

Request for Proposals (RFP)

For Meal Service Vendor at the Municipal Equipment Show

Issued by: New England Chapter of America Public Works Association (NEAPWA)

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Proposal Due Date: March 27th, 2025

Contact Information:

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Engineer

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Introduction

The New England Chapter of America Public Works Association (NEAPWA) is seeking proposals from qualified vendors to provide meal services during the 2025 Municipal Equipment Show. This event will be held on May 7th, 2025 at the Barre Auditorium, and will host a variety of attendees including industry professionals, exhibitors, and municipal representatives. We are looking for an experienced meal service vendor to offer quality, timely, and diverse food options to attendees during the show.

Scope of Work

The selected vendor will be responsible for providing the following services during the Municipal Equipment Show:

- **Meal Services:** Provide lunch and catering services for the event. The menu should accommodate dietary preferences, including vegetarian, vegan, gluten-free, and other common dietary restrictions for up to 20 people.
- **Food Service Locations:** Serve lunch outside or inside the Barre Auditorium (weather dependent). The vendor must be able to manage high volumes of attendees and efficiently during peak hours. Approximately 750 customers between 11:30 AM – 1:00 PM. We anticipate needing at least two separate serving locations to limit the wait times.
- **Meal Options:** The menu should include Hamburgers, Hot Dogs, Chicken Sandwiches, Pasta and Potato Salad
- **Quality Standards:** Ensure all food is prepared, presented, and served in a safe and sanitary manner, adhering to all applicable local health and safety regulations.
- **Staffing:** Provide sufficient staff to handle the set-up, service, and clean-up of meal stations. All staff should be well-trained, courteous, and professional.
- **Food Delivery:** Ensure timely delivery of food at specified times throughout the event, with flexibility to accommodate changes in schedule if necessary.

Vendor Qualifications

The vendor must meet the following minimum qualifications:

- **Experience:** Demonstrated experience in providing meal services at large events, conferences, or conventions, preferably within the municipal or public sector.
- **Licenses and Permits:** Must hold all relevant licenses, certifications, and permits required to operate a food service business in the municipality where the event is being held.
- **References:** Provide at least three references from similar events or projects, along with a brief description of the services provided.

Proposal Submission Requirements

Vendors interested in submitting proposals should include the following information in their response:

- **Company Overview:** Provide a brief description of your company, including relevant experience and any certifications or licenses held.
- **Proposed Menu:** A detailed menu for lunch including pricing for meal package. Include options for various dietary restriction and amounts to be served for each option. People will be allowed to come back for additional plates.
- **Staffing Plan:** A description of staffing levels and roles, including the number of staff who will be on-site and their responsibilities.
- **Event Experience:** A summary of your experience catering events of a similar size and scope, along with any challenges faced and how they were overcome.
- **References:** At least three references, including event details and contact information.
- **Cost Proposal:** A detailed cost breakdown for all meal options and services provided, including any additional costs such as delivery, set-up, and clean-up fees.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise:** Relevant experience and the ability to successfully manage high-volume food service at similar events.
- **Cost:** The overall cost-effectiveness of the proposal.
- **Staffing and Service Plan:** The ability to efficiently serve attendees while maintaining a high level of customer service.
- **References:** Positive feedback and results from previous clients.

Proposal Submission Instructions

Proposals must be submitted by March 27th, 2025, either via email to jlaperle@montpelier-vt.org or mailed to:

City of Montpelier

Attn: Justin LaPerle

783 Dog River Rd

Montpelier, VT 05602

Late submissions will not be considered.

Terms and Conditions

- **Event Date(s):** The event will take place on May 7th, 2025.
- **Contract Award:** The selected vendor will be notified by April 4th, 2025. A formal contract will be negotiated and signed thereafter.
- **Cancellation:** NE APWA reserves the right to cancel or postpone the event, in which case the vendor will be notified promptly.
- **Payment Terms:** Payment will be made upon completion of services, with an agreed-upon payment schedule in the contract.
- **Insurance and Liability:** Proof of liability insurance, including coverage for foodborne illness, injury, and property damage during the event.

We look forward to receiving your proposal and working with you to make the 2025 Municipal Equipment Show a success!