



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



Release Date: June 24, 2022

Mandatory Site Visit: July 26, 2022

Due Date: August 10, 2022 3:00 PM

Contact: Facilities Supervisor brazil@ebparks.org

EAST BAY REGIONAL PARK DISTRICT

2950 PERALTA OAKS COURT, OAKLAND, CA 94605

I. NOTICE REQUESTING PROPOSALS

On behalf of the East Bay Regional Park District (“Park District”), I am pleased to announce a business opportunity for the operation of **Vegan and Kosher Catering Services only** at 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 Park District wishes to partner with well-qualified vegan and/or kosher 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 Park District.

The Park District is offering a one-year term with a possible additional three (3) year term at the Park District’s discretion. 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.

Facilities Supervisor
brazil@ebparks.org
East Bay Regional Park District



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 Facilities Supervisor at brazil@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 Proposers, 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 Proposers overall. The Park District will carefully investigate each Proposer’s background and experience in the development and operation of like facilities. Proposers must be prepared to make all determinations of feasibility necessary to the operation of the proposed use.



REQUEST FOR PROPOSALS TIMELINE

The following schedule has been established for the Request for Proposals for Catering Services. Proposers must respond/attend the dates listed in yellow.

Announcement of Proposal	Friday, June 24, 2022 by 4 pm
Pre-Site Visit Questions from Proposers Deadline	Tuesday, July 12, 2022 by 4 pm
Questions and Answers Posted to Website	Tuesday, July 19, 2022 by 4 pm
Mandatory Site Visit, meet at the Shoreline Center (RSVP Required at least 48 hours in advance)	Tuesday, July 26, 2022, 9am-12:30
Post-site visit Questions from Proposers	Tuesday, July 26, 2022 by 4 pm
Questions and Answers Posted to Website	Wednesday, August 3, 2022 by 4 pm
Proposals Due	Wednesday, August 10, 2022 by 4 pm
Proposers Notified of Interviews by email	Monday, August 15, 2022 by 4 pm
Interviews with Proposers via Zoom (one hour per interview)	Wednesday, August 24, 2022
Respondents Notified of Recommendation	Wednesday, September 7, by 4 pm
Board Operations Committee - review	Tuesday, September 13, 2022 beginning at 12:30 pm
Board of Director – review and selection	Tuesday, October 18, 2022 beginning at 1 pm
Insurance and Documentations due	Wednesday, November 9, 2022 by 4 pm
Start Contract period for 2023-2027	January 1, 2023

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 tmargulici@ebparks.org at least 48-hours in advance. Park District staff may discuss the RFP package at the site visit. The site visit will begin at the MLK Shoreline Center, then go to Temescal Beach House and Brazilian Room, ending at Fern Cottage. Face coverings and social distancing will be required.

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 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 six or more 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)	9am-4pm. 5pm-12am Facility Buyout (10-hour max chosen between 9am – 12midnight)	9am-4pm. 5pm-12am Facility Buyout (10-hour max chosen between 9am – 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	2018	2019
Brazilian Room	342	352
Temescal Beach House	187	190
Shoreline Center	144	150
Fern Cottage	105	101

CATERING SERVICES AND OTHER USES

The successful catering proposers shall be known as Approved Caterers for all four Reservable Facilities. Approximately one to five vegan and/or kosher Caterers will be selected in addition to the Approved Caterers List for choice at the Reservable Facilities. The Park District is seeking to create a diverse list of Approved Caterers that provide specific dietary restrictions, such as vegetarian/vegan, 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, 2023 with one three-year renewal option subject the District's sole discretion based on satisfactory performance. If there were to be early termination due to the caterers' breach of contract, the catering contracts for events at all facilities would also be subject to cancellation by the user. The caterer 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
Facilities Supervisor
brazil@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. Proposer 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 **Wednesday, August 10, 2022 up to 4 p.m.** at which time proposals will be recorded as received.

PURPOSE

This Request for Proposals (RFP) provides all potential proposers 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 proposers to interview with Park District. The Park District reserves the right to conduct interviews of those proposers who pass the initial review or select a caterer(s) without conducting interviews. The Park District will notify each qualified Proposer of the scheduled time and location for their interview on the date indicated in the timeline. Interviews 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 agreement include but are not necessarily limited to:

1. Organizational mission congruent with District's mission of offering refreshment 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, capital improvement reserves, 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 proposer that most fits the criteria. A sample District catering agreement will be included with this RFP as an addendum.
- The Caterer will have a knowledgeable staff member present at the Reservable Facilities during 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, 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.

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 Facilities Supervisor at brazil@ebparks.org no later than **4:00 p.m. on Wednesday, August 10, 2022.**

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. Proposers 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 proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information the proposer claims are exempt from disclosure under the Public Records Act. Proposers claiming exemption must include the following statement in their proposal:

The proposer 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 proposer's refusal to disclose such material, trade secrets, or other proprietary information to any party.

Failure of a proposer 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 proposers 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.
- I. Transmittal Letter - Addressed to Facilities Supervisor 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, proposers 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. Proposals with less than the minimum experience will be disqualified. 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
 - Available staff
 - Resources
 - Ability to meet the requirements as stated in the RFP
 - Sample catering contract, examples of refund policies, etc.
 - Additional Services: Proposers 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. Proposer 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 events that will require adequate staffing.
7. Fee. All proposers 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% Fee + 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% Fee + 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. If you take any exception to any of the requirements as listed in this RFP, or the sample caterer agreement (to be posted as an addendum), the exception(s) and reason(s) shall be stated in the Proposal.
 - b. Provide proof of the insurance requirement.
 - c. Provide sample catering contract with customers.
- 9. Legal Issues - Provide a description of any pending legal issues you are facing.
- 10. 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 5-10 photos maximum from (3) different catering jobs completed within the past few years.
- 11. Resumes - Submit resumes of any other professional staff that would perform the work, including relevant qualifications and degree of understanding of the inner working of the management process.
 - a. Personnel: Provide detailed qualifications of the proposed manager(s), Clearly identify experience and qualifications relevant to the services described in this RFP.
- 12. 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.) Significant weight will be given to such financial information in the selection process.
 - a. Credit Worthiness: 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 contracts, and any other negative information may disqualify a proposal.
- 13. Financial Projections - Provide detailed financials for proposed catering operation.
 - a. Provide a **3-year** projection of revenues and expenditures anticipated from the proposed activities. Revenues should include all sales and any other service performed for which a fee is charged. The statement must show month-by-month projections for the first twelve months.
 - b. Provide a **3-year** Cash Flow Statement.

IV. SELECTION PROCESS

The District intends to negotiate an agreement with the selected organization as determined by the District to be in the best interest of the District.

Step I – 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 proposer 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 location of their interviews. Interviews may be conducted via video conference rather than in-person, i.e., Zoom or similar platform.

Based on the evaluation of the RFP responses and interview results, the Park District will rank the respondents and select the top-ranking 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. If negotiations are not successful with the top-ranked organization(s), the Park District will attempt to negotiate a contract with the second-ranked organization and so on, or the Park District may pursue other methods of negotiation.

IV. 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 proposer, including its stockholders and principals, before making the award. Award of a Caterer Agreement if any, will be based on both objective and subjective comparison of proposals and proposers. Information being solicited from proposers is intended to provide the District with adequate knowledge of proposers 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.

Item	Consideration
Payments to District	Evaluation of projected payments, and evidence of ability to achieve such projections
Quality and Variety of Food	Ability to provide a variety of menus, quality food, and reasonable prices to a culturally diverse public
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
Staffing Uniforms	A uniform dress code projecting a professional, competent image of all staff is mandatory
Experience and Background	Years in business, amount of relevant experience, evidence of a variety of experiences in the business
Financial Capability	Capability to provide services throughout the term with adequate strength to cover start up and sustain possible losses, sources of financing, availability of immediate funds and back-up funds, proposed investment in promotion
Additional Services	Proposed mid-week and special events promotion plan and evidence of ability to accomplish stated objectives
Environmentally Friendly Practices	Proposed environmentally friendly practices. Must include a waste reduction plan
Caterer Agreement Changes	Effect on District, feasibility
Forms Not Provided	Information requested on forms not provided by the District

COVID-19 Acknowledgment

COVID-19 ACKNOWLEDGMENT, WAIVER AND ASSUMPTION OF RISK: The Caterer acknowledges that the novel corona virus, COVID19, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The Caterer acknowledges and agrees that the East Bay Regional Park District is directing all individuals that participate in permitted activities to conduct the activities in compliance with the applicable Federal, State, County, and local health orders. Further, any volunteer recognizes that it is their own responsibility to ensure compliance with all applicable orders. Further, the Caterer acknowledges and understands that the East Bay Regional Park District does not and cannot guarantee that any participants will not become infected with COVID-19 while participating in the permitted activities. The Caterer hereby releases, covenants not to sue, discharges, and hold harmless the East Bay Regional Park District, its Board of Directors, officers, employees, agents, and representatives from any claims, including all liabilities, actions, damages, costs, or expenses of any kind arising out of or relating to the permitted activities including but not limited to any illness, death, and loss of any kind by volunteers related to COVID-19. The Caterer understands and agrees that this waiver, release, and assumption of risk includes any claims based on the actions, omissions, or negligence of East Bay Regional Park District, its Board of Directors, officers, employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any activity.

Name

Title

Signature

Date