

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve contracts with Amber Green Deli Group, Antonio's Pizza, Azalea Creek Catering, CityView Catering, and Texas Taco Cabana to provide catering services for college events.

BACKGROUND

Full-service catering services are frequently used by the College for a myriad of on-campus events. It is not uncommon to have multiple college events scheduled simultaneously. Having access to more than one full-service catering firm enables the College to receive competitive pricing, ensure availability, and accessibility to a variety of meal options.

Request for proposals #23-13 was issued on November 7, 2022, to procure catering services. Six responses were received and evaluated by a team comprised of representatives from the Chancellor's, external relations, and the provost offices who determined the proposals submitted by Amber Green Deli Group, Antonio's Pizza, Azalea Creek Catering, CityView Catering, and Texas Taco Cabana will provide a diverse selection of options for the College.

IMPACT OF THIS ACTION

The College hosts a variety of events which are best supported by having several full-service catering companies available to provide a wider array of options to the College. Additionally, as the number of events that require catering on each campus grows, having multiple options to select from will allow the opportunity to tailor meals to meet the requirements of each event. This also distributes the opportunity to work with the College beyond one firm.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for catering services is \$145,000 and will be funded from multiple departments' 2022-2023 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on February 6, 2023, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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RFP 23-13
Full Catering Services
Attachment 1 – Tabulation

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Customer Service	Section 4: References	Price Proposal	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>20</i>	<i>10</i>	<i>30</i>	<i>100</i>
1	Amber Green Deli Group	13.50	18.00	16.00	10.88	6.84	65.22
2	CityView Catering	11.25	15.00	16.00	11.63	11.16	65.04
3	Azalea Creek Catering	7.50	8.00	6.50	10.31	28.63	60.94
4	Texas Taco Cabana	9.75	12.25	12.25	6.00	15.00	55.25
5	Antonio's Pizza and More	6.00	8.00	7.00	10.13	22.99	54.12
6	Outback Steakhouse of Florida	Non-Responsive*					

* Proposal was incomplete and deemed non-responsive