Request for Proposal – Catering Services

Contact Information
Event Name: Pro Football Hall of Fame Private Events
Event Host Organization: Pro Football Hall of Fame (PFHOF)
Key Contact Person: Gail McLaughlin, CMP, CMM
Job Title: Event Marketing Specialist
Mailing Address Line 1: 2121 George Halas Dr. NW
City: Canton
State/Province: Ohio
Zip/Postal Code: 44708
Country: USA
Phone: (330) 430-4455
Fax: (330) 232-9988
Mobile Phone: (330) 265-8719
E-mail Address: gail.mclaughlin@profootballhof.com
Web Address: www.profootballhof.com
Preferred Method of Communication: E-mail for Questions – All Bids Submitted must be sent by US Mail or Overnight Services – No e-mail bids will be accepted.

Event Organizer/Host Organization Billing Address: 2121 George Halas Dr. NW
Billing Contact Person: Gail McLaughlin, CMP, CMM
Billing Address Line: 2121 George Halas Dr. NW
City: Canton
State/Province: Ohio
Zip/Postal Code: 44708
Country: USA
Billing Contact Telephone: (330) 430-4455
I. General Information

A. Purpose

Pro Football Hall of Fame is issuing the Request for Proposal (RFP) to identify a “Catering Vendor” for the 2010, 2011, and 2012 Enshrinement Weekends. The Catering Vendor must be qualified to provide a large amount of quality food, presented in a professional manner and supply excellent service at a reasonable price.

II. Requirements

*Statement of Need:
The Pro Football Hall of Fame (“PFHOF”), a 501(C)3 non-profit organization established in 1963, invites you to bid on the catered events, as outlined below, during “PFHOF” Enshrinement Weekend.

Service Requirements:
- Friday Night Reception (6:00PM – 8:00PM)
- Pre-Enshrinement Celebrations (generally held on a Saturday)
  - Fan Appreciation Celebrations (4:00PM – 6:00PM)
  - Corporate Pre-Enshrinement Celebrations (4:00PM – 6:30PM)
- Pre-Game Tailgate Parties (generally held on a Sunday)
  - Fan Tailgate Party (5:00PM – 7:00PM)
  - Corporate Tailgate Party (5:00PM – 7:30PM)
- Feed a maximum of 200 volunteers immediately following “either” the Pre-Enshrinement Celebration or Pre-Game Tailgate Party at no charge.

Staffing Requirements:
All staff must exhibit themselves in a polished and professional manner, which covers the following areas:
- Clean and pressed uniform
- Black polished shoes
- Groomed appropriately
- Minimal piercings and jewelry
- No perfumes
- Name tags

All staff must abide by the following policies:
- No eating and/or drinking in public/guest areas.
- No smoking during the entire shift.
- No cell phones and/or cameras allowed.
- No autographs and/or pictures with guests permitted.

Buffet Guidelines:
- All buffets must project a professional and decorative image with the following requirements:
  - Catering Vendor is to provide all silver-like polished chafing dishes, arranged at staggered heights to add interest and depth to the food presentation.
  - All chafers must be replenished immediately, with a fresh supply of produce to keep the lines flowing successfully and maintain a present visual of food served.
  - Catering Vendor must provide all linens for the buffets.
  - All service ware must be of the highest quality available (to include plastic plates, forks, spoons & knives for Fan Appreciation Celebrations when required) and all napkins must be a minimum of 2-Ply and no smaller than 12“x12” when unfolded.
Pricing Requirements:
The Catering Vendor that is awarded the 3 (three) year contract, with an option 2 (two) year renewal, will incorporate a flat fee based on a particular menu proposed.

The menu and pricing presented will little or no increase from year 1 (one) to year 2 (two) and no more than a maximum of 1.5% increase in year 3 (three). If the additional 2 (two) year option is picked-up no more than a 2.5% increase per year.

○ The “PFHOF” will issue a purchase order locking in said pricing once contracts are executed and will pay from said purchase order annually.

Insurance Requirements:
In order to host events, we require the following from your organization:

○ Commercial General Liability Insurance (minimum $1,000,000 per occurrence and $2,000,000 aggregate), including blanket contractual liability, and workman’s compensation with updated copy on file with PFHOF 30 days prior to event.

Other Specific Requirements:

Service Area:
The “PFHOF” will provide a minimum of 2,850 square feet for prep, expediting and clean-up of food service. Included in the space is room for 1 – 24’ maximum box truck (once in, it does not move during the entire weekend), 1- 45’ maximum refrigeration truck (once in, it does not move during the entire weekend). This area must be maintained and meet all Ohio Health Codes and vendor is required to display all necessary permits. Areas of particular attention that Catering Vendor will be responsible for:

○ Prep Tenting and Lighting
○ All Food Service Equipment
○ Triple Sinks with only “Gray Matter” going into our sewer drain
○ Hot Water Tank
○ Golf Carts (if required and rented through our contracted vendor)
○ All Linens (rented through our contracted vendor)

“PFHOF” will provide at no charge:

○ Water Source
○ Power Source
○ Access to Port-a-Johns
○ Bags of Ice for general usage
○ Parking Passes for staff (minimum of 50 passes daily)
○ Parking in the Park for Van

History:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Event(s) &amp; Guarantee(s)</th>
<th>Buffet Menu(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>Enshrinement Celebration Party – (750pp)</td>
<td>Fruit kabobs&lt;br&gt;Smoked beef brisket&lt;br&gt;BBQ pork ribs&lt;br&gt;Jamaican jerk chicken breast sandwich&lt;br&gt;Blue cheese and bacon potato salad&lt;br&gt;Texas style confetti coleslaw&lt;br&gt;BBQ baked beans</td>
</tr>
<tr>
<td>Event</td>
<td>Menu Items</td>
<td></td>
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<td>----------------------------</td>
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<tr>
<td>Fan Appreciation Party</td>
<td>Assorted bakery cookies, Gourmet brownies, Rolls &amp; condiments, Chicken salad, Hamburgers, Hot dogs, Italian sausage with peppers and onions, Veggie burgers (upon request), Pasta salad in a vinaigrette dressing, Corn on the cob, Watermelon, Cookies &amp; brownies, Assorted Frito-Lay chips &amp; pretzels, Buns &amp; condiment.</td>
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<tr>
<td>(1,300pp)</td>
<td>Passed: Quesadillas, Beef tenderloin brochette, crab stuffed mushrooms, mini assorted quiche, bacon wrapped scallops.</td>
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<tr>
<td>Friday Night Reception</td>
<td>Stations: Pasta Bar; 2 pastas, 3 sauces, assorted toppings, Teriyaki Wings, Spring rolls, Fruit &amp; yogurt bowl, Rosemary &amp; Asiago Cheese straws.</td>
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<tr>
<td>(100pp)</td>
<td>Dessert Station: Mini cheesecakes, assorted pastries, raspberry genoise &amp; apricot coulis, mocha gateau, chocolate mousse, amaretto ganache squares, chocolate hazelnut, and a Coffee station.</td>
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<tr>
<td>2007 Cont.</td>
<td>Private Events: Enshrinement – Corporate (59pp) Cheese &amp; fruit kabobs, Caesar salad, Chef carved prime rib as jus with horseradish cream, Roast chicken in white wine sauce, Stuffed shells marinara, Self served baked potato bar, Maple glazed baby carrots, Assorted desserts, Rolls &amp; butter, Coffee, hot &amp; ice tea.</td>
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<tr>
<td>Tailgate – Corporate</td>
<td>Buffet: Grilled hamburgers, hot dogs &amp; Italian sausage w/peppers &amp; onions, plus veggie burgers.</td>
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<td>(180pp – 2 parties)</td>
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<tr>
<td>Year</td>
<td>Event Type</td>
<td>Menu</td>
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</tbody>
</table>
| 2008   | Enshrinement Celebration Party – (2,700pp) | Chicken salad  
Iowa corn on a stick smothered in creamy butter  
Italian pasta salad made with a vinaigrette dressing  
Ice cold watermelon sliced to perfection  
Homemade assorted cookies & brownies  
Assorted Frito-Lay chips & pretzels  
Assorted buns & condiments  
Fruit kabobs  
Smoked beef brisket  
BBQ pork ribs  
Jamaican jerk chicken breast sandwich  
Blue cheese and bacon potato salad  
Texas style confetti coleslaw  
BBQ baked beans  
Assorted bakery cookies  
Gourmet brownies  
Rolls & condiments |
|      | Fan Appreciation Party - (2,700pp) | Chicken salad  
Hamburgers  
Hot dogs  
Italian sausage with peppers and onions  
Veggie burgers (upon request)  
Pasta salad in a vinaigrette dressing  
Corn on the cob  
Watermelon  
Cookies & brownies  
Assorted Frito-Lay chips & pretzels  
Buns & condiments |
| 2008 Cont. | Private Events: Enshrinement – Corporate (60pp) | Cheese & fresh fruit display  
Caesar salad  
Pork loin with mango chutney  
Chicken Marsala  
Cheese tortellini in a rich vodka cream sauce  
Whipped potatoes with cheese & scallions  
Green beans with bacon and onions  
Assorted cheesecakes  
Rolls & butter  
Bratwurst cooked in beer with onions  
Grilled angus beef burgers  
Sesame ginger wings  
California style pasta salad  
Dilled potato salad  
Sliced watermelon  
Assorted bakery cookies & gourmet brownies  
Assorted Frito Lay chips  
Rolls & condiments |
| 2009   | Enshrinement Celebration Party (740pp) | Fruit kabobs  
Smoked beef brisket |

*RFP For: Pro Football Hall of Fame  
*Respond To: Gail McLaughlin, CMP, CMM
### Fan Appreciation Party – (800pp)

- BBQ pork ribs
- Jamaican jerk chicken breast sandwich
- Blue cheese and bacon potato salad
- Texas style confetti coleslaw
- BBQ baked beans
- Assorted bakery cookies
- Gourmet brownies
- Rolls & condiments
- Chicken salad
- Hamburgers
- Hot dogs
- Italian sausage with peppers and onions
- Veggie burgers (upon request)
- Pasta salad in a vinaigrette dressing
- Corn on the cob
- Watermelon
- Cookies & brownies
- Assorted Frito-Lay chips & pretzels
- Buns & condiments

### Private Events:

#### Enshrinement – Corporate (100pp)

- Bratwurst cooked in beer with onions
- Grilled angus beef burgers
- Sesame ginger wings
- California style pasta salad
- Dilled potato salad
- Sliced watermelon
- Assorted bakery cookies & gourmet brownies
- Assorted Frito Lay chips
- Rolls & condiments

#### Tailgate – Corporate (350pp – 3 parties)

- BBQ pork ribs basted in a classic sauce
- Sweet & sour chicken
- Grilled hamburgers
- Creamy dill potato salad
- Pasta Salad with fresh vegetables in a vinaigrette dressing
- Fresh fruit platter
- Rich chocolate brownies & bakery style cookies

### 2007 Enshrinement Class:
1. Gene Hickerson – Browns
2. Michael Irvin – Cowboys
3. Bruce Matthews – Oilers/Titans
4. Charlie Sanders – Lions
5. Thurman Thomas – Bills
6. Roger Wehrli – Cardinals

### 2008 Enshrinement Class:
1. Fred Dean – 49ers
2. Darrell Green – Giants
3. Art Monk – Giants
4. Emmitt Thomas – Chiefs
5. Andre Tippett – Patriots
6. Gary Zimmerman – Broncos

2009 Enshrinement Class:
1. Bob Hayes – Cowboys
2. Randall McDaniel – Vikings
3. Bruce Smith – Bills
4. Derrick Thomas – Chiefs
5. Ralph Wilson, Jr. – Bills
6. Rod Woodson – Steelers

2010 Possible Class:
1. Emmitt Smith – Cowboys
2. Jerry Rice – 49ers
3. Tim Brown
4. Eddie George
5. Aeneas Williams
6. Gary Anderson
7. Rich Gannon

2011 Possible Class (1st year eligibility):
1. Jerome Bettis – Steelers
2. Ray Brown
3. Deion Sanders
4. Doug Flutie
5. Marshall Faulk
6. Curtis Martin
7. Willie Roaf
8. Jimmy Smith
9. Dick Vermeil

2012 Possible Class (1st year eligibility):
1. Tiki Barber
2. Will Shields
3. Drew Bledsoe
4. Mike Alstott
5. Corey Dillon
6. Marty Schottenheimer
7. Bill Cowher
8. Bill Parcells
2013 Possible Class (1st year eligibility):
1. Larry Allen
2. Michael Strahan
3. Vinny Testaverde
4. Jonathan Ogden

2014 Possible Class (1st year eligibility):
1. Derrick Brooks
2. Rodney Harrison
3. Tony Dungy

2015 Possible Class (1st year eligibility):
1. Junior Seau - If 2009 remains their final year.
2. Brett Favre

III. Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

Questions:
Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I (Contact Information).

Decision Making Process:
Final Decision Maker: “PFHOF” Committee consisting of all Stakeholders.

Timeline:
- RFP Published Date: November 5, 2009
- RFP Distribution Date: November 6, 2009
- Proposal Due Date and Time: November 18, 2009 at 5:00PM EST
- Proposal Presentation Dates (if required): November 30, 2009
- Proposal Presentation Location (if required): PFHOF 2121 George Halas Dr. NW, Canton Ohio
- *Decision Date: December 7, 2009

Decision Notification Method: E-mail

Key Decision Factors:
Selection is based on the following criteria, which is either critical or is very important.

<table>
<thead>
<tr>
<th>Decision Factor</th>
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<tbody>
<tr>
<td>Ability of vendor to provide high level of service</td>
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<tr>
<td>Ability of vendor to provide high quality of all foods served</td>
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<tr>
<td>Ability of vendor to provide quality food, as contracted per guaranteed of 15 days prior to event(s) without running out of said food.</td>
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</tbody>
</table>
**History of Caterer**

<table>
<thead>
<tr>
<th>Support the ability of handling large groups of 2,500 or more guests, successfully serving all in under 1 hour.</th>
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<tbody>
<tr>
<td>Creativity for all buffets presenting chafers and food in an attractive manner</td>
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<tr>
<td>Information provided in the response to the RFP</td>
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<tr>
<td>Overall cost of services</td>
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<tr>
<td>Proposal in the response to the RFP is in the proper sequence</td>
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<tr>
<td>Recommendations from previous and existing clients (especially important for like size groups as outlined above)</td>
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<tr>
<td>Staff Experience (especially important for like size groups as outlined above)</td>
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</tbody>
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**Required Attachments:** Standard sales kit for the company

**Instructions for Responding:**

- Each proposal responding to this RFP must include the information requested in Section V (Proposal Content) of this RFP (in the order presented).
- Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.
- Incomplete and/or late responses will not be considered.

**IV. Proposal Content**

Each proposal responding to this RFP must include the following information (in the order presented here).

**Company Name:**

| Mailing Address Line 1: ______________________ |
| Mailing Address Line 2: ______________________ |
| City: ______________________ |
| State/Province: ______________________ |
| Zip/Postal Code: ______________________ |
| Country: ______________________ |
| Web Site: ______________________ |

**Primary Sales Contact:**

| Full Name: |
| Job Title: |
| Employer: |
| Mailing Address Line 1: |
Experience:

For how many events of similar size and scope has your organization catered in the past three years?  
________________________________

When was the company founded? ________________________________ (year)

What is the company’s scope of services? ________________________________

Describe the company’s working relationship with the facility (named in Section II – Event Profile) selected for this event (i.e., Are you the preferred vendor? How many events and of what type have you serviced there?)

Experience Comments:

Response to Requirements:

The company can meet the event’s specific staffing requirements with its own staff: □ Yes □ No

If No,

Supplemental staff is supplied by: ________________________________

Comments: _____

The company can meet the other specific requirements outlined in the RFP: □ Yes □ No

Comments: _____

Additional Information:

Personnel:

The company has an office in the city where the event is being held: □ Yes □ No

If No,

Staff would travel from:

City: ___________________________

State/Province: ___________________________

Country: ___________________________

# of Staff from This Location: ___________________________
Complete the following for all staff who would work the event:

<table>
<thead>
<tr>
<th>Staff Full Name –</th>
<th>Title</th>
<th>Responsibility</th>
<th>Years of Experience</th>
<th>Supervisor?</th>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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<td>Additional staff as necessary</td>
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</table>

Personnel Comments: ___________________________

**Labor:**

**Insurance Coverage:**

Indicate the types and levels of insurance the company carries and attach current policies (annually, the PFHOF will require updated policies for all 30 days prior to event showing coverage extends specifically during the event dates):

- ☐ Errors & Omissions Insurance: ___________________________ *(indicate currency type)*
- ☐ Workers Compensation Insurance: ___________________________ *(indicate currency type)*
- ☐ Commercial Liability Insurance: ___________________________ *(indicate currency type)*
- ☐ Commercial Automobile Liability Insurance
- ☐ Other - ___________________________: ___________________________ *(indicate currency type)*

Insurance Comments: ___________________________
References:

Provide references from three previous unique venues that your company has catered at serving a minimum of 2,500 guests using buffets.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Reference 3</th>
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<tbody>
<tr>
<td>Event Start Date</td>
<td>mm/dd/yyyy</td>
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<tr>
<td>Event End Date</td>
<td>mm/dd/yyyy</td>
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<tr>
<td>Event Type</td>
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<tr>
<td>Event Host</td>
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<tr>
<td>Given Name</td>
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<td>Middle Name</td>
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<td>Surname</td>
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<td>Job Title</td>
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<td>Employer</td>
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<td>Phone</td>
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<td>E-mail Address</td>
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<tr>
<td>Type(s) of services performed for the reference</td>
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Attachments:

The following are attached to this proposal:

☐ Standard sales kit for the company

☐ Suggested menu(s) and pricing on per person basis.

☐ Include a minimum of one picture, per event, that you referenced above.

☐ Listing of all services company can provide.

Other attachments (list all):

- ____________________________
- ____________________________
- ____________________________

Additional Comments: ____________________________