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

AGENCY: TMO, El Sombrero  
CONTRACT #: 07700

<table>
<thead>
<tr>
<th>Deliverable(s)</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>CATERING:</td>
<td>From contract execution date through June 30, 2014</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 Budget Modification Form

Vendor Name: TMO, Inc. dba El Sombrero Restaurant
Project Name: Best Start Communities - Vendor Pool

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Most Current &quot;Approved&quot; First 5 LA Budget</th>
<th>New Rate</th>
<th>New Quantity</th>
<th>Amendment Amount</th>
<th>Total Modified Amount</th>
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</thead>
<tbody>
<tr>
<td>Catering: Range between $6.95 and $8.95 per person per meal. Vendor to provide services for one or more of the 14 Best Start Communities.</td>
<td>75,000.00</td>
<td>0.00</td>
<td></td>
<td>75,000.00</td>
<td>75,000.00</td>
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Total Cost: 75,000.00

Fiscal Contact Person

Agency Authorized Signature

Phone #

Additional supporting documents may be requested