

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Catering Services
Contract Period: September 13, 2022, through September 12, 2023 w/ 4 one-year options
Extended through September 12, 2024, w/ (3) 1-year options
Original Date of Issue: September 12, 2022
Date of Revision: 2/9/2024
Bid No: RFB-RC-2022-061
Catalog: Food & Water
Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries to:

Name: Raheela Akhter
Title: Assistant Purchaser
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.
Bid 22-061	0000027579	American Grill, Inc. 2987 Third Avenue Bronx, NY 10459 Contact: Hector Cruz Agnyc10455@gmail.com	646-995-9696

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

RFB-RC-2022-061
TITLE: CATERING SERVICES
REQUIRED INFORMATION FOR ALL PURCHASE ORDERS

- Title of Function
- Date of Function
- Time of required delivery
- Location of Delivery including room number if applicable
- Time of Function
- Contact name and phone number of person overseeing this order in case supplier has questions.
- Contact name and phone number of contact person on day of event if different than above.
- **All orders that do not have the required information will be rejected and sent back to the requestor for corrections.**

The following information must be included in the line notes as specified

- Choice of Side Dishes selected for order (up to 2)
- Flavor(s) of soda
- Hot Dishes selected for order (up to 4)

ALL ITEMS THAT MUST BE RETURNED TO AMERICAN GRILL WILL BE PICKED UP IN THE AFTERNOON AT 4:00, UNLESS AN ALTERNATE DAY/TIME IS APPROVED. Department is responsible for making sure supplies are left in a secure location until picked up. Please confirm arrangements with the supplier upon delivery of the order.

Milk Carafes provided for coffee, must be emptied once event is over! Supplier should not be picking up spoiled milk.

All orders must be placed minimum 7 business days prior to the scheduled event.

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 DGS – PURCHASING DEPARTMENT
 BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
 POMONA, NY 10970
 TELEPHONE NO.: 845-364-3820
 FAX NO.: 845-364-3809

VENDOR: American Grill Inc.

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
GROUP 1: BREAKFAST (Items 1-4)						
1	Coffee/Tea-Rolls and/or Assorted Bagels (cut and plattered) To include: milk, sugar, artificial sweeteners, cups, stirrers, butter and cream cheese Minimum-25 People	9611500005	200	Price per Person	\$6.00	\$1,200.00
2	Coffee/Tea-Bagels, Danishes and Muffins (cut and plattered) To include: milk, sugar, artificial sweeteners, cups stirrers, butter and cream cheese and paper goods Minimum 25 People	96115000011	200	Price per Person	\$6.00	\$1,200.00
3	Fresh Fruit Platters-Seasonal Fruits Platter to serve approximately twenty (20) people	96115000075	20	Price per Platter	\$100.00	\$2,000.00
4	Orange Juice – 64 Ounce Carton Only to be orderered with Breakfast choice	96115000079	4	Each	\$5.00	\$20.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
GROUP 2 : LUNCH (Items 5-17)						
<p><u>Combo Sandwiches by the Foot</u> Italian bread, Size of sandwich to be determined by amount of people served - one (1) foot to serve approximately five (5) people</p>						
5	<p><u>AMERICAN Combo – 3 Meats – 1 Cheese</u> To include: Ham, Roast Beef, Turkey, and American Cheese. Also to include: lettuce, tomato, onion and any and all other items normally in an American hero sandwich. All meats are to be Boar’s Head or approved equal. One (1) ft to serve approximately 5 people ALL Combo Sandwiches are to include choice of two (2): potato salad, macaroni salad, pasta salad or coleslaw. Condiments and Paper goods must be provided. Minimum 2 ft</p>	96115000017	25	Price per Foot	\$17.00	\$425.00
6	<p><u>ITALIAN Combo – 3 Meats – 1 Cheese</u> To include: Ham, 'Capi', Genoa Salami, Pepperoni and Provolone Cheese. Also to include: lettuce, tomato, onion and any and all other items normally in an Italian hero sandwich. All meats are to be Boar’s Head or approved equal. One (1) ft to serve approximately 5 people ALL Combo Sandwiches are to include choice of two (2): potato salad, macaroni salad, pasta salad or coleslaw. Condiments and Paper goods must be provided. Minimum 2 ft</p>	96115000014	25	Price per Foot	\$17.00	\$425.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE												
7	<p><u>VEGETARIAN Combo</u> To include: Eggplant, Roaster Peppers, Zucchini, and Mozzarella Cheese. Also to include: lettuce, tomato, onion and any and all other items normally in a vegetarian hero sandwich. One (1) ft to serve approximately 5 people ALL Combo Sandwiches are to include choice of two (2): potato salad, macaroni salad, pasta salad or coleslaw. Condiments and Paper goods must be provided. Minimum 2 ft</p>	96115000020	8	Price per <u>Foot</u>	\$16.00	\$128.00												
8	<p><u>Assorted Sandwich, Wraps, And/or Pita Platters</u> To include both meat and dairy. Assorted Meats (Ham, Roast Beef, Turkey, Chicken Salad) Assorted Dairy (Egg Salad, Tuna Salad) Assorted Vegetables, Assorted Breads. One platter to serve 10-12 people ALL Sandwich platters are to include choice of two (2): potato salad, macaroni salad, pasta salad or coleslaw. Condiments and Paper goods must be provided. Minimum 2 platters per order</p>	96115000023	40	Price per <u>Platter</u>	\$155.00	\$6,200.00												
<p style="text-align: center;">GROUP 2: HOT BUFFET</p> <p>To Include: Garden Salad with Dressing, Dinner Rolls and Butter, Plates, Napkins and Utensils</p> <p>HOT ENTREES</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chicken Francese</td> <td style="width: 33%;">Baked Ziti</td> <td style="width: 33%;">Grilled Sliced Steak</td> </tr> <tr> <td>Chicken Marsala</td> <td>Penne Alla Vodka</td> <td>Sausage and Peppers</td> </tr> <tr> <td>Chicken Parmesan</td> <td>Lasagna (meat, vegetable or cheese)</td> <td>Meatballs</td> </tr> <tr> <td>Grilled Chicken</td> <td>Eggplant Parmesan or Rollantine</td> <td></td> </tr> </table> <p style="text-align: center;">SIDE DISH</p> <p>String Bean Almondine, Broccoli (with garlic or steamed), Assorted Mixed Vegetables, Roasted Potatoes, Rice Pilaf</p>							Chicken Francese	Baked Ziti	Grilled Sliced Steak	Chicken Marsala	Penne Alla Vodka	Sausage and Peppers	Chicken Parmesan	Lasagna (meat, vegetable or cheese)	Meatballs	Grilled Chicken	Eggplant Parmesan or Rollantine	
Chicken Francese	Baked Ziti	Grilled Sliced Steak																
Chicken Marsala	Penne Alla Vodka	Sausage and Peppers																
Chicken Parmesan	Lasagna (meat, vegetable or cheese)	Meatballs																
Grilled Chicken	Eggplant Parmesan or Rollantine																	
9	Select up to 4 hot trays- 40 People or more only	96115000033	200	Price per <u>Person</u>	\$17.00	\$3,400.00												

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VENDOR: American Grill Inc.

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
GROUP 2: DESSERT/COFFEE BREAK Must be ordered with a catered lunch (sandwiches or hot entrees). Not intended as a separate order						
10	Platter of Assorted Butter Cookies Average 1 lb. Of cookies serves approximately eight (8) people Minimum order 2 lbs	96115000034	20	<u>2 lbs</u>	\$18.00	\$360.00
11	Fresh Fruit Platters-Seasonal Fruits Platter to serve approximately twenty (20) people	96115000075	20	Price per <u>Platter</u>	\$100.00	\$2,000.00
12	Fresh Cheese Platters – Assorted Cheeses To be determined at time of order. up to 3 kinds of cheese 18" Platter to serve approximately twenty (20) people	96115000077	5	Price per <u>Platter</u>	\$100.00	\$500.00
GROUP 2: BEVERAGES Must be ordered with catered lunch order. Not intended as a separate order						
13	Coffee and Tea To include condiments and supplies (milk, sugar, artificial sweeteners, cups, stirrers) 40 People or more	96115000002	150	Price per <u>Person</u>	\$3.00	\$450.00
14	Soda- 2 Liter bottle of branded soda, branded seltzer (regular, diet or flavored to be specified with order)- cups to be provided	96115000120	50	Price per <u>Bottle</u>	\$4.00	\$200.00
15	Ice Cubes – 5 Pound Bag	96115000078	10	Price per <u>Bag</u>	\$4.00	\$40.00
16	Water – 16.9 Ounce Bottle 24/Case	96115000082	15	Case	\$10.00	\$150.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
GROUP 2: OTHER CATERING MENU OPTIONS DISCOUNT						
17	% Discount off Published Menu Prices not included in this Bid Please enter 0 for NO Discount	96115000122	\$100.00	% DISCOUNT	5.00%	\$5.00
SURCHARGES						
18	SURCHARGE for deliveries outside normal business hours 8:00am - 5:00pm Please enter 0 for no charge	96115000123	1	Each	\$40.00	\$40.00
19	SURCHARGE for orders under \$50.00 Please enter 0 for no charge	96115000124	1	Each	\$150.00	\$150.00
					TOTAL	\$18,893.00



Classic \$350

Serves 10 - 12 People

Appetizers Choose 2

Chicken Skewers
Garlic Bread
AG Spring Rolls

Choose 2 Main Platters

Lemon Grilled Chicken with Jasmine Rice
and Sautéed Veggies

Baked Ziti with Ground Beef

American Meatloaf with Mash Potatoes
and Demi Glazed Gravy

Ground Beef with Penne Pasta and
Homemade Marinara Sauce

Shepherd's Pie

Vegetarian Linguini Pasta Ragu

Fusilli Pasta Primavera

Chicken Fajita with Tex-Mex Rice

Premium \$425

Serves 10-12 People

Appetizers Choose 2

Steak Skewers
Shrimp Cocktail
Ceviche Mango cooked in 1800 Tequila

Choose 2 Main Platters

Chicken Marsala with Mash Potatoes
and Sautéed Veggies

Blacken Chicken with Pineapple Sauce,
String Beans and Mash Potatoes

Come Asada Fajita with Tex-Mex Rice

Shrimp Fusilli Pasta Primavera

Grilled Chicken with Roasted Garlic
Broccoli and Potato Cakes

Shrimp Scampi

Chicken Parmesan in Linguini Pasta with
Homemade Marinara Sauce

Jumbo Coconut Shrimp

St. Louis Style Ribs with Corn on the Cob

New York Steak with Baked Potato
and Sautéed Broccoli

Chicken Teriyaki with White Rice

Ratatouille with White Rice

Atlantic Salmon with Cous Cous, Spinach,
Roasted Peppers with Glazed Sauce

Dessert Choose 1

Fruit Salad
Cake

Chocolate Covered Strawberries



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

BID NUMBER: RFB-RC-2022-061

SPECIFICATIONS

1. SCOPE

- 1.1. The scope of this bid is to provide catering services to agencies and departments for the County of Rockland, for various meetings, seminars, or other authorized functions within the County of Rockland and to provide meals to the Rockland County Emergency Operators Center when activated due to natural disasters and other emergencies.

2. QUANTITIES

- 2.1. Quantities listed are estimates totals per year based on previous years usage. Actual quantities may be more or less.
- 2.2. Orders will be placed on an as need basis depending on the size of the event.
- 2.3. There is no maximum # of people per event.

3. PRICING

- 3.1. Pricing to be submitted as per the unit of measure noted on the proposal pages.
- 3.2. All prices to include delivery unless pick up is agreed to by the ordering department.
- 3.3. 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.

4. PRICE LIST DISCOUNTS (Line # 17 only)

- 4.1. Copy of current Menu options Price list must be included with the bid response. Once awarded a contract, the percentage discount offered (line # 17) to authorized users may, at the contractor's option, be increased based on individual orders. Discounts may be greater but in no instance shall they be lower than the awarded discount. If contractor is offering a single discount structure, the same discount will be applied to all purchases made from the contractor's Menu Price.

4.2 Contractor must notify the Purchasing Department of all Menu Price List updates. All Menu Price List updates must first be approved in writing by the Director of Purchasing before they become effective. All percentage discounts must remain firm (unchanged) for the duration of the resulting contract. Contractor shall provide requesting authorized users with copies of the approved Menu Price List(s) or link to Website with published Menu Price List upon request.

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5. PRICE ADJUSTMENT

5.1. The County recognizes this product or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once each quarter (3-month period).

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.

6. REQUIREMENTS

- 6.1. 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.
- 6.2. Bidder must bid on all items within a Group listed on the bid proposal pages. Bids omitting items within a group may be deemed non-responsive.
- 6.3. Bidder must submit Surcharges as specified. If submission is blank, no Surcharges will be allowed.
- 6.4. % Discount off Contractors published menu listed prices was added to this contract to allow for alternate items not specified in this Bid.
- 6.5. Alternate hot entrees may be substituted as an equal if agreed on by the contractor and the authorized person county personnel placing the order.
- 6.6. 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.
- 6.7. All products must be first quality and freshly made.
- 6.8. Caterer to supply necessary equipment (i.e., coffee makers, carafes, serving utensils, chafing dish, etc.).

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- 6.9. 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.
- 6.10. Each department is responsible for disposing of any unused food or beverage.
- 6.11. Returnable catering equipment must be emptied and cleaned by using department.
- 6.12. A 24-hour emergency contact number will be required for emergency services.
- 6.13. 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
- 6.14. If the contractor does not have a generator, one may be supplied by the County of Rockland for use during the emergency, for food preparation.
- 6.15. The contractor must give the County 24 hours advance notice if they will require a generator. Contractor must notify Nick Longo at longon@co.rockland.ny.us (845-590-8728) and the Purchasing Department at Phillipm@co.rockland.ny.us (845-364-2984).
- 6.16. 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.
- 6.17. 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.
- 6.18. 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/> NYS State Sanitary Code Part 14-1 - Read the New York State Sanitary Code Part 14-1 Opens in New Window

7. DELIVERY

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

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8. INVOICES

8.1. All invoices must include:

- Supplier Name
- Quantity per Item Delivered
- Cost per item delivered
- Total Cost

8.2. Copies of invoices may be provided at time of delivery.

8.3. All invoices must be emailed to AP_Invoices@co.rockland.ny.us

9. EXPERIENCE

9.1. Bidder Shall have a minimum of 12 consecutive months of experience in food service and preparation for a minimum 20 people.

- All bidders shall submit a list of a minimum of three references where similar services have been provided. See Certification of Experience Form.

10. AWARD

10.1. Award is intended to be awarded the lowest responsive responsible bidder meeting the stated requirements based on the total price.

10.2. Rockland county reserves the right to award this contract by Group as specified on the Proposal Pages.

- Group 1: Breakfast (Items 1-4)
- Group 2: Lunch/Dessert/Coffee Break/Beverages (Items 5-17)