

REQUEST FOR PROPOSALS CATERING SERVICES

BRAZILIAN ROOM, TILDEN REGIONAL PARK

TEMESCAL BEACH HOUSE, TEMESCAL REGIONAL RECREATION AREA

FERN COTTAGE, KENNEDY GROVE REGIONAL RECREATION AREA

SHORELINE CENTER, MARTIN LUTHER KING JR SHORELINE



Contact: Business Services Manager

OpsBSM@ebparks.org

EAST BAY REGIONAL PARK DISTRICT

2950 PERALTA OAKS COURT, OAKLAND, CA 94605

I. NOTICE REQUESTING PROPOSALS

NOTICE IS HEREBY GIVEN THAT THE EAST BAY REGIONAL PARK DISTRICT will receive by 4:00 p.m. on February 10, 2025 digital proposals for a business opportunity for the operation of Catering Services at East Bay Regional Park District Reservable Facilities. Facilities include: the Brazilian Room in Tilden Park in Berkeley, California; Fern Cottage in Kennedy Grove Regional Recreation Area in El Sobrante, California; Temescal Beach House in Temescal Regional Recreation Area in Oakland, California; and Shoreline Center in Martin Luther King, Jr. Regional Shoreline in Oakland herein called Reservable Facilities.

The East Bay Regional Park District (District) wishes to partner with well-qualified caterers to provide catering services on a non-exclusive basis to parties that rent the Reservable Facilities. Caterers are expected to provide a high level of customer service to a culturally diverse public with various budgets. New promotional ideas and ability to promote mid-week utilization shall also be a consideration as a basis for award. It is expected that Caterer Agreements will be awarded following public advertisement for competitive proposals, evaluation of those proposals, selection of the best proposals, and approval by the Board of Directors of the District.

The Park District is offering this agreement for a term ending December 31, 2026. Operations will be pursuant to a Catering Agreement issued by Park District; no leasehold or other proprietary right is offered.

This Request for Proposals (“RFP”) describes the requirements needed and the minimum information that must be included in the proposal submission as well as an invitation to qualified organizations to submit their Proposals as best qualified to offer catering services. It is expected that a Caterer Agreement will be awarded following public advertisement for competitive proposals, evaluation of those proposals, selection of the best proposals and approval by the Board of Directors of the District. The District's policy in awarding this Agreement will be based primarily on the most qualified Bidders overall.

All proposals received are public records subject to public disclosure under the California Public Records Act (Gov. Code section 6250 et seq.). The Board of Directors reserves the right to reject any and all Proposals, to modify the terms of this Request either before or after the deadline for submission of proposals, negotiate with one or more of the Bidders, to call for additional proposals, or to refrain from accepting any proposal. Please be certain that your Proposal is complete. Under no circumstances will proposals be accepted after 4:00 p.m. on February 10, 2025. Should you have any questions regarding this Request For Proposals (“RFP”), please contact the Business Services Manager at opsbsm@ebparks.org.

II. REQUEST FOR PROPOSALS – CATERING SERVICES, RESERVABLE FACILITIES

Description of the facilities and the requirements of the catering service are contained in “Request for Proposals, Catering Services”. You can download the RFP documentation package from the Park District website on the Bids page at <http://www.ebparks.org/>.

Questions regarding the RFP shall be made by email to the Business Services Manager at OpsBSM@ebparks.org. No other Park District personnel is authorized to explain, interpret, or provide clarification concerning the RFP. All questions concerning this RFP shall be submitted on or before the deadlines shown in the timeline below. There are two deadlines – one for questions prior to the mandatory site visit, and one deadline for questions after the site visit. All questions submitted after this time will not be accepted. Questions will NOT be taken or answered verbally, except for during the site visit. Should answers to questions amend the RFP, the Park District will issue an Addendum. All responses to questions will be posted to the District’s website (www.ebparks.org) under the RFPs listing by the deadlines shown in the timeline below.

The Park District Board of Directors reserves the right to reject Proposals, to modify the terms of this Request either before or after the deadline for submission of Proposals, negotiate with one or more of the Bidders, to call for additional Proposals, or to refrain from accepting any Proposal. The Catering Agreement(s) the Park District expects to award shall in no event become effective until an award is approved by Resolution of the Board of Directors.

All proposals become the property of the Park District and once a successful bidder (or bidders) is identified or all proposals are rejected, shall be deemed public record.

A proposal may be withdrawn at any time prior to the time set for receipt of proposals, provided that a request for withdrawal is submitted by the bidder or a duly authorized representative of the bidder. The withdrawal of a proposal shall not prejudice the right of the bidder to submit a new proposal prior to the submittal deadline set forth herein.

Proposals shall conform to the requirements set forth in these Instructions. Failure to conform to the requirements may be cause for rejection of the Proposal.

The Park District’s policy in awarding Catering Agreements will be based primarily on the most qualified Bidders overall. The Park District will carefully investigate each Bidder’s background and experience in the development and operation of like facilities. Bidders must be prepared to make all determinations of feasibility necessary to the operation of the proposed use.

CATERERS REQUEST FOR PROPOSALS TIMELINE

The following schedule has been established for the Request for Proposals for Catering Services.

Announcement Open Proposal	November 20, 2024 by 4 pm
Pre-Site Visit Questions from Bidders	By January 20, 2025 by 4 pm
Questions and Answers Posted to Website	January 21, 2025 by 4 pm
Mandatory Site visit begins at Shoreline Center	Wednesday, January 29, 2025, 9 am to 12:30 pm
Site visit Questions	January 30, 2025 by 4 pm
Questions and Answers Posted to Website	January 31, 2025 by 4 pm
Proposals Due	February 10, 2025 by 4 pm
Bidders Notified of interviews	February 11, 2025 by 4 pm
Interview with Bidders via Zoom– 30 minute intervals	Wednesday 2/19/2025 between 1 pm - 5 pm
Bidders Notified of Staff Recommendations	February 20, 2025 by 4 pm
Board Committee – Operations review	March 19, 2025 beginning at 10:30 pm
Board of Director review / Approved Award	May 20, 2025
Insurance and Documentation due	May 21, 2025 by 4 pm
Contract begins	June 1, 2025

PLEASE NOTE: this schedule is subject to change as circumstances warrant and any changes to the schedule and/or additional information such as answers to questions will be posted on the District website. Please check the website for the most current information before sending in your proposal.

MANDATORY SITE VISIT

The site visit is mandatory and you must have a representative attend the site visit. Please RSVP by e-mail OpsBSM@ebparks.org at least 24-hours in advance. The site visit will begin at the MLK Shoreline Center, then to Temescal Beach House, then to Brazilian Room, ending at Fern Cottage.





LOCATION AND SITE DESCRIPTIONS

Information about each of the Reservable Facilities is listed below. Additional information can also be found on the Park District's website: <https://www.ebparks.org/activities/corpfamily/default.htm>.

BRAZILIAN ROOM: The Brazilian Room is located inside Tilden Park at the intersection of Wildcat Canyon Road and Shasta Road on the eastern side of the Berkeley hills, approximately 3 miles north of where Highway 24 at the Caldecott Tunnel.

The Brazilian Room is a popular place for wedding receptions, dinners, business meetings, and seminars. Fern Cottage, Temescal Beach House, and the Shoreline Center are smaller facilities, but are also well suited for the above-mentioned activities.

The site for the Brazilian Room includes a flagstone walkway and outdoor patio, surrounded by rolling grass and tree-covered hills. The room includes a large banquet room (approximately 30' x 50'), with a fireplace, audio visual system, piano, a commercial kitchen with two ovens, commercial refrigerator, and cabinet space. This facility can accommodate 150 seated and 225 standing using interior and exterior areas.

FERN COTTAGE: Fern Cottage is located inside Kennedy Grove Regional Recreation Area, located off San Pablo Dam Road adjacent to San Pablo Dam Reservoir. The park entrance is on the right side of the road, heading north, and leads to Kennedy Grove at the base of San Pablo Dam.

Fern Cottage is an indoor/outdoor facility with approximately 1,000 sq. feet and can accommodate 60 people seated and 120 standing. There is a covered deck in the back and a small kitchen with a gas range.

TEMESCAL BEACH HOUSE: The Temescal Beach House is located inside of Temescal Regional Recreation Area, located near the junction of Highways 24 and 13 in Oakland. The entrance is on Broadway Street, parallel to Highway 24.

Temescal Beach House is an indoor/outdoor facility with a stone patio surrounded by terraces of exotic vegetation and a waterfall. The building has two indoor rooms—the fireside room and the adjacent lake view room. The total capacity for both rooms is 80 sitting, 130 standing. There is a small prep kitchen which includes one small portable convection oven, a microwave and refrigerator.

SHORELINE CENTER: The Shoreline Center is located on the estuary inside Martin Luther King, Jr. Shoreline in Oakland off Doolittle Drive, a mile north of Hegenberger Road and close to the Oakland airport.

The Shoreline Center is an indoor/outdoor facility with a large outside deck. The seated capacity is 60 inside (90 for inside and outside deck) and standing capacity is 125 for inside and outside space. It has a full commercial kitchen. Adjacent to this building is the Pelican picnic area that can hold 200 guests; this site can be reserved independently or if in conjunction with the Shoreline Center for a reduced price.



JURISDICTION

The Reservable Facilities are owned and operated by the District, which is a two-county special district providing regional parks for both Alameda and Contra Costa counties. The Brazilian Room and Fern Cottage are located within Contra Costa County and the Temescal Beach House and Shoreline Center are located within Alameda County.

USAGE

The Reservable Facilities are used primarily for weddings, social events, business meetings and trainings. The Brazilian Room and Temescal Beach House see the most usage. The Brazilian Room can host two events per day and offers a 10 hour “buyout”. On many occasions, the Brazilian Room hosts up to six parties catered back-to-back on weekends.

Facility	Monday-Thursday (closed Tuesdays)	Friday	Saturday	Sunday
Brazilian Room	8am-4pm. 5pm-12am Facility Buyout (10-hour max chosen between 8am – 12midnight)	8am-4pm. 5pm-12am Facility Buyout (10-hour max chosen between 8am – 12midnight)	8am-4pm. 5pm-12am Facility Buyout (10-hour max chosen between 9am – 12midnight)	8am-4pm. 5pm-12am Facility Buyout (10-hour max chosen between 8am – 12midnight)
Temescal Beach House	8am-4pm Day Rate or 8am-12midnight (8-hour time block)	8am-12midnight (8-hour time block)	9am-12midnight (8-hour time block)	9am-12midnight (8-hour time block)
Shoreline Center	8am-5pm Day Rate or 8am-12midnight (5-hour time block)	8am-12midnight (5-hour time block)	9am-12midnight (5-hour time block)	9am-12midnight (5-hour time block)
Fern Cottage	8am-5pm Day Rate or 8am-12midnight (5-hour time block)	8am-12midnight (5-hour time block)	9am-12midnight (5-hour time block)	9am-12midnight (5-hour time block)

Listed are the number of rentals each facility has reported based on available records:

Facility	2022	2023
Brazilian Room	363	372
Temescal Beach House	256	238
Shoreline Center	0	0
Fern Cottage	151	126

CATERING SERVICES AND OTHER USES

The successful catering Bidders shall be known as Approved Caterers for all four Reservable Facilities. Approximately ten to twenty Caterers will be selected for the Approved Caterers List for choice at the Reservable Facilities. The Park District is seeking to create a diverse list of Approved Caterers that that provide specific dietary restrictions, such as vegan, vegetarian, Kosher and Halal. Reserving parties will still have the choice of using a non-catered option for their event. Caterers not on the Approved Caterers’ List will not be permitted to work at the Reservable Facilities.

The Park District manages bookings, scheduling, reservation fees, and overall supervision of the Reservable Facilities. The caterers shall provide reserved groups the choice of either, a complete catering service, drop off, or partial food preparation service. The caterers will have the use of the kitchen facilities during the reservation periods. The list of approved caterers will contain a broad range of service styles and prices to serve a culturally diverse public. Event types range from full service, high-end weddings with plated meals, to budget-friendly menus such as boxed lunch business meetings. The Park District is seeking Catering Services that offer flexibility to adapt to a range of customer needs, including food sensitivities or other dietary requests. Planning and promotional capabilities of the caterer will also be considered. Proposals are encouraged to describe any environmentally friendly practices of the operation and must include a waste reduction plan.

TERM OF AGREEMENT

The Agreement is being offered for a term ending December 31, 2026. If there were to be early termination due to the caterers' breach of contract, the caterer's catering contracts for events at all facilities would also be subject to cancellation by the user. The caterers will be permitted to enter catering contracts for dates at the Reservable Facilities beyond the initial term of a granted option period (which would always be at least one year into the future) providing they are not in default in their agreement with the District.

III. INSTRUCTIONS

I. DESIGNATED CONTACT

All requests, questions, or other communications about this RFP shall be made in writing by email to the East Bay Regional Park District. Address all communications to the person listed below. Communications made to other personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the applicant.

East Bay Regional Park District
Business Services Manager
OpsBSM@ebparks.org

2. DELIVERY OF SUBMISSIONS

Proposals shall be sent to the Designated Contact by email only. All proposals will be delivered by the date and time set in the advertisement. Bidder bears the risk of delays in delivery. Proposals received after the deadline will not be reviewed.

3. RFP SUBMISSIONS

Submissions for this RFP shall be received **by 4 p.m. on February 10, 2025.**

PURPOSE

This Request for Proposals (RFP) provides all potential Bidders with all the necessary relevant information and the requirements to submit a proposal for operation of the facilities.

REVIEW OF PROPOSALS

All proposals will be reviewed by a committee consisting of representatives of the Park District and other interested parties as selected by the Park District. This committee will review all proposals that meet the minimum qualifications.

ORAL INTERVIEWS

Depending upon the relative quality of proposals, the Park District may invite Bidders to interview with Park District. The Park District reserves the right to conduct interviews of those Bidders who pass the initial review or select a caterer(s) without conducting interviews. The Park District will notify each qualified Bidder of the scheduled time and location for potential interview on the date indicated in the timeline. If interviews are held, they will be conducted via video conference rather than in-person, i.e., Zoom or similar platforms.

4. PARK DISTRICT OBJECTIVES

District's principal objectives in entering into an agreement for Reservable Facilities Catering Services are:

1. Promote use of the Reservable Facilities and provide a quality experience with a reasonable fee structure for the community.
2. Provide catering services that utilize environmentally friendly practices, including waste reduction plans, consistent with the Park District's Mission and Values.
3. Preserve the condition of the Reservable Facilities through responsible use of the facilities.
4. Maintain an economically viable operation with revenues sufficient to cover operating expenses, maintenance and improvement reserves while providing the Caterer and the District an adequate return on investment.

5. REQUIRED QUALIFICATIONS AND SERVICES

The qualifications and general services required of the Caterer under the terms of the concession agreement include but are not necessarily limited to:

1. Organizational mission congruent with District's mission of offering catering opportunities to Bay Area residents.
2. Experience in operating Catering Services.
3. Ability to foster and maintain positive relationships with District and customers.
4. Fiscal solvency and financial ability
5. Promote use of the facility and provide a quality experience with a reasonable fee structure for the community.
6. Maintain an economically viable operation with revenues sufficient to cover operating expenses, rental payment, and provide the lessee an adequate return on its investment.
7. Generate revenue for the District.

6. INSURANCE COVERAGE REQUIREMENT

Caterer ("Contractor") shall carry during the term of this License, at its own cost and expense, insurance as required in Attachment D.

7. REQUIREMENTS DURING THE TERM OF THE AGREEMENT

- The caterer will comply with all city, state and federal laws relating to access for persons with disabilities.
- The caterer will be required to carry insurance as listed in Attachment D.
- The caterer must pay all applicable taxes.
- The Caterer Agreement will be awarded to the bidder that most fits the criteria. A sample District catering agreement is included with this RFP.
- The Caterer will have a knowledgeable staff member present at the Reservable Facilities during all events and Open Houses scheduled by the Park District to provide general catering information to the public. Open House dates will be assigned to each approved caterer by the Facilities Supervisor.
- The caterer will submit monthly reports of gross receipts and payments, in a format approved by Park District. At the end of each operating year, the caterer may be required to submit a detailed income and expense statement for the past year's operation. Late fees apply per the contract.

8. SUBMITTAL REQUIREMENTS

A. Proposal Elements

The proposal must contain your (this means you and/or your organization) responses **in the numbered format below**. Each section of the proposal must be Headed or Tabbed according to the numbered titles 1 through 13 in Proposal Elements to aid in information retrieval and review by the Park District's Selection Committee. **Each proposal submitted must meet the following requirements. Failure to comply will result in the automatic disqualification of a submission from further consideration.**

Submit an electronic copy by email to the Business Services Manager at OpsBSM@ebparks.org no later than 4:00 p.m. on February 10, 2025.

Proposals must be prepared on 8 1/2" x 11" format. Please use Portrait orientation. Font shall not be smaller than 12 pt. Illustrations may be included. Drawings may be submitted. Bidders are encouraged to use discretion in the amount of information they submit. **No Hard copy proposals will be accepted.**

All proposals submitted in response to this RFP become the property of the Park District and are subject to the requirements of the California Public Records Act (California Government Code Section 6250 et seq.) Once a successful proposal is identified or all proposals are rejected, all proposals shall be deemed public records. The bidder must identify in writing all copyrighted material, trade secrets, or other proprietary information the bidder claims are exempt from disclosure under the Public Records Act. Bidders claiming exemption must include the following statement in their proposal:

The bidder agrees to indemnify and hold harmless the Park District, its officers, employees, and agents from any claims, liability, or damages against the Park District, and to defend any action brought against the Park District for bidder's refusal to disclose such material, trade secrets, or other proprietary information to any party.

Failure of a bidder to include this statement and/or identify in writing the claimed exempt material shall be deemed a waiver of any exemption from disclosure under the Public Records Act. Requests to review proposal submissions will not be allowed until after a Staff Recommendation is made.

To ensure fair competition, all Bidders will receive the same information and materials; no telephone or personal inquiries about this RFP will be answered.

- Late Proposals are not acceptable and will not be reviewed.
- The Park District reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation of Proposals, and the Park District will conduct this process in a fair and impartial manner
- The Park District reserves the right to waive and disregard any minor irregularities in any response
- The Park District reserves the right to cancel in part or in whole or amend this RFP or to extend the date responses are due
- Incomplete Proposals or inaccurate information may be cause for disqualification
- Issuance of this RFP does not commit the Park District to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP
- The Park District reserves the right to reject any or all Proposals
- All materials submitted to the Park District will become the property of the Park District and will not be returned
- All information submitted in response to the RFP will be considered official information acquired in confidence and the Park District will maintain its confidentiality to the extent permitted by law.

B. Proposal Submission

- I. Transmittal Letter - Addressed to the Business Services Manager and signed by you (an officer of the organization). In the case of a joint relationship, an officer of each partner organization shall sign.

Include the RFP's title and proposal due date, your name, the name of the main contact, address, email, fax number and telephone number.

Provide the following information:

- Address of office providing the services
- Telephone number
- Summary description of organization
- Areas of expertise
- Size of organization (including number of registered professionals)
- Years in business

Table of Contents:

Include a complete and clear listing of headings and pages, and list attached documents.

2. Business - State the legal form of your business (Sole Proprietorship, Partnership, Joint Venture, Limited Liability Company or Corporation) and provide proof. Any proposals

that state an intent to form a business if awarded the lease will be rejected. The type of business must be established prior to submitting a proposal. All proposals must include documentation that they can do business within the State of California.

3. Experience – To qualify for this RFP, Bidders must have a minimum of three (3) years' experience managing or operating a business of similar type, size, and scope as the operation set forth and described in this RFP. Describe your experience in performing Catering Services, preferably for same-sized facility with details of specific activities, offerings, and time frames in which the experience occurred. Include additional information as needed. Brochures or promotional materials may be attached.

4. Operation - Describe the services, capabilities, and advantages that you offer, for example:

- Current workload
- Ability to provide a variety of food
- Ability to meet the requirements as stated in the RFP
- Sample catering contract, examples of refund policies, etc.

Bidders are encouraged to propose additional services in addition to catering at the Reservable Facilities. A plan for promotion of mid-week utilization and/or special events per year should be outlined. The approval to allow any of these services rests with the District. Provide a brief description of the additional services. Services currently offered by the District cannot be offered by the caterer.

5. Leadership - Describe your ability to collaborate, facilitate, and resolve issues in a timely and professional manner. Issues may include customer complaints, budget, and cash flow challenges, etc. Demonstrate your ability to communicate effectively and foster and maintain positive relationships with Park District staff and customers.

6. Charges to Customers – Possible rates to clients for proposed services, including menus, prices, and staff. Bidder shall prepare and include Proposed menus and prices per person for various number of guests, and types and numbers of staff needed per group size. This price should be inclusive of food and service that includes setup and cleanup. Keep in mind the possibility of many back-to-back or same day/multi-venue events that will require adequate staffing.

7. Fee. All Bidders must submit a statement that they agree to the following fee structure:

“**Social**” events are computed at 11.5% of F&B sales before taxes:
(4% Concession + 7% Maintenance + .5% Promotional).

Include weddings, birthdays, and other social events, including business social events that are not meetings.

“**Business**” events are computed at 5.5% of F&B sales before taxes:
(2% Concession + 3% Maintenance + .5% Promotional).

Include meetings, retreats, and memorials.

Fees are waived for District in-house events when EBRPD is the customer.

A portion of the fees go into a fund for facility repairs and improvements or a promotional fund for marketing.

8. Requirements
 - a. Provide proof of the insurance requirement.
 - b. Provide sample catering contract with customers.
 - c. Provide a Waste Reduction Plan.
 - d. Provide a description of any pending legal issues you are facing.
 - e. If you take any exception to any of the requirements as listed in this RFP, or the sample caterer agreement attached, the exception(s) and reason(s) shall be stated in the Proposal.
9. References - Provide three (3) references from customers or facilities for which you ran catering services. References must include names, titles, email addresses, and telephone numbers. Include photos from (3) different catering jobs completed within the past few years.
10. Financial Condition - Describe your financial condition and demonstrated ability to maintain an economically viable operation with revenues sufficient to cover operating expenses, including payment of reasonable fees to the Park District. Provide the last three (3) years of bank statements. May be substituted with the last three (3) years of tax returns. Third Option: Submit a credit report issued by a nationally recognized credit bureau within 60 days of the proposal due date and include the Fair Isaac Corporation (FICO) score. Any negative information listed on said reports must be explained. Below average FICO scores, outstanding debts, delinquent payment history on current concession contracts, and any other negative information may disqualify a proposal. Significant weight will be given to such financial information in the selection process.

IV. SELECTION PROCESS

The District intends to negotiate agreements with the selected organizations as determined by the District to be in the best interest of the District.

Step 1 – Response to Park District’s RFP

Submissions must meet the requirements of the RFP.

Step 2- Evaluation of Proposals

Step 3 –Interviews with Organizations Selected in Step 1& 2 and Ranking of Respondents

Interviews will be held with each selected qualified bidder to discuss their approach and methods for operating and other subjects chosen by the Selection Committee. Respondents selected for interviews will be notified by email. The Park District will specify the date, time, and digital link i.e., Zoom or similar platform, for their interviews.

Based on the evaluation of the RFP responses and interview results, the Park District will rank the respondents and select those organization(s) with whom to attempt to negotiate an agreement as determined by the Park District to be in the best interest of the Park District.

V. BASIS OF AWARD

In seeking Caterers for the Reservable Facilities, the District desires to provide high quality and a variety of food in addition to excellent service to the public in an atmosphere compatible with the natural, beautiful setting in the four parks.

The District will investigate the financial capability, reputation, integrity, skill, relevant experience, and quality of performance of each bidder, including its stockholders and principals, before making the award. Award of a Concession Caterer Agreement if any, will be based on both objective and subjective comparison of proposals and Bidders. Information being solicited from Bidders is intended to provide the District with adequate knowledge of Bidders and proposals for the District to determine the relative merits of each of the proposals. Evaluation will be based on the items listed below. The order of the items below is not intended to portray any ranking of the relative priority.

Submission Section III.B.	Item	Consideration	Points
3	Experience and Background	Years in business, amount of relevant experience, evidence of a variety of experiences in the business.	10
4	Quality and Variety of Food	Ability to provide a variety of menus, quality food, and reasonable prices to a culturally diverse public. Proposed mid-week and special events promotion plan and evidence of ability to accomplish stated objectives.	20
5	Quality of Service	Evaluation of previous and proposed quality and quantity of service; ability to work harmoniously and flexibly with others. Capability to meet projected operating demands, including back-to-back reservations over an extended period of days.	20
6	Charges to Customers	Proposed services are equitable for the area with a reasonable fee structure.	10
7	Payments to District	Evaluation of projected payments, and evidence of ability to achieve such projections.	10
8.a.	Insurance	Proof of Insurance	2
8.b.	Catering Contract	Sample catering contract with customers.	2
8.c.	Waste reduction	Must include a waste reduction plan with proposed environmentally friendly practices.	2
8.d.	Legal	Description of any pending legal issues	2
8.e.	Caterer Agreement Changes	Effect on District, feasibility	2
9	References	Three references.	5
10	Financial Capability	Capability to provide services throughout the term with adequate strength to cover expenses.	15
			100