



The Kayenta Township Commission

P.O. Box 1490 Kayenta, AZ 86033 Telephone: (928) 697-8451 FAX (928) 697-8461 www.kayentatownship-nsn.gov

Request for Proposal – Catering Services

1. Purpose

The purpose for this Request for Proposal (RFP) is to provide catering services for an upcoming appreciation dinner on February 1, 2019, in Kayenta, Arizona at the Kayenta Town Hall. The appreciation Dinner is slated to start at 11 a.m. and end at 1p.m. Caterer will be required to be on site at 10 am on the day of the event.

2. Background

The Kayenta Township Commission serves as the first municipally structured government established by local visionaries who understand the need to harness local empowerment, in its truest form, for the stability and well-being of Kayenta's economic future. The Kayenta Township is governed by a five-member elected Commission.

3. Scope of Work

The Kayenta Township seeks to enter into a contract with one catering professional to provide services for the upcoming appreciation Dinner on February 1, 2019. Listed below are the provisions of this Request for Proposal:

- The preferred caterer must be prepared to provide food with all dietary preferences with valid food handling certifications.
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- The preferred caterer must provide adequate catering equipment, cutlery, and utensils. This includes serving tables with table cloths.
- The preferred caterer is responsible for set-up and closure of food distribution area, adhering to all cleanliness standards.
- The preferred caterer must provide a quote of all menu contents, service fee, and other fees associated with services provided.
- The selected caterers must be able to provide a menu for 100 people, in an environment with no access to full kitchen amenities. +
- The preferred caterer will adhere to portion sizes as indicated, but must be able to makes changes as necessary at the discretion of the Kayenta Township without any changes in service fee.
- The menu for the Kayenta Community Christmas Dinner are as follows:

| | |
|-------------|--|
| Main Dish | - Roast Beef (100 servings) |
| Side Dishes | - Potato Salad - Dinner roll - Corn (Canned) |
| Beverage | - Hot Coffee Water |
| Utensils | - Disposable Plates and bowls - Disposable forks, spoons, and knives - Disposable cups for hot and cold beverages - Paper napkins |
| Condiments | - Sugar and creamer - Salt and pepper |
| | - |

4. Selection Criteria

The selection process will involve a panel from the Kayenta Township. All caterers will provide three (3) professional references in Request for Proposals; references will be contacted directly, and will impact selection process. Caterer will be responsible to obtaining a business license prior to providing services.

5. Timelines

All Requests for Proposals must be submitted to the Kayenta Township at P.O. Box 1490, Kayenta, AZ 86033, by mail or in-person. All Requests for Proposals must be placed in sealed envelopes marked **"Do Not Open – Appreciation Dinner Proposal"**. These proposals will be addressed to Gabriel Yazzie, Town Manager. Deadline to submit proposal is January 23, 2019 by 5pm. Selection will be on Thursday, January 24, 2019, notification will be sent out on January 24, 2019 by phone call.

Any questions or concerns prior to January 23, 2019, can be directed to the Kayenta Township Town Manager, Gabriel Yazzie by phone (928) 697-8451 ext. 261 or by e-mail at gyazzie@kayentatownship-nsn.gov.

The Kayenta Township reserves the right to reject any and all proposals submitted to the Township.

Please fill out attached spread sheet and include in your proposal.

2019 Appreciation Dinner

100 people

| Dinner Menu | Quantity | Total |
|--|-------------------|-------|
| Roast Beef, Potato Salad, Dinner Roll, Corn | 100 people x cost | |
| Drinks: Hot Coffee and Water | | |
| Utensils | | |
| condiments | | |
| | Sub- Total | |
| | 6% sales tax | |
| | Total | |