**Best Start Communities Department**  
**Request for Vendors**  
**SCOPE OF WORK – Exhibit A**

**AGENCY:** The University of the Antelope Valley  
**CONTRACT #:** 08076

<table>
<thead>
<tr>
<th>Deliverable(s)</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACILITIES/VENUES:</strong></td>
<td>From contract execution date through June 30, 2013</td>
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Facilities/Venues must be able to meet these minimum qualifications:

- Accessible and known to the community
- Near major transportation such as bus lines, trains, etc.
- Experience hosting community events
- Able to accommodate between 25 to 700 persons or more
- Parking with ample lighting for evening meetings
- Insurance
- Staff available to serve as point of contact for day of event
- Tables and chairs, linens and support staff as needed
- Adjacent facilities or rooms that can accommodate child care
- Security for night events
- Audio/visual equipment (including LCD projector, projection screen, speakers and microphone) or, at a minimum, accessibility for audio/visual hook-up.

**CATERING:**

Selected vendors must be able to perform the following tasks:

- Deliver and set-up all food and supplies
- Provide supplies, such as paper goods, plastic ware, serving utensils and trays
- Provide staffing to service food during the event, if needed

It is also preferred that catering vendors have the capacity to
provide tables, chairs and tablecloths, if needed.

An example of catering services needed for community meetings would include, but is not limited to, the following:

**Morning Meetings: Continental Breakfast**  
Fruit, Bagels and Cream Cheese or Jams, Juice, Coffee/Tea, and Water

**Lunch Meetings: Light Lunch**  
Sandwiches, Pasta Dishes, Salads, Ice Tea, Coffee/Tea, and Water

**Afternoon Meetings: Snack**  
Fruit and Vegetables Trays, Cheese and Cracker Trays, Cookies, Ice Tea, Coffee/Tea, and Water

**Evening Meetings: Light Dinner**  
Sandwiches, Pasta Dishes, Salads, Vegetables, Ice Tea, Coffee/Tea and Water

Catering contractors must also maintain the following requirements:

- Automobile Insurance
- Business License
- Commercial General Liability Insurance
- Food Handlers’ Certificate
## Vendor Budget Exhibit B

**Vendor Name:** University of Antelope Valley, Inc.

**Project Name:** Best Start Communities – Vendor Pool

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Rate</th>
<th>Quantity</th>
<th>First 5 LA Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering and Facilities: Cost per use (including food and audio visual) not to exceed $1,500. Vendor to provide services for one or more of the 14 Best Start Communities</td>
<td></td>
<td></td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

**TOTAL COST** 50,000.00

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**Fiscal Contact Person**

**Agency Authorized Signature**

**Date**

**Phone #**

Additional supporting documents may be requested