UMBC CATERING GUIDE

The University of Maryland Baltimore County (UMBC) has completed the Request for Proposal (RFP) process to contract with catering firms for services for a variety of on-site business catering needs (dinners, receptions, etc.) and campus events on an "as needed" basis.

This procurement resulted in multiple awards to six (6) Catering Firms which are listed in alphabetical order below. These firms offer a wide variety of foods and services and were selected based on a competitive process that included a technical evaluation of each firm. The six (6) awarded firms are listed below alphabetically:

Absolutely Perfect Catering: Ms. Leslye Staub Phone: 410-579-8777 (Small Business Reserve) E-mail: leslye@absolutelyperfectcatering.com Website: www.absolutelyperfectcatering.com	**Glenmore Catering**: Mrs. Dee Parry Phone: 410-455-5930 (SBR) E-mail: glenmoregarden@aol.com Website: glenmorecaterers.com
Chartwells: Mr. Trevor Beauchamp Phone: 443-612-8378 / On-campus: 2-8378 E-mail: trevor.beauchamp@campass-usa.com Website: https://umbc.catertrax.com	**ROUGE Fine Catering:** Ms. Heather Mekiliesky Phone: 410-527-0007 E-mail: lBowyer@rougecatering.com Website: www.rougecatering.com
Classic Catering People: Mr. Larry Frank Phone: 410-356-1666 E-mail: lfrank@classiccatering.com Website: www.classiccatering.com	**The Main Ingredient**: Ms. Evie Turner Phone: 410-626-0388 E-mail: evie@mainandmarket.com Website: www.mainandmarket.com

The benefits of these new contracts include the following:
▪   Catering services are available to the campus based on a competitive process.

▪   A full range of catering services are available including food, servers, tables, chairs, and linens, as well as, set and clean-up activities.

▪   Awarded firms have the appropriate insurance coverage including, but not limited to, food borne liability insurance.

▪   Awarded firms are licensed by the Health Department for compliance with the required health and safety codes and regulations.

▪   Awarded firms can be contacted through this link making it easy to select your menus and pricing.

I.   CONTRACT OVERVIEW:

-       These contracts have been set up to meet all campus catering needs regardless of dollar amount; that is, these contracts are to be used for events under $5,000, as well as, those above $5,000.

-       The term of these contracts includes an initial three-year term with two (2) additional three (3) one-year renewal options at the University's sole discretion.

-       A purchase order (PO) is required for events that are $5,000 and over; the PO must be issued **before** any services are rendered.

-       For events under $5,000, the P-card can be used.

II.   HOW TO USE THE CONTRACT:

- For events up to a total cost of $24,999, one can choose a caterer from among the 5 awarded firms. One can contact the selected caterer by telephone and/or online.

- For events with costs at or above $25,000, competitive pricing among the awarded firms is required. If your event is in the cost category, please contact Donna Von Paris (5-4558) in Procurement so that this pricing can be obtained. Please complete the **Banquet Event Order (BEO) Form** located under the "Forms" link on the Procurement website.

III.   THE PROCESS:

- All University Groups/Departments are required to **coordinate with the University's "Coordinator of Events, Planning & Conference Services",** prior to their events to ensure that the space has been reserved including a separate prep area and all associated arrangements are in place such as security, parking, etc.

- Request for space and other resources are conducted through 25Live, the campus centralized scheduling solution.   25Live [LINK] https://25live.collegenet.com/pro/umbc#1/home/dash

    o The location of the event;
    o Arrangements for access to the applicable building;
    o Time of delivery of goods and services;
    o Number of tables and chairs (if any – see note below on this subject);
    o Time frame for the event including set-up and clean-up times;
    o A copy of the **Security Request Form** you submit to the Police Department for your security arrangements; and,
    o Copy the Coordinator on **your e-mail to the Parking Office** for your parking arrangements.

- The University Coordinator will confirm all of the identified arrangements and associated costs with the applicable unit/department.

IV.   FORMS TO BE COMPLETED:

- All catered events must have the completed Meal Pre-Approval Form per the University's Meal/Food Policy which can be found on the University's Policy Website at http://www.umbc.edu/policies/. This form is an attachment to this policy.

    For events under $5,000, this form must be attached to the P-card log or requisition for PO, as applicable.

    For events at $5,000 or greater, this form must be attached to the requisition sent to Procurement for issuance of the purchase order.

- The caterer will provide a "Banquet Event Order Form" that is "event" specific which is to be signed by a representative of the department making the arrangements. This form is not to include any

terms and/or conditions but rather just the pertinent information on the event; should you find that terms and/or conditions are included, please do not sign this form and contact Mallela Ralliford (5-2071) in Procurement who will resolve this matter.

NOTE: As noted above, a solicitation must be conducted on all events that are $25,000 or more so that a Purchase Order can be issued.

V.   SERVICES TO BE PROVIDED BY THE CATERERS INCLUDE:

- Provide a variety of menus (Breakfast, Lunch, Dinner, Reception, etc. **(Note: No alcoholic beverages may be purchased under this contract) ;**

- Provide inside delivery and set-ups as requested;

- Provide experienced, courteous customer service to assist with catering affairs and bookings;

- Provide standard linen service;

- Provide clean-up and trash removal;

- Provide signage as needed to identify the food being served and the location of food venues, if applicable.

- Provide tables and chairs as needed by the department, if the quantity of these items is not available in the university's inventory; that is, if a quantity of 50 tables and 500 chairs is needed and the inventory only has 10 tables and 100 chairs available, these items will all need to be acquired through the catering firm.

- UMBC Delivery & Pick-up Patterns Map: This map can be found on the Facilities Management Website and identifies the delivery and pick up patterns that are allowed on the UMBC campus.

- PARKING: Permits are available through Parking Services. All service areas on campus require a permit year round. Service permits are restricted to the area indicated on the permit. Loading/unloading permits are limited to 30 minutes. Permits are not required for contractors parked inside the fenced compound of a construction site. For more information please refer to website: http://www.umbc.edu/parking/vi1.htm .

- CATERING FIRM(S) SPECIFIC REQUIREMENTS: (excerpt from solicitation document)

  o Provide Banquet Event Order Forms that are "event" specific and do not include any terms & conditions. These forms will be signed by the departments making the arrangements.

  o All "Final" counts for the events will be due three (3) working days before the event.

  o The University prefers not to make deposits for catering event orders, however, deposits that are required before the date of the event will not be more than 20% of the total event cost.

  o All core positions for the catered event must be filled by direct employees of the catering firm.

- o All firms will be required to **coordinate with the University's "Coordinator of Events, Planning & Conference Services"** for access to the buildings, time of delivery of goods and services, the number of tables and chairs (if any), and the approximate time needed for the set-up and clean-up afterwards. Firms are to provide the Coordinator with a copy of their orders prior to confirmation so he/she can confirm that the University Group/Department has the space reserved, as well as, a separate prep area.

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