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: schrimpfk@umsystem.edu

• Successful respondents will be issued a letter of award for a two-year period.
Questions?