



**Purchasing Department**

PO Box 750416

Dallas, TX 75275

**REQUEST FOR PROPOSAL**

***RFP Number: SMU-20240826***

***Casual Catering for On-  
Campus Events***

***All bids in response to this RFP are due before:***

***3:00 PM Central Time on September 11, 2024***

**Please be sure to include this RFP # on Any Submissions**

# 1 Introduction

## 1.1 Background

As a private, comprehensive university enriched by its United Methodist heritage and partnership with the Dallas-Fort Worth area, SMU seeks to enhance the intellectual, cultural, technological, ethical, and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional, and continuing education programs. The SMU experience also includes accessible faculty in small classes and abundant opportunities for research experience, international study, leadership development, and service and internship opportunities beyond campus – all with the goal of preparing students to become contributing citizens and leaders for our state, nation and world.

SMU has over 12,000 students studying in eight degree-granting schools: Cox School of Business, Dedman College of Humanities and Sciences, Meadows School of the Arts, Bobby B. Lyle School of Engineering, Dedman School of Law, Annette Caldwell Simmons School of Education and Human Development, Perkins School of Theology, and Moody School of Graduate and Advanced Studies.

Founded in 1911 by what is now The United Methodist Church, SMU is nonsectarian in its teaching and committed to academic freedom and open inquiry. SMU is managed by a Board of Trustees that includes civic, business, education, and religious leaders who represent various faiths and geographic areas.

SMU currently contracts with Aramark to provide dining and catering services to all departments and organizations across campus. However, groups on campus often prefer to vary their choices when ordering casual catering or individual meals for events that don't require extensive or elaborate catering services. In order to provide groups across campus more options for casual catering, SMU has decided to release an RFP to local food vendors who can produce and deliver these services efficiently, reliably, and timely.

## 1.2 Purpose

SMU wishes to provide more catering options at established price points by preapproving local food vendors who can produce and deliver casual catering style meals on an as-needed basis using set menus and price lists that meet the constraints and qualifications set forth by SMU as described in the scope of services. For the purpose of this RFP, SMU defines casual catering as box lunches and/or grab-and-go setups such as sandwiches, pizza and meal trays. This definition does not include served buffets.

SMU reserves the right to choose as many or as few approved vendors as seen fit by the University to meet our needs. Approved vendors must resubmit their menus and price lists each year (even if nothing has changed) for approval by the University. Any changes in between these times must be reported to SMU Purchasing in a timely matter and will be evaluated on a case-by-case basis.

NOTE: This RFP is strictly for AS NEEDED casual catering style services as primary catering services will still be provided by SMU Catering. This is strictly to serve the purpose of filling a gap to provide a full range of catering options to the SMU campus. Orders from approved vendors will be limited to items presented on the approved menu and price lists.

A basic three-year term will be established with the option to extend an additional two years, as determined by the Purchasing department. Option will be exercised as long as service and quality remain excellent and pricing competitive.

SMU does not guarantee any minimum or maximum amount of business during the term of the contract.

## 2 RFP Schedule and Information

### 2.1 Schedule

Issue Request for Proposals	Monday, August 26, 2024
Last Day for Questions by 3:00 PM	Tuesday, September 3, 2024
Proposals Due by 3:00 PM	Wednesday, September 11, 2024
Evaluation and Notice of Award	September 11-13, 2024
Beginning of Service	September 16, 2024

### 2.2 Questions and inquiries

All inquiries concerning the RFP should be directed to:

**Harmony Mei, RFP Coordinator**  
**Email: [harmony@smu.edu](mailto:harmony@smu.edu)**  
**Phone: 214-768-6464**

Questions should be submitted in writing via email. Written questions should be directly tied to the RFP and should be asked in consecutive order, following the organization of the RFP reference the RFP section. General questions will be shared with all those firms participating in the process.

Short procedural inquiries may be accepted by telephone or email by the buyer. However, oral explanations or instructions given over the telephone shall not be binding upon SMU.

### 2.3 Bidder Responsibility

The bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given because vendor's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the vendor represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

### 2.4 Cost Liability

SMU assumes no responsibility and bears no liability for costs incurred by firms in the preparation and submittal of proposals in response to this RFP.

### 2.5 Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by an Amendment. RFP Amendments will be emailed to participants and posted on the Purchasing web page under the Open Solicitations tab. Any amendment to this RFP shall become part of this RFP.

### 2.6 Proposal Acceptance and Rejections

SMU reserves the right to reject any or all proposals, to waive technicalities, to make inquiries and request additional information from all Proposers, and to award Preferred Provider Contracts in

whole or in part as deemed to be in the best interest of SMU. SMU reserves the right to negotiate with any vendor if such action is deemed to be in the best interest of SMU.

## 2.7 Proposal Submittal

Suppliers interested in participating in the RFP should submit one (1) electronic PDF copy of your proposal to be received no later than close of business, 5:00 PM on Closing Date indicated in RFP Schedule. Proposals received after that due date may be rejected. To the extent reasonably possible, the University shall keep all proposals confidential.

**Proposals must be received by 3:00 PM CST on or before Wednesday, September 11, 2024.**

Proposal delivery addresses:

Electronic [harmony@smu.edu](mailto:harmony@smu.edu)

Proposals, modifications or withdrawals received after the date set for receipt of proposals may not be considered.

Bidders shall not contact any person within the University directly, in person, by email or by telephone, other than the RFP Coordinator concerning this RFP.

Notify Harmony Mei ([harmony@smu.edu](mailto:harmony@smu.edu)) via email if company would like to pick up their proposal hard copies. SMU Purchasing will discard/recycle proposal hard copies 30 days after final award notification.

## 3. SCOPE OF SERVICES

Vendors wishing to submit a proposal to provide casual catering to SMU must be able to meet the needs and constraints of this scope of services.

### 3.1 General

Approved vendors will be providing casual catering services as defined above to SMU departments, organizations, and events held on SMU's main campus on an as needed basis. There will be no minimum annual guaranteed orders or dollar amount requirements. However, SMU will accept minimum required order amounts per transaction set forth by approved vendors granted they are included and clearly stated on the approved price list presented by the vendor and approved by the University. Approved vendors must provide a menu and price list to SMU Purchasing each year after becoming an approved casual catering vendor for approval by the University in order to remain on the approved vendor list.

Additional general requirements of approved vendors include but are not limited to:

- Compliance with all local, state, and federal laws including but not limited to all relevant healthcode statutes
- Ability to provide proof of compliance with all laws and regulations at any given time
- Ability to deliver while also maintaining quality
- Flexibility to provide innovative solutions that cut costs and are mutually beneficial to the vendor and the University

Approved vendors will receive orders directly from SMU departments, faculty, staff, and event coordinators. Orders will be required to be finalized with the vendor at least 48 hours before delivery date and time. Changes to orders within this time frame may be charged a "rush" or other fee; however, this fee must be clearly stated on the Vendors proposed price list and approved by the University during the section and approval process. Vendors will be responsible for providing invoices to whomever is ordering or receiving payment at the time the order is placed. Payment will only be made to the approved vendor from whom the meals were ordered.

### 3.2 Catering Menu and Price List

Casual catering in this scope is defined as the catering of individually packaged meals that can be dropped off up to 1-2 hours before an event and do not require any type of service (i.e. they will be handed out or picked up off a table). This is the specific type of catering need that the University is targeting with this RFP. Potential vendors may include catering options that vary slightly from this definition in their proposals, but please try and include at least one option that fits this definition. SMU reserves the right to reject and/or accept portions of submitted menus that include options that fall outside the definition presented in this scope.

#### 3.2.1 Menus

Vendors seeking to become approved casual caterers for SMU must submit a menu for approval by the SMU Purchasing Department for initial approval and each subsequent year thereafter for approval. Approved menus will be kept by SMU Purchasing and made available to all SMU departments, faculty, organizations, and other potential event planners on the SMU campus. Menus should be well organized and clearly state all items included in each meal. Consideration to approve menus will include price per serving and quality/variation of choices.

Factors to be considered in presenting the menu include but are not limited to:

- Options to include or not to include drinks, desserts, sides, etc.
- Include the number of servings on choices that have more than one serving per item (for example: Large pizza/8 slices/4 servings or 3 foot sub sandwich/6 servings)
- Descriptions of how the food will be packaged and delivered
- Labeling of vegetarian, vegan, gluten free, non GMO, etc. options

#### 3.2.2 Price Lists

Vendors seeking approval from SMU for casual catering must also submit a price list to accompany their menu and include prices for ALL items included on the menu for initial approval and each year thereafter to remain approved.

Prices should be listed at a flat rate and exclude sales tax. SMU is a tax-exempt entity. Any additional fees should be avoided and their prices reflected in the flat rate, per-meal price. If vendors choose to include additional fees then these fees should be clearly shown on their submitted price list. Vendors are also encouraged not to have minimum order amounts per order for SMU, but if they choose to do so then these requirements should also be clearly presented on the submitted price list.

NOTE: SMU will not accept or be able to commit to any minimum annual spend or order requirements. Only PER ORDER minimums will be considered, if necessary.

### 3.3 Delivery

The ability for all approved casual caterers to provide delivery to the SMU campus is a requirement. Specific delivery locations on campus and delivery instructions will vary per order depending on the group placing the order and the specifics of the event. Approved vendors must have a location within a reasonable distance to SMU. SMU encourages vendors not to charge a delivery fee and proposals without any delivery fees will receive the most preferred treatment when evaluating potential vendors. If vendors choose to include a delivery fee, this must be clearly presented on the submitted price list.

## 4. PROPOSAL CONTENT REQUIREMENTS

Proposals should include comprehensive responses to the following and address items as specified in the Scope of Services. Proposals are required to follow the exact order as provided in the RFP document so that all proposals can be evaluated on an equal and timely basis.

### 4.1 General Company Information

List the business name and provide a brief history of the company, including number of years in business, and an overview of the business structure and type of food you serve. If you are a franchise, provide information for your location and the parent company. Please review insurance requirements included in Exhibit A and provide a statement that vendor will meet the minimum requirement as listed.

### 4.2 Contact Information

List the corporate and local addresses (if different), main contact phone number, web address, and person authorized to commit the company to the terms specified in the proposal. Provide information on the composition of the business including those individuals assigned to work with the University. List business and contact hours and preferred contact method.

### 4.3 Services Offered

List the full range of services you currently offer making sure to highlight any casual catering services. Include information on delivery services, methods and practices and how these services would be provided to SMU.

### 4.4 Proposed Menu and Price List

Attach your proposed boxed-lunch style catering menu and price list as outlined in the scope of services.

### 4.5 Required Documentation

All vendors must submit copies of the following documentation.

- Copy of a certificate of insurance that meets the requirements listed in Exhibit A
- Current Food Establishment Permit for each location that will service SMU
- Most recent Health Inspection Report from each location that will service SMU with a minimum score of 90

### 4.6 Additional Information

Use this section to add any additional information you wish to share with SMU and the evaluation committee approving casual catering vendors, menus, and price lists.

## 5. RFP EVALUATION COMMITTEE

Each proposal will be evaluated by the RFP Evaluation Committee comprised of SMU purchasing, catering, and financial representatives. The RFP Evaluation Committee will initially review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration.

Proposals that pass the completeness and compliance review will be evaluated against the Basis of Selection outlined below. The RFP Evaluation Committee is the sole judge of the best offers and reserves the right to accept or reject any or all proposals. The vendor recognizes this by submitting a proposal.

## 6. BASIS OF SELECTION

The RFP Evaluation Committee will evaluate proposals and approve vendors, menus, and prices lists based on a best value analysis involving the following factors.

- The firm's plan to meet the requirements in the **Scope of Services** including the quality of the proposal, responsiveness to SMU requirements and adequacy of information provided.
- The firm's ability to demonstrate quality of work and superior customer service.
- The proposed pricing methodology and overall potential cost to the University.
- Any other factors relevant to the firm's capacity and willingness to satisfy the University's service needs.

SMU at its sole discretion will determine the number of vendors selected as preferred providers under this RFP. SMU may elect to conduct a RFP process for boxed-lunch providers or other catering services at any time.

**EXHIBIT A**  
**Southern Methodist University**  
**Office of Risk Management**  
**Insurance Requirements of the Agreement**  
**(Third Party Doing Business with SMU) as of 2/15/22**

A valid Certificate of Insurance, along with copies of policy provisions and the required endorsements, must be provided to SMU's Office of Risk Management by any person or entity who is (i) providing goods or services to or for SMU, (ii) using SMU property for events, programs or other purposes or (iii) otherwise doing business with SMU (each a "Contractor"). Insurance must be in place prior to commencement or provision of goods or services or the use of property or other business engagement and must be maintained throughout the term of the contract or other agreement or engagement between SMU and the Contractor (the "Contract"), and thereafter. Contractor, at its sole cost and expense including payment of any premiums, deductibles, and/or self-insured retentions, will provide the insurance required pursuant to this **Exhibit A** sufficient to insure all of the Contractor's duties and responsibilities under the Contract, as required below:

1. These requirements apply to Contractor, and to Contractor's sub-subcontractors, consultants, selected contractors and others fulfilling Contractor's obligations under the Contract, whether individuals or entities and including international providers (collectively, "Subcontractors"). Contractor must require all Subcontractors to comply with the insurance requirements applicable to Contractor.
2. The Contractor must be licensed or otherwise authorized to do business in the State of Texas.
3. Insurance must be issued by insurance companies with not less than an AM Best A-III rating.
4. Contractor and its insurers must waive subrogation against SMU, its trustees, officers, employees, students, volunteers and agents for claims or any other loss arising out of Contractor's negligence, willful misconduct, or omission.
5. Contractor will provide coverage for broad-form indemnification if such indemnification is required by the Contract.
6. Contractor will maintain all insurance required by this **Exhibit A** throughout the term of the Contract. For any "claims-made" coverage, such as insurance for any professional liability or directors and officers coverage, each policy must have a retroactive date prior to the date of project or Contract commencement which must be stated on the certificate of insurance and must be maintained by the Contractor until completion of the project and for at least three years thereafter either through policies in force or through "tail coverage."
7. Additional insured status will be written as noted for commercial general liability, automobile liability and excess liability or as noted on the P.2 of this form using ISO additional insured endorsements for ongoing and completed operations. For purposes of this additional insured requirement, "equivalent coverage" means coverage for liability caused by Contractor's actions and omissions in connection with the Contract, including coverage for the negligence or fault of Contractor and/or SMU or other parties indemnified under the Contract as to third-party bodily injury or death, of an employee or agent of the Contractor or of Subcontractors, including products-completed operations.
8. If any of Contractor's employees will at any time be working under the direction or control of SMU, then SMU must be named as alternate employer on the Workers' Compensation/Employer's Liability insurance and a copy of such endorsement will be attached to Contractor's certificate of insurance.
9. Contractor agrees to allow SMU to review all applicable insurance policies upon request.
10. Contractor is responsible for maintaining its own insurance coverage on its personal property.  
Contractor and its insurer will provide at least 30 days' prior written notice to SMU of cancellation, changes in coverage which no longer satisfy these requirements, or nonrenewal of any policy.

The Certificate of Insurance must be completed using the following Description and Certificate Holder language, and will be acceptable to SMU:

1. **DESCRIPTION:** SMU must be included as additional insured unless noted otherwise on the attached form and must include the following language:

***Southern Methodist University, its trustees, officers, employees, students, volunteers and agents are included as additional insureds (as the interest of each insured may appear) as to all insurance coverage required.***



2. **CERTIFICATE HOLDER:** listed as follows and address to send Certificate of Insurance to:

*Southern Methodist University  
Office of Risk Management  
P.O. Box 750231  
Dallas, Texas 75275-0231 [by courier: 3050 Dyer Ct., Dallas, TX 75205]  
riskmanagement@smu.edu*

3. **CONTACT FOR QUESTIONS:** Associate Director, Risk Operations  
Your prompt attention in this matter is greatly appreciated. If you have any questions, **please contact (214) 768-2486 or riskmanagement@smu.edu; Fax: (214) 768-4138**

## **SOUTHERN METHODIST UNIVERSITY**

### **Standard Minimum Limits of Liability and Certificate of Insurance Requirements**

The following Standard Limits are the minimum requirements for all Contractors. There are specific requirements that supersede the Standard Minimum Limits for Contractors providing high-risk services or for other high-risk projects and events. Please consult with the Office of Risk Management.

**All Coverages and Minimum Limits of Liability listed below are required.**

<b>Line of Coverage</b>	<b>Description of Coverage and minimum Limits of Liability</b>	<b>SMU Included as Additional Insured Required</b>
General Liability CG 00 01	Premises Liability \$1,000,000 per occurrence Personal Injury \$1,000,000 Products Liability \$1,000,000 Medical Payments \$10,000 Sexual Molestation/Assault \$50,000 General Aggregate \$2,000,000	Yes
Automobile Liability CG 00 01 CA 00 05, ..12, ..20	Combined Single Limit \$1,000,000 (any auto)	Yes
Workers' Compensation	Injury/Illness Statutorily required limits Employer's Liability \$1,000,000	N/A