



EMW Gas Association

**P.O. Box 118/416 5th St.
Estancia, NM 87016**

505-384-2369 505-384-2234

REQUEST FOR QUOTES - 80 MEAL CATERED BUFFET-STYLE DINNER

Proposals are due by 12:00 p.m., Friday, March 15, 2019

Proposals will be accepted in-person, or via email

1. RFQ Objective

EMW Gas Association (“EMW Gas”) is seeking a qualified caterer (“The Caterer”) to provide preparation, cooking, buffet/table and cleanup services for a single, buffet-style dinner for eighty (80) attendees. EMW will review proposals and enter into negotiations with the Caterer whose proposal is most advantageous to EMW with price and other factors considered. The Caterer is agreeable to providing such catering service on the terms and conditions set out in this Request for Quotes

Following negotiation, the successful proposer will be asked to enter into a contract with EMW. The venue will be the **MORIARTY CIVIC CENTER, 209 BROADWAY, MORIARTY, NM 87035**. Service includes setup, food preparation and cooking, buffet service and attendance, along with table service by an adult staff of at least six (6) to fill drinks, serve deserts and remove plates.

The length of the contract is proposed to be the evening of **APRIL 26, 2019**, however, EMW Gas may elect to renew this contract for up to a three-year period for this annually held dinner in April. (2020, 2021, and 2022) for a period of four consecutive years as allowed by New Mexico Procurement Code §13-1-150 NMSA 1978.

EMW Gas is using a competitive negotiation process to award a contract to the successful proposer. Although cost is a significant criterion for selection, ***EMW will award based upon a number of criteria evaluated as described by this RFQ.***

2. EMW Gas Association Introduction

EMW Gas is a Local Public Body distributing natural gas to consumers in the Estancia Valley. EMW employs approximately 20 employees and is located in Estancia, New Mexico. This annual dinner is held to honor staff, Board Members and the governmental member entities which formed the organization in 1964.

3. Catering Environment Overview

The successful proposer will have experience and/or knowledge with the components of a successfully implemented catering event as follows:

1. Servers must wear uniforms or professional attire and must possess professional banquet experience demonstrated by their discretion during the guest speaker’s

presentation (Beverage pitchers as required should be filled and left on tables before speaker commences to avoid server interruption.)

2. Food must be freshly prepared and maintained according to standards required by law both before and during meal service and be prepared in sufficient quantity to meet industry standards in portion size for eighty individuals.

4. **Timeline**

EMW Gas intends to finalize the vendor selection process according to the following schedule. Any changes in this schedule will be at the sole discretion of EMW Gas.

- February 28, 2019 RFQ Available and Posted
- March 15, 2019 Proposals Due by Noon
- March 19, 2019 Proposals evaluated/negotiation w/selected caterer
- March 22, 2019 Award
- April 20, 2019 EMW Gas submits number of dinners to be prepared as Rare, Med, & Well-Done
(if Prime Rib or Flank Steak Dinner is chosen.)
- April 26, 2019 Night of Event

5. **Service Requirements**

A. Description of Tasks

Prepare Tables to seat 80 persons (Linens & napkins provided by EMW)
 Prepare, set up and attend Appetizer Table
 Prepare, set up and serve Buffet
 Fill and refill drinks as needed (except during speaker presentation)
 Serve desserts to table
 Remove used plates
 Clear tables and table area when attendees leave
 Clean service and kitchen areas to as-found condition
 Remove trash accumulated

B. Time and Menu for Delivery of Services

6:00 pm Business Meeting – Iced tea, coffee and water
 6:30 pm Social Hour – Appetizers as described (includes beverages above)
 7:00 pm Dinner – as described (attendees depart before 9 pm)

C. Appetizer Menu: Tortilla Chips
Salsa
Chili con Queso
Guacamole
Beverages: Iced tea, water, coffee and lemonade

D. Dinner Menu:

(EMW will select one of the following dinners for the event.)

A. Prime Rib Dinner (Cooked and carved to order via pre-order numbers)

or

B. Flank Steak Dinner (Cooked and carved to order via pre-order numbers)

or

C. Pork & Beef Rib Dinner

Baked Potatoes (Butter, Sour Cream, Grated Cheese, Chives, Bacon Bits)

Green Beans (with Onion and Bacon)

Salad (List minimum of three dressings to be provided)

Rolls (with Butter)

Choice of three desserts: 1. New York Cheesecake (Side Topping)

2. Fruit Cobbler or Apple Pie

Beverages: Water, iced tea, coffee and lemonade

Caterer Requirements

- Proposers must possess any licenses or registrations required to do business in the State of New Mexico. Awarded vendor must present a completed IRS W-9 form upon award. Awarded vendor must comply with all Federal, State and Local rules and regulations.

Specific Proposal Requirements

Proposers shall respond the following in their proposals in any order:

1. Caterer Information

- a. Provide caterer profile, length of time in business and credentials.
- b. Provide contact information for three references for which similar catering services have been provided.

2. Service

Describe service to be provided to EMW Gas by listing the number of catering staff members available to serve on the event date and the number of years of banqueting service experience reflected by the entire group.

3. Fees

Quotes should be submitted *inclusive* of New Mexico Gross Receipts Tax and Gratuity and indicate which entre is being quoted (although caterers may offer two or three- part quotes that designate separate complete quotes per entrée:

Quote A: **Prime Rib Dinner**

Quote B: **Flank Steak Dinner**

Quote C: **Pork & Beef Rib Dinner**

Winning proposer will receive Purchase Order and 50% deposit upon award with balance payable via EMW check after clean-up on night of event.

6. Evaluation Factors

Responses shall be reviewed on these critical factors and will be weighted as follows:

| | |
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| 1. Catering experience, certifications & references | 40% |
| 2. Service Offered | 30% |
| 3. Fees | 30% |

7. Proposal Submission

Proposals should be submitted following the guidelines listed in this RFQ. Additional information, options, and fee alternatives are welcome, but should be submitted in addition to following the specifics listed in this RFQ. EMW Gas is local government and Proposals become public record, *proposers should carefully label proprietary information*.

Proposals which are clearly marked, “**CATERED BUFFET STYLE DINNER**” on the outside of the envelope if submitted in person or in the subject line of the email shall be submitted to:

- **Kay Brown, Chief Procurement Officer**
- **416 5th Street, Estancia, NM 87016**
- kay@emwgas.org
- **505-384-2369** (also contact for all questions concerning this RFQ)

Only signed proposals received on or before 12 p.m., Friday March 15, 2019 shall be considered. Late Proposals will not be accepted.