



Pre-Bid Meeting

RFQ #22061 – Catering Services

January 19, 2022

Objective

- Support and enhance local businesses
- Qualify and contract with multiple suppliers for catering services
- Create an Approved Caterer's list
- No guarantee of a volume commitment
- Replaces previous approved list



Doing Business with the University

- UM Procurement has the authority and responsibility for:
 - Acquiring goods and services for all departments in an economical, prompt and reasonable manner
 - Identifying qualified suppliers, and maintaining good supplier relationships
 - Executing agreements and contracts



Mandatory Requirements

- Must provide applicable insurance coverage
- Must maintain a commercial kitchen and appropriate business license.
- Servers must have food handler permit.
- Must comply with all applicable codes for handling and selling food
- Must bring their own equipment necessary for preparation and serving, as needed



Mandatory requirements (cont.)

- All staff must present and act in a professional manner
- If alcohol is provided, must have appropriate licensure and be SMART certified



Payment Processes

- Standard pay terms are Net 30
- The University is tax exempt
- Invoice must be include at a minimum
 - Business name and address
 - Service provided including name of event, date of event and all charges
 - Must be submitted in a prompt manner
- Payments less than \$5000 may be paid via credit card



Insurance Requirements

- Commercial General Liability
- Business Auto Liability (if required)
- Worker's Compensation & Employers Liability
- Certificate of Insurance provided on an annual basis



Other Requirements

- W9



Next Steps

- RFQ response is due: February 7, 2022 at 3:00 CT
- Submit via email to: schrimpfkr@umsystem.edu
- Successful respondents will be issued a letter of award for a two-year period.



Questions?





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