### Deliverable(s)

<table>
<thead>
<tr>
<th>CATERING:</th>
<th>Timeline</th>
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| 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 | From contract execution date through June 30, 2012 |
**Vendor:** Royal Dining Catering Inc.

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

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>Service:</strong> Catering services for up to 13 Best Start Communities</td>
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<tr>
<td>Range between $6.95 and $8.95 per person per meal (budget based on $7.00 per person)</td>
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<tr>
<td>Estimated number of meetings 3/1/12 - 6/30/12: 90</td>
<td>$50,000.00</td>
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<tr>
<td>Estimated number of participants per meeting: 20 to 120 (budget based on 80 participants per meeting)</td>
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**Agency/Organization Staff**

- **N. Muir**
- **Ryan A.**

**First 5 Authorize Staff**

- [Signature]

**Fiscal Contact**

- **Ryan A.**

**Agency/Authorized Signature**

- **Finance**