Best Start Communities Department  
Request for Vendors  
SCOPE OF WORK

AGENCY: Café N Stuff  
CONTRACT #:_____

<table>
<thead>
<tr>
<th>Deliverable(s)</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATERING:</td>
<td>From contract execution date through June 30, 2012</td>
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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
**Vendor:** Café N Stuff

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

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Total</th>
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<tbody>
<tr>
<td>Service: Catering services for up to 13 Best Start Communities</td>
<td>$25,000</td>
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<tr>
<td>Range between $5.95 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 from 4/1/12 to 6/30/12: 20</td>
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<tr>
<td>Estimated number of participants per meeting: 20 to 120 (budget based on 89 participants per meeting)</td>
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**First 5 Authorize Staff**

Program Officer

Finance