

Evergreen Park & Recreation District

Request for Proposals #2021-01

2022 Evergreen Lake House Preferred Caterer List



Requested By:
Evergreen Park & Recreation District
29612 Upper Bear Creek Rd
Evergreen, CO 80439
August 2021

Evergreen Park & Recreation District Request for Proposals – 2022 Evergreen Lake House Preferred Caterer List

1. Statement of Need

In an effort to provide an increased level of service to our patrons, to offer diversity in caterer choices, to ensure that high quality caterers are operating within the Evergreen Lake House (Lake House), and to develop a necessary revenue stream for the Evergreen Park & Recreation District (EPRD/District), the District is seeking highly qualified professional catering companies (Caterer) to be included on a Preferred Caterer list offered at the Lake House for the 2022 event season.

2. Scope of Services

The Preferred Caterers selected will be the primary caterers used for events for the 2022 events season at the Evergreen Lake House located at 29612 Upper Bear Creek Road, Evergreen, CO 80439. The event season runs from mid-March to mid-December each year. Patrons who choose to use a caterer outside the Lake House Preferred Caterer List will be required to pay an additional fee to EPRD.

1. Preferred Caterers must provide proof of current state sales tax license, state food service license and the ability to secure general liability insurance with their bid.
2. Catering services shall be provided by a company on the Lake House Preferred Caterer List for all events within the facility with the exception of events where a facility renter chooses to pay an additional fee for a non-preferred caterer and specific blackout dates related to certain EPRD-managed events.
3. Existing food-related equipment located at the Lake House may be used by the selected caterers as part of their agreement and include: convection microwave oven, microwave oven, commercial freezer, coffee maker, ice machine, alto sham, and refrigerator. Any additional food-related equipment necessary to provide food and beverage service shall be the responsibility of the caterer to provide at his or her own expense. Such additional equipment must be approved by the Lake House Supervisor.
4. Caterer will be responsible for cleaning the Lake House following their event including sweeping, mopping, cleaning the kitchen, stacking chairs, etc.
5. Caterer shall remove all trash and recycled materials from the kitchen area and throughout the interior of the Lake House including the restrooms and rear deck area during and at the end of each event.
6. Caterer will be required to have qualified, courteous staff at all times and must keep the kitchen area clean to meet applicable State and Jefferson County health code requirements.
7. Caterer must provide an “Approved Responsible Vendor” bartender if alcohol is being served at the event. Proof of training is required.

8. All employees of caterers working within the Lake House, a property managed by EPRD, are subject to criminal background checks.
9. In consideration for inclusion on the District's Preferred Caterer List, the Caterer will pay the District 10% of all food and beverage sales (non-profit events excepted with District staff approval).
10. Caterer will be responsible for providing EPRD with a copy of its final bill for each event held at the Lake House within thirty days after the date of the event. Payments due to the District must be paid within thirty days of the date of the event.
11. Damage to the interior kitchen area or EPRD-owned equipment will be repaired or replaced with like equipment within 10 business days.
12. Repairs due to damage to the exterior of the Lake House facility and/or the facility grounds caused by the Caterer must be paid for upon immediate request by District staff.
13. Preferred Caterers will be required to sign an Independent Contractor agreement with EPRD for the 2022 event seasons, including adhering to requirements related to insurance and verification of criminal history of the Independent Contractor and any employees of the Independent Contractor performing the catering services at the Lake House.
14. Preferred Caterer will comply with all current and future District rules, regulations, and policies that apply to the lake House and will use reasonable care in providing catering and related services to Lake House patrons.

In addition to addressing the scope of services and the evaluation elements, submittals should include menu options, pricing and examples of similar work completed.

3. Submittal and Evaluation

All questions or requests for more information related to placing a bid for the 2022 Evergreen Lake House Preferred Caterer RFP should be directed to:

Krista Emrich
Lake House Special Events
Phone: 720-880-1016
Email: kemrich@eprd.co

Proposals will be evaluated by EPRD staff based on, at a minimum, the following criteria:

1. Previous catering or restaurant experience and references from past clients.
2. Ability to provide a diverse menu for events.
3. Ability to provide an affordable menu for events.
4. Ability to provide recyclable and/or compostable materials.
5. Other benefits proposed to patrons during event season.

A minimum of three (3) copies of the complete proposal should be provided to the EPRD Administrative Office by 3pm on October 15, 2021. Submittals should be sent via mail, hand delivery or email to:

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2021/2022 Evergreen Lake House Preferred Caterer
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Evergreen Park & Recreation District
Attn: Kelly Green
1521 Bergen Parkway
Evergreen, CO 80439
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