



# REQUEST FOR QUESTIONNAIRE AND APPLICATIONS

SOUTH PADRE ISLAND, TX CONVENTION CENTER  
CATERING AND CONCESSIONS

Issue Date: January 2<sup>nd</sup>, 2020

**Applications Due Date: January 31<sup>st</sup>, 2020**

**Ed Caum** | CVB Director

City of South Padre Island Convention & Visitors Bureau  
7355 Padre Blvd. South Padre Island, TX 78597

Office: 956-761-8388 | Fax: 956-761-3024

E-mail: [Ed@sopadre.com](mailto:Ed@sopadre.com)

# **Introduction and Background**

## **Convention Center Location**

South Padre Island, Texas is a tropical municipality that resides about 28 miles north of the border with Mexico on the Gulf of Mexico. 85% of its economy is based on leisure travel with the peak season being the months of March and June-August. The South Padre Island Convention and Visitors Bureau is charged with all of the major Destination Marketing responsibilities including leisure travel for groups, families, couples and Spring Break, as well as meetings and conventions and Special Events development and marketing. Nature tourism, miles of beach, sports fishing and wind and water sports dominate the primary features that attract visitors. Restaurants and nightlife are abundant, as well. South Padre Island attracts approximately 5.8 million visitors annually, according to the latest SPIEDC study.

## **Mission Statement**

The Convention and Visitors Bureau's mission is to position South Padre Island as a Premier destination through brand integration, thus driving year-round, sustainable economic growth and quality of life.

## **Purpose/Objective**

The SPICVB is soliciting applications for the following catering and concession requirements:

The SPICVB hosts several events in which a caterer is selected to facilitate various styles of food. In previous years, these events were usually solicited on an annual basis per event. It has been determined that it is in the City's best interest to solicit a comprehensive update to the qualifications of all caterers and concessionaires. It is the City's intent to award to multiple caterers a 'preferred status'. The City reserves the right to add similar caterers with a similar scope of work at any time throughout the duration of any potential future partnership.

The same or similar menu items shall be required. All other terms and conditions shall remain the same. The vendor shall receive ample notice from the City regarding any changes or updates to this request.

## **Delivery Requirements**

Caterers must provide their proposal in the following format:

### **1. Tab 1-Transmittal Letter**

A letter of transmittal shall accompany each proposal. Such letter must be signed by a person authorized to contractually obligate the vendor to the scope, terms, specifications, and pricing contained in the response. This letter should also clearly indicate the name, address, phone number and facsimile number of one contact person for the proposal.

The letter of transmittal shall include the following:

- A. Written statement that the Caterer meets all the minimum service qualifications.
- B. A brief statement of the services to be provided.
- C. A statement of commitment to provide the services requested.
- D. A summary of the vendor's qualifications to perform this type of engagement.
- E. A statement confirming that this proposal shall remain valid for three (3) years after the closing date for receipt of proposals. Certification that the individual signing this proposal has the authority to bind the Caterer to the terms and conditions set out in the proposal document.

Name of Company \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

**2. Tab 2-Table of Contents**

The table of contents must include clear and complete identification of the materials submitted by section and page number.

**3. Tab 3-References**

Caterer must provide at least three (3) references with which similar services have been performed. Provide a list detailing the references name, title, contact information, services performed, number of customers served, and the length of time the Caterer has provided this service. References provided must be for services that have occurred within the last three (3) years.

**4. Tab 4-Response to Questions**

Responses must comply with the following:

- A. All questions in this application must be answered in the manner and area stipulated after each question.
- B. Respond to every question and statement in each section of the application. Failure to respond to all questions may lead to elimination from consideration.
- C. All questions and statements must be answered in the order asked.

# **Caterer and Concessionaire Selection Criteria**

## **Interviews (Oral Presentation and Food Sampling)**

Please note that on-site interviews and food samplings for short-listed vendors are estimated to be held during the week of 2-3-20. Specific days and times for interviews with each qualified vendor will be determined at a later date, but vendors should be prepared to conduct the on-site food samplings during this timeframe.

## **Questionnaire**

Your proposal response must describe the services you are proposing. Structure your response in the same outline presented below.

## **Company History**

Caterers must provide the following information about their company so that the City can evaluate the Caterer's stability and ability to support commitments set forth in the response to the questionnaire. Please describe the company's background and experience including:

- a) How long the company has been in business?
- b) A brief description of the company, including history, present status, future, etc.
- c) Include a profile of the business location, staff and services that will be assigned to the City's account.
- d) A brief description of the company's plans to keep pace with changing catering business techniques.
- e) Company size and organization. Please break down number of employees. (Only include full time employees, not sub-contractors or part-time employees.)
- f) How many employees will you staff at each event?
- g) What percentage of staff turn-over does the company experience annually?
- h) Gross revenue for the prior fiscal year (in US dollars).
- i) Has your company ever been sued by a customer? If so, please explain each incident and outcome(s).
- j) Are there any lawsuits currently outstanding against your company? If any, please explain.
- k) If you have had any contract(s) terminated for default during the past six years, describe all incidents. Termination for default is defined as notice to stop work due to the vendor's nonperformance or poor performance and the issue was either: 1) not litigated; or 2) litigated and litigation determined the vendor to be in default. Elaborate as needed. (If the

vendor has experienced no terminations as described, please indicate so.)

l) If you have had ANY contract(s) terminated during the past six years for any other reason than the above stated 'termination for default', please describe all such terminations fully. (Include the name, address and phone number of other contracting party or parties.)

m) Please provide the most recent audited financial statement for your company or credit references that can verify the financial standing of your company.

n) Please list and describe in detail the most unique features of your company's catering services.

### **Sample Catering Menus**

In order to best assess the range of abilities your company provides, please list out or attach a full and detailed set of menus. These can be arranged in any order that is easily read. The SPI CVB works with many clients which require many dietary needs, have special 'themed' requests and may also be subject to a low-cost budget.

**The Convention and Visitors Bureau reserves the right to accept, reject, or negotiate any or all proposals, including the right to award the contract in whole or in part if it is deemed in the Bureau's best interest.**

### **Qualifications of Caterer and Staff**

The Caterer shall perform all specified work using properly trained and skilled workers supervised by the Caterer. The Caterer shall be licensed and bonded in the State of Texas and shall have a minimum of three (3) years' experience in catering services similar in size and scope as being requested by the City of South Padre Island.

All employees of the Caterer shall be no less than 18 years of age, and shall be experienced in the type of work being performed. No visitors, spouses or children of the Caterer's employees will be allowed in the workplace during working hours, unless they are bonafide employees of the Caterer.

All employees of Caterer shall be of neat appearance and conduct themselves in a professional manner while working for the City of South Padre Island.

### **Contract Renewal**

The City retains the right to extend this request for quote for three (3) additional one-year periods. If the contract renewal is approved under the same terms and conditions of the original quote, the City will contact the Caterer by February 2020 with the event date and time. The same or equal menu selection shall be provided. It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approval have been granted by the City Council.

### **Insurance**

The successful Caterer will be required to submit a current Certificate of Insurance (including endorsements and waiver).

## **Licenses**

Caterer must be licensed as a food service facility and must obtain a City of South Padre Island Department of Health permit. Proof of license and permit must be presented to the City on the day of the tasting and interviews.

## **Certification**

Caterer must possess a ServSafe Certification and shall furnish their certificate with their application.

## **Community Donation**

Caterer will package all leftover food and donate it to a homeless shelter of the Caterer's choice.

## **Submission Instructions**

Deadline for Submittal

In order to be considered for funding, an original proposal containing one (1) authorized signature, together with two (2) copies must be hand delivered, delivered via U.S. Postal Service, or other mail delivery service by no later than 5:00 pm on January 31, 2020 to the following address below:

**South Padre Island Convention Center  
7355 Padre Blvd  
South Padre Island, TX 78597  
Attn: Ed Caum, CVB Director**

Mark the outside of the submittals with the titles, "2020 SPI Convention Center Catering Questionnaire".