

OPEN REQUEST FOR QUALIFICATIONS

FOR

CATERING SERVICES

**Issued by the St. Louis Economic Development Partnership
and its Affiliated Entities**

**(World Trade Center – St. Louis
STL Partnership CDC
St. Louis County Port Authority
Land Clearance for Redevelopment Authority
Industrial Development Authority
Lambert Airport Eastern Perimeter Joint Development Commission
Midwest Cargo Hub Commission
Gateway to the Midwest Investment Center
Heartland Regional Investment Fund, LLC
STLVentureWorks)**

Send Qualifications To:

**St. Louis Economic Development Partnership
ATTN: Dana Cook
7733 Forsyth Blvd., Suite 2200
St. Louis, Missouri 63105
(314) 615-7663**

dcook@stlpartnership.com

Introduction

The St. Louis Economic Development Partnership and its affiliated entities (collectively, “SLEDP”) issue an open request for qualifications from catering-services firms. SLEDP regularly requires catering services ranging from small, informal business meetings and lunches to mid-size business development and related events (the “Services”). SLEDP seeks qualifications from firms interested to provide the Services on an as-needed basis for various events initiated in its fiscal years 2023 through 2025 (October 1, 2022, through September 30, 2025). Qualifications will be reviewed for inclusion in a directory of qualified catering-services firms. Firms included in the directory will be contacted to provide bids when catering needs arise in fiscal years 2023-2025.

Scope of Services

Pursuant to this Request for Qualifications (“RFQ”), the Services shall include, but are not limited to, the following as needed and requested:

1. Preparation and delivery of food items and beverages:
 - (a) at various times, to include breakfast, lunch, afternoon, dinner, and evening;
 - (b) in a variety of service styles, to include breakfast meetings, lunch meetings, board meetings, evening meetings, seated dinners, seated buffets, cocktail buffets, and hors d’oeuvre receptions;
 - (c) for approximately 10 to 65 guests, depending on the event; and
 - (d) with a variety of food options including breakfast trays, box lunches, international, vegetarian, gluten-free, and peanut-free;
2. Set-up, serving of food and beverages, and clean-up;
3. Rental of related equipment as applicable; and
4. Menu consultation and planning.

Services shall be provided at 7733 Forsyth Boulevard, Suite 2200, St. Louis, MO 63105, and 120 S. Central Avenue, Suite 1200, St. Louis, MO 63105, as well as various locations throughout the City of St. Louis and St. Louis County.

PLEASE NOTE: SLEDP will consider qualifications from companies able to provide some or all of the varieties and levels of service options, and SLEDP reserves the right to select multiple firms. As a result, all interested firms are encouraged to submit qualifications, even if a particular firm is not able or interested to provide the entire scope of services.

Submission Format

Submissions must include, at a minimum, the following information:

1. **Experience and History of the Firm** - Provide a detailed description of the firm's experience providing the Services set forth in this RFQ, including the type and number of clients served and the nature of the events. Firms should designate a contact person and provide that individual's contact information including email address. Qualification submittals should disclose MBE/WBE/DBE status, as applicable.
2. **Menu Options** – Provide a detailed description of the available menu items and options. Include a copy of the firm's menu as applicable.
3. **Service Options** - Provide a detailed description of the available options to serve food and beverages.
4. **Prices** – Clearly state all prices to be charged for available menu items and delivery and/or service options. As applicable, please include an itemized cost breakdown, including the approximate cost per person (based on 10 to 65 guests) and the costs that would be included for disposable utensils, plates, bowls, cups and napkins. It is anticipated that the prices for various menu and service options that will remain in effect through the end of fiscal year 2023 (through September 30, 2023), and firms will have the opportunity to update pricing thereafter on an annual basis. Otherwise, please indicate the period of time for which pricing would be guaranteed or a more detailed proposal regarding anticipated changes to pricing. **A menu price list should be included with your submission.**

Terms and Conditions

The following terms and conditions apply to all proposals:

1. SLEDP reserves the right to reject any and all submissions; to select one or more responding parties; to void this RFQ and the review process and/or terminate negotiations at any time; and to select separate responding parties for various components of the scope of services. Additionally, any and all RFQ project elements, requirements and schedules are subject to change and modification. SLEDP also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit SLEDP to award a contract, defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. All submitted

responses to this RFQ become the property of SLEDP as public records. All submissions may be subject to public review, on request, unless exempted elsewhere in this RFQ.

3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successors and assigns, to hold the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Submissions shall be open and valid throughout SLEDP's fiscal years 2023-2025.

Qualification submissions will be accepted at any time throughout the fiscal years 2023-2025. However, to ensure your firm is notified of each catering opportunity, please submit your firm's qualifications as soon as possible.

Please submit one PDF copy of the information requested in this RFQ to:

St. Louis Economic Development Partnership
Attn: Dana Cook
dcook@stlpartnership.com

SLEDP actively encourages submission of qualifications from disadvantaged business enterprises and companies owned by minorities, women, immigrants and veterans. SLEDP does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in considering any response or contract. Equal Opportunity Employer.