

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Catering Services**

Contract Period: October 27, 2025 through October 26, 2028 w/2-1-year options

Original Date of Issue: October 27, 2025

Date of Revision:

**Bid No:** **RCO-RC-2025-008**

**Catalog:** **Food & Water**

Authorized Users: County Agencies

Address Inquiries to:

Name: Raheela Akhter  
Title: Purchaser I  
Phone: 845-364-3813  
Fax: 845-364-3809  
E-mail: akhterr@co.rockland.ny.us

**Description**

**This contract is to provide catering services.**

Contract Number	Vendor Number	Contractor & Address	Telephone No.
RCO 25-008	0000012131	Mt. View Deli 14 Thiells Mt Ivy Rd Pomona, NY 10970 Contact: Chris D'Andrea Jr Mtviewdeli1@gmail.com	845-354-4253  Cell: 845-494-2266  Fax: 485-354-8768

## Catering orders instructions

- All catering orders must be entered through Peoplesoft catalog under RCO 25-008
- Requisitions must be entered at least 7 to 10 days prior to the event the food is required to give enough time for purchasing approval.
- Requesters must add the name and contact information for the person who is responsible for order confirmation and receiving the order
- Requisitions must have the date, time and clear location of the area for the food to be delivered. Provide clear instructions for any restricted areas that may need special permit/code to deliver food.
- Requesters must provide restricted dietary needs or substitute an item if need be. This must be communicated by phone and/or email with the vendor prior to delivery. See line item 13 on contract for diet restricted options.
- A Quotation will be required to order from the menu from Mt. View Deli provided with this contract. Line item 16 is subject to Purchasing Department's approval, and a Justification will be required prior to issuance of a purchase order. Use item code 96115000125 to enter your requisition with quotation and justification attached.
- Contact Raheela Akhter 845-364-3813 [akhterr@co.rockland.ny.us](mailto:akhterr@co.rockland.ny.us) for any customer service-related issues.

**To help minimize food waste and ensure responsible use of resources, we kindly ask that you only order the amount of food that is needed for your event.**

Thanks.

## Catering Services, Breakfast, Lunch Hot and Cold

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	COMMENTS
	<b>BREAKFAST</b>	<b>5% DISCOUNT WILL BE APPLIED TO ORDERS OVER \$300.00 PER PURCHASE ORDER</b>					
1	CONTINENTAL BREAKFAST FOR MINIMUM 10-25 PEOPLE Assorted bagels, croissants, muffins, danishes Cream cheese, butter, fruit preserves Fresh sliced fruit tray Coffee, decaf, hot tea, orange juice, bottled water To include: single serve creamer , sugar packs, sweeteners, cups, stirrers, sleeves napkins. Minimum 10-25 people	9611500005	25	each	\$13.00	\$325.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
2	CONTINENTAL BREAKFAST FOR MINIMUM 26-50 PEOPLE Assorted bagels, croissants, muffins, danishes Cream cheese, butter, fruit preserves Fresh sliced fruit tray Coffee, decaf, hot tea, orange juice, bottled water To include: single serve creamer , sugar packs, sweeteners, cups, stirrers, sleeves napkins. Minimum 26-50 people	9611500005	50	each	\$13.00	\$650.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
3	CONTINENTAL BREAKFAST FOR MINIMUM 51-100 PEOPLE Assorted bagels, croissants, muffins, danishes Cream cheese, butter, fruit preserves Fresh sliced fruit tray Coffee, decaf, hot tea, orange juice, bottled water To include: single serve creamer , sugar packs, sweeteners, cups, stirrers, sleeves napkins. Minimum 51-100 people	9611500005	100	each	\$13.00	\$1,300.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.

## Catering Services, Breakfast, Lunch Hot and Cold

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	COMMENTS
	<b>LUNCH DELI STYLE</b>	<b>5% DISCOUNT WILL BE APPLIED TO ORDERS OVER \$300.00 PER PURCHASE ORDER</b>					
4	LUNCH DELI SANDWICH BUFFET OR BOXED FOR MINIMUM 10-25 PEOPLE Assorted sandwiches: turkey, roast beef, ham, tuna salad, grilled veggie Assorted breads and wraps Lettuce, tomato, cheese, condiments on the side Pasta salad or mixed greens salad Chips or pretzels Cookie or brownie Bottled water	9611500006	25	each	\$13.50	\$337.50	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
5	LUNCH DELI SANDWICH BUFFET OR BOXED FOR MINIMUM 26-50 PEOPLE Assorted sandwiches: turkey, roast beef, ham, tuna salad, grilled veggie Assorted breads and wraps Lettuce, tomato, cheese, condiments on the side Pasta salad or mixed greens salad Chips or pretzels Cookie or brownie Bottled water	9611500006	50	each	\$13.50	\$675.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
6	LUNCH DELI SANDWICH BUFFET OR BOXED FOR MINIMUM 51-100 PEOPLE Assorted sandwiches: turkey, roast beef, ham, tuna salad, grilled veggie Assorted breads and wraps Lettuce, tomato, cheese, condiments on the side Pasta salad or mixed greens salad Chips or pretzels Cookie or brownie Bottled water	9611500006	100	each	\$13.50	\$1,350.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.

## Catering Services, Breakfast, Lunch Hot and Cold

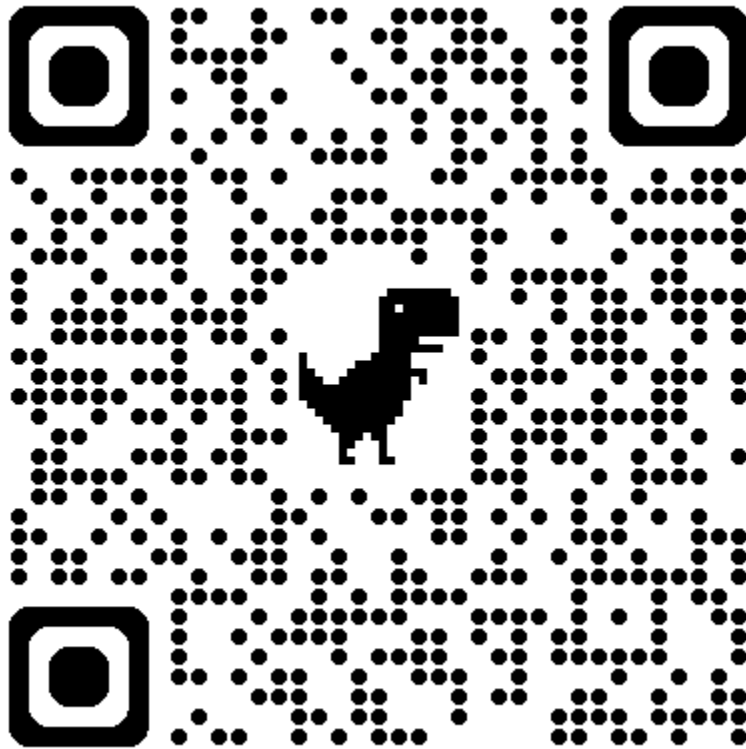
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	COMMENTS
	<b>HOT LUNCH</b>	<b>5% DISCOUNT WILL BE APPLIED TO ORDERS OVER \$300.00 PER PURCHASE ORDER</b>					
7	LUNCH HOT ENTRÉE BUFFET STYLE MINIMUM 10-25 PEOPLE Choice of 2 entrees (e.g., baked chicken, vegetable lasagna, baked ziti, Eggplant Parmesan or Rollantine or meatballs ) Choice of 2 sides (e.g., rice, steamed vegetables, roasted potatoes) Garden or Caesar salad Rolls with butter on the side Bottled water.	96115000007	25	each	\$17.00	\$425.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
8	LUNCH HOT ENTRÉE BUFFET STYLE MINIMUM 26-50 PEOPLE Choice of 2 entrees (e.g., baked chicken, vegetable lasagna, baked ziti, Eggplant Parmesan or Rollantine or meatballs ) Choice of 2 sides (e.g., rice, steamed vegetables, roasted potatoes) Garden or Caesar salad Rolls with butter on the side Bottled water.	96115000007	50	each	\$17.00	\$850.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
9	LUNCH HOT ENTRÉE BUFFET STYLE MINIMUM 51-100 PEOPLE Choice of 4 entrees (e.g., baked chicken, vegetable lasagna, baked ziti, Eggplant Parmesan or Rollantine or meatballs ) Choice of 2 sides (e.g., rice, steamed vegetables, roasted potatoes) Garden or Caesar salad Rolls with butter on the side Bottled water.	96115000007	100	each	\$17.00	\$1,700.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
10	Fresh fruit Platter with seasonal fruits sliced and seeded. Minimum for 10 people. Price by per platter	96115000008	1	each	\$75.00	\$75.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
11	Assorted cheese platter cheddar cheese, American cheese, provolone, blue cheese. Minimum 10 people order. Price per platter.	96115000009	1	each	\$50.00	\$50.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.

## Catering Services, Breakfast, Lunch Hot and Cold

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	COMMENTS
12	Platter of Assorted Butter Cookies Average 1 lb. Of cookies serves approximately eight (8) people Price per pound	96115000034	2	lbs	\$12.50	\$25.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
13	DIET RESTRICTED FOOD OPTIONS- A quote will be requested for Dietary restricted orders like Vegan, Gluten Free, low sodium or sugar free items.	96115000035	1	Dollar	To be quoted		Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
14	Water bottles 16 oz 24/case.	96115000082	1	case	\$10.00	\$10.00	Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.
15	SURCHARGE for deliveries outside normal business hours 8:00am - 5:00pm. Enter 0 for no charge	96115000023	1	Each	\$40.00	\$40.00	Requester must obtain a written approval from director of Purchasing for orders to be delivered after 5:00 pm. Provide detailed justification for after 5 pm delivery requirement.
	<b>SPECIAL ORDER FROM MT.VIEW DELI MENU</b>	<b>5% DISCOUNT WILL BE APPLIED TO ORDERS OVER \$300.00 PER PURCHASE ORDER</b>					
16	SPECIAL ORDER FROM MT.VIEW DELI MENU- use the link or QR code provided with this award to browse items to order under this line item. A Quotation is required and to be attached with requisition.	96115000125	1	dollar	To be quoted		This line item is subject to purchasing department approval. A justification will be required to use this line item by the ordering agency. Choose the items from menu provided with this award with minimum requirements. 5% discount will be applied over \$300.00 orders. Requisition to be entered at least 7 to 10 days before the delivery. Requester must confirm purchase order receipt by contacting vendor via phone or email.

Use QR code or link for Deli Menu for browsing purposes only to order under line item 16  
on contract

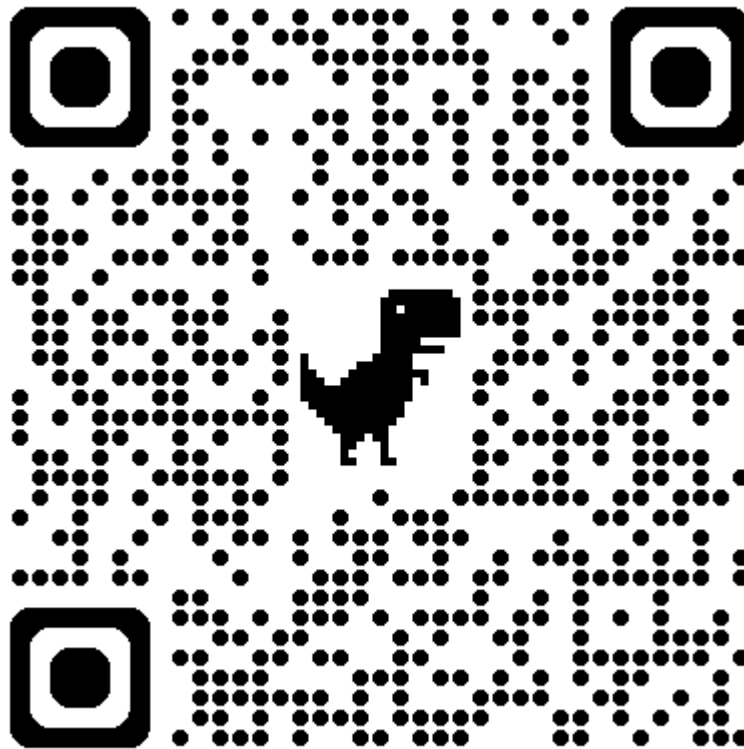
[Deli Menu](#)



**All orders must be placed by a formal purchase order issued  
by County of Rockland using the contracted item codes  
Online orders will not be accepted**

Use QR Code or link for Catering

[Catering](#)



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by County of Rockland using the contracted item codes  
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**COUNTY OF ROCKLAND - DGS-PURCHASING**  
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970  
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**TITLE: Catering services-breakfast, Lunch hot and cold options**

**RCO #: RCO-RC-2025-008**

## **SPECIFICATIONS**

### **1. SCOPE**

- The scope of this request for competitive offer is to provide catering services including the preparation, delivery, and setup of breakfast and lunch hot and cold meals to agencies and departments for the County of Rockland, for various meetings, seminars, or other authorized functions within the County of Rockland government sites or outside locations and to provide prepared food to the Rockland County Emergency Operators Center when activated due to natural disasters and other emergencies.
- Vendor should be able to accommodate dietary restrictions such as Kosher, Halal, Vegan or Gluten free

### **2. CURRENT USAGE:**

2.1. Rockland County has an average of \$20,000.00 of usage with current contractor annually.

Orders ranging from 150.00 to 5000.00 and up depending on the number of people are expected to be catered.

### **3. QUANTITIES**

- Quantities listed are based on quantity breaks per purchase order. Vendor to submit pricing by quantity breaks of 10–25, 26–50, 51–100 people).
- Orders will be placed on an as needed basis depending on the size of the event.
- There is no maximum # of people per event.

### **4. PERFORMANCE STANDARDS**

4.1. Food quality must meet or exceed industry health and safety standards.

4.2. Contractor must furnish a current license from the proper Governing entity of the establishment location within 3 working days upon request of the County agency.

4.3. Contractor must obtain all necessary licenses and permits to provide the specified services in accordance with all Federal, State and Local requirements.

<http://rocklandgov.com/departments/health/environmental-health/food-and-recreation/http://rocklandgov.com/departments/health/environmental-health/restaurant-inspections/inspection-process/>

4.4. Contractor to supply necessary equipment (i.e., coffee makers, carafes, serving utensils, chafing dish, etc.).

4.5. Hot food must be delivered and held at a safe temperature ( $\geq 140^{\circ}\text{F}$ ).

4.6. Cold food must be held at or below  $40^{\circ}\text{F}$  during transport and service.

4.7. Provide all necessary serving utensils, napkins, plates, cups, etc

4.8. This bid may be cancelled by the County of Rockland with 30 days' notice due to poor service, not delivering on time, refusing to deliver, poor quality, stale foods, or other reasons as may occur.

Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any legal remedies available to the County of Rockland.

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## 5. PRICING

- Pricing to be submitted per person.
- Group pricing tiers based on 10 to 25, 26-50, and 51-100 people.
- Vendors may offer additional discount if order exceeds a certain dollar amount or number of people. Use questionnaire form to offer a % discount provided in attachments.
- All prices to include delivery unless pick up is agreed to by the ordering department.

5.5. All prices to include use of catering equipment (i.e.: urns, platters, chafing dishes, etc.). All prices to include delivery, set up and pick up of reusable equipment. Pick up of reusable equipment to be made within 4 hours of pick-up request or a time otherwise approved by an authorized representative of the County of Rockland.

## 6. PRICE ADJUSTMENT

- The County recognizes food and catering has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment request based upon food CPI index increase at renewal of contract after the initial 3 year term once per year.  
 A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (ie, commodity increases), the current pricing, and the requested revised pricing.  
 The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.  
 The Director of Purchasing may use available indexes (e.g. CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.  
 In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation.

## 7. MENU AND OPTIONS

- **CONTINENTAL BREAKFAST : (to be priced by quantity break per person.) see bid table.**
  - Assorted bagels, croissants, mini muffins, Danishes
  - Cream cheese, butter, fruit preserves
  - Fresh sliced fruit tray
  - Coffee, decaf, hot tea, orange juice, bottled water

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- **LUNCH DELI SANDWICH BUFFET OR BOXED (to be priced by quantity break per person.) see bid table.**
  - Assorted sandwiches: turkey, roast beef, ham, tuna salad, grilled veggie
  - Assorted breads and wraps
  - Lettuce, tomato, cheese, condiments on the side
  - Pasta salad or mixed greens salad
  - Chips or pretzels
  - Cookie or brownie
  - Bottled water
  
- **LUNCH HOT ENTRÉE BUFFET STYLE (to be priced by quantity break per person.) see bid table.**
  - Choice of 2 entrees (e.g., baked chicken, vegetable lasagna, baked ziti, Eggplant Parmesan or Rollatini or meatballs )
  - Choice of 2 sides (e.g., rice, steamed vegetables, roasted potatoes)
  - Garden or Caesar salad
  - Rolls with butter on the side
  - Bottled water.
  
- **OTHER ADD ON ( to be ordered separately)**
  - FRESH FRUIT PLATTER
  - CHEESE PLATTER
  - ASSORTED BUTTER COOKIES to be priced per pound.
  - **DIET RESTRICTED FOOD OPTIONS-** A quote will be requested for Dietary restricted orders like Vegan, Gluten Free, Kosher or halal food. Vendor can submit NO BID or enter 1 ONLY FOR EVALUATION PURPOSE.
  - **Water bottles 16 24/Case**

## **8. OTHER REQUIREMENTS**

- 8.1 A purchase order number is required for all purchases. The ordering department will place an order at least seven (7) business days prior to required delivery date. However, on certain occasions, this may not be possible. Successful bidder must honor these orders.
- 8.2 Bidder must bid on all items within a Group listed on the bid proposal pages.
- 8.3 Bidder must submit Surcharges as specified. If submission is blank, no Surcharges will be allowed.
- 8.4 % Discount off Contractors published menu listed prices was added to this contract to allow for alternate items not specified in this Bid.
- 8.5 Sample meal or package may be requested by the Purchasing Department for evaluation of quality and quantity. This must be delivered within three working days.
- 8.6 Each department is responsible for disposing of any unused food or beverage.
- 8.7 Returnable catering equipment must be emptied and cleaned by using department.

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- 8.8 A 24-hour emergency contact number will be required for emergency services.
- 8.9 Should services be required by a County agency or authorized user during a declared state of emergency – e.g. countywide power outage or activation of the Emergency Operating Center, the contractor must be able to provide catering to staff at the Emergency Operating Center during the emergency. The Contractor may be required to have access to a generator at their facility to ensure continuity of service during an event
- 8.10 All meals prepared, delivered and /or stored shall meet New York State Health code requirements for food handling, preparation, and delivery. Rockland County Department of Health follows Subpart 14-1, NYS Sanitary Code for regulations.

## 9. DELIVERY

- 9.1. Delivery and set-up will be as specified on the purchase order.
- 9.2. Hot buffet to be delivered hot with chafing dish and serving utensils
- 9.3. All deliveries must be accompanied by a delivery ticket or packing slips. Ticket must contain the following information:
- Supplier Name
  - Purchase Order Number
  - Items and Quantity delivered
  - Date of Delivery

## 10. INVOICES

- 10.1. All invoices must include:
- Supplier Name
  - Quantity per Item Delivered
  - Cost per item delivered
  - Total Cost
- 10.2. Copies of invoices may be provided at time of delivery.
- 10.3. All invoices must be emailed to [AP\\_Invoices@co.rockland.ny.us](mailto:AP_Invoices@co.rockland.ny.us)

## 11. EXPERIENCE

- 11.1 The bidder must demonstrate a minimum of 2 years of relevant experience in providing catering services similar in scope and scale to those described in this solicitation. The experience must include:
- Preparation and delivery of hot and cold meals for events, meetings, or large groups (e.g., 10 to 25, 26-50, and 51-100 people attendees).
  - Compliance with local health and food safety regulations.
  - Timely setup, breakdown, and cleanup of service areas.

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- Management of food allergies and dietary accommodation (e.g., vegetarian, halal, gluten-free).
- Three (3) references from current or former clients within the past [3–5] years.

## **QUESTIONNAIRE (Mandatory to be submitted with bid submission.**

Vendor to provide a narrative response for the criterion that are described below in a separate attachment for best offer evaluation purpose.

### **1. Pricing and Cost Effectiveness (400 Points)**

- Provide your best per person offer for the items in bid proposal for a 3 Year contract with 2 additional one-year options to renew.

### **2. Past and Present Experience with References.(100 Points)**

- Provide past experience and contracts with public sector.
- Provide catering events information that you have provided for more than 100 people.
- Submit social media reviews for your services via weblink or snapshots.
- Provide Certificate of experience provided in bid documents.

### **3. Menu Samples and Food Quality (100 points)**

- Vendor may offer their own sample menu options for Breakfast, Lunch hot and cold other than described in bid proposal sheet. The sample menu must have pricing per person. County of Rockland may choose the best menu offer that is cost effective and attractive to replace items in bid proposal.

### **4. Customization and flexibility, Dietary Restriction orders (100 points)**

- Vendor should provide the capability to provide dietary restricted food upon request as specified in scope of service.
- Vendor to demonstrate flexibility to accept a substitute product in a single meal order to accommodate a personal preference from an attendee if requested. For example, one sandwich without any dairy item or one meal with no salt.

### **5. Delivery and Set up ( 100 points)**

- Vendor to provide delivery plan, describe orders to be received before # of days of events, Rush orders acceptance, confirm receipt of order by contacting using agency, Delivery time availability, Set up strategy , staffing, clean up and provide detail of expected responsibilities from County of Rockland after the event.

### **6. Responsiveness and Customer Service.(100 points)**

- Describe your company's Customer Service , hours of operation, how you resolve issues
- Provide at least 2 representative or managers with contact information who will be responsible for customer service for County of Rockland account.

### **7. Questionnaire Response (100 points)**

- This mandatory document provided in attachment will be used for evaluation for most responsive responsible vendor to be awarded. Failure to provide or upload this mandatory questionnaire will result vendors deem nonresponsive.