors should have at least three years of experience working as a professional catering company. Experience may include, but may not be limited to the following:

- Social events such as conferences, speaking engagements, etc.
- Fund raising events
- Events intended for Alumni, Faculty and Staff
- Departmental meetings and events
- Events geared towards Student Events
- Occasional special events such as weddings, concerts, and Black-Tie events

In addition to food items, Full Service Catering shall include the ability to provide: Linen, Utensils and Cutlery, Glassware, Plates and Service-ware, delivery and serving of food (Walt Staff), and Busing of Tables and removal of items after Service. Additional service may include serving water, coffee, and other accoutrements.

Vendor to provide standard menu selections for review by the evaluation team. 2021-2022 current sample pricing should be included in the menu, to assist us in understanding the Vendor’s pricing model(s).

Vendors must have an acceptable means to maintain hot food and cold food to their desired temperature consistent with licensing and food safety requirements

When requested, Vendors must have staff to fully cater and service the entire event to ensure that the food, beverages and dessert areas are well maintained and kept clean and orderly

Vendors shall maintain the appropriate commercial liability insurance and licenses/certifications and must indicate all therein with their RFQual Response.

Vendors shall maintain the appropriate Industry Safety, Hygiene, and Sanitary Practices and must describe your Processes/Programs and Training to maintain a safe and sanitary facility and service.

Vendors able to meet specialty needs should include this information as well. Such specialties may include:
- Kosher Food Service
- Halal Food Service
- Gluten-Free Service
- Vegetarian or Vegan Service

**Submittal Evaluation**

Vendor responses will be reviewed by an evaluation team consisting of members of the University’s Procurement Department, Student Auxiliary Services Department and a committee drawn from other University Units. Procurement Department & Strategic Sourcing may subsequently request Vendors to make a presentation at a set time and date, to clarify information provided in the submittal.

The basis of the award includes, but is not limited to, the following criteria (in no particular order):

- Experience & References (provided upon request)
- Product Quality
- Pricing
- Customer Service Quality & Responsiveness
- Timeliness of Response and Delivery
- Equipment / Capabilities
- Other Criteria
This Request for Qualifications (RFQual) in no manner obligates the University to the eventual contract or purchase of any products or services described, implied, or which may be proposed.

Vendors must refrain from giving any reference to this program, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from the University.

Submittals are subject to public review. Vendors responding to this RFQual are cautioned not to include any proprietary information as part of their Submittal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

Responses are limited to 15 pages total, one sided, and eleven (11) point font. (This is inclusive of all required documents and schedules and any optional material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.)

Responses with supporting documentation shall be submitted by electronic submission. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning July 30, 2021. Remember, your submittal must be in the format provided and be received in the Procurement Department & Strategic Sourcing by August 10, 2021 at 4:00 p.m. Include any supplemental information that will illustrate your ability to provide additional services as proposed. Late responses will not be accepted.

If you have any questions regarding this bid, please contact Robert Kuhn by email at ac6243@wayne.edu and copy Valerie Kreher at Rfpteam2@wayne.edu.

Sincerely,

Robert Kuhn, Sr. Buyer

Attachment:

- Schedule A – Qualification Schedule
- Schedule B – Summary Questionnaire
REQUEST FOR QUALIFICATION FOR STRATEGIC SOURCING OF FULL SERVICE CATERERS FOR UNIVERSITY SPONSORED EVENTS, TO BE HELD ON OR OFF OF THE UNIVERSITY CAMPUS OF WAYNE STATE.

Please provide some form of menu with baseline pricing. If you have sample menus, that will be satisfactory. If you have separate menus for corporate events (lunch, etc.) and celebration events (parties), provide both.

Submissions with supporting documentation shall be submitted by electronic submission. The link for submissions will be posted with the request details at http://go.wayne.edu/bids beginning July 30, 2021. Remember, your response must be in the format provided and be received in the Purchasing Department by August 10, 2021 by 4:00 pm.

Company Name: ____________________________
Print Name: ____________________________
Date: ____________________________
Signature: ____________________________ / Date
Title: ____________________________
Phone (____) ______ fax: (____) ______
eMail ____________________________

Commissary/Food Preparation Address ____________________________

State or County Catering License Number ____________________________

Please indicate the jurisdiction that inspects your Commissary/Food Preparation location
SCHEDULE B – Summary Questionnaire

Go to University Purchasing Web Site at http://go.wayne.edu/bids