

Purchase Request #5
Regular Board Meeting October 4, 2021
Consideration of Approval to Contract for Catering Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a pool of catering firms for use for College events.

BACKGROUND

Request for proposals #22-02 was issued on August 3, 2021 to procure full catering services for events on an as needed basis. Seven responses were received and evaluated by a team comprised of representatives from multiple departments across the College who are responsible for coordinating events and who utilize the services of catering firms. The committee determined the proposals submitted by the following seven catering firms will provide an appropriate variety of options to select from for any type of event. The companies include: Corporate Caterers South Houston, Jason's Deli, Nuksy's Fine Catering LLC, Salata, Savannah Café and Bakery, Southern Ice Cream, and Sweet Dreams Gourmet Sugar Bunch Creations.

IMPACT OF THIS ACTION

Catering services are utilized by the College for a variety of events, ranging from small group events to events for hundreds of individuals. Access to multiple catering companies will provide options that are best suited for event, ensure availability and offer a variety from which to choose that fits every budget.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$145,000 and will be funded from multiple departments' 2021-2022 operating budgets and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on October 5, 2021, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 – Evaluation Summary

RESOURCE PERSONNEL

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ATTACHMENT NO. 1
Evaluation Summary
RFP 22-02 Catering Services

Stated Criteria	Maximum Value	Corporate Caterers South Houston	Jason's Deli	Nuksy' Fine Catering LLC	Salata	Savannah Café and Bakery	Southern Ice Cream	Sweet Dreams Gourmet Sugar Bunch Creations
Qualifications and Experience of Firm	120	101	108	118	75	103	100	114
Qualifications and Experience of Personnel	100	89	45	99	41	69	74	99
Project Understanding Approach and Management	100	85	92	97	63	97	70	94
Price Proposal	80	57	50	80	34	44	41	63
Total (100 x 4 Evaluators)	400	332	295	394	213	313	285	370

Final Ranking

	Vendor Name	Total Score
1	Nuksy's Fine Catering LLC	394
2	Sweet Dreams Gourmet Sugar Bunch Creations	370
3	Corporate Caterers South Houston	332
4	Savannah Café and Bakery	313
5	Jason's Deli	295
6	Southern Ice Cream	285
7	Salata	213