



To Whom it May Concern:

The City of Altoona is accepting applications from qualified food-service caterers to provide non-exclusive service for events at the River Prairie Center.

The River Prairie Center, located at 1445 Front Porch Place, Altoona Wisconsin, is a state-of-the-art public facility designed for recreation, education, and events. The building contains a large, 4,400 square foot divisible multipurpose room which is available for banquets, company gatherings, weddings, etc. as well as a 1,500 square foot outside patio space served by an outside window from the bar. The building also has a classroom and a 500 square foot caterer's kitchen.

Event bookings at River Prairie have surpassed expectations, and River Prairie has become one of the premier event venues in the region. The City currently contracts with King Pin Management for event coordination and catering. King Pin has committed to continued operations through the end of 2022 to assure consistent, high-quality customer service, but will discontinue operations at the end of the year.

City staff will take over facility booking/rentals, event setup, tear down and monitoring beginning in 2023 but needs qualified caterers to replace King Pin. The intent of this RFP is to establish a list of qualified and approved caterers to share with parties booking events for 2023.

The event space is rented for a variety of events from weddings and wedding receptions to corporate events to private parties; River Prairie Center accommodates parties of up to 250 people with round table seating, and up to 350 for an assembly or standing-reception-type event.

Caterers submitting applications must be responsibly, practically, and regularly engaged in providing the services outlined in this solicitation. Applicants must possess ample resources to comply with and perform satisfactorily in accordance with the terms outlined in this document.

To apply to become a full-service caterer for the River Prairie Center in 2023, please fill out the attached application form and return with supporting documentation to the City of Altoona Parks & Recreation Department located at 1419 Front Porch Place, Altoona, WI 54720 by May 27, 2022. The list of approved full-service caterers will be shared with the 2023 rental clients.

Questions regarding this application should be directed to Debra Goldbach, Recreation Manager 715-839-5188.

Thank you for your consideration, we look forward to a potential future partnership.

Respectfully,

Debra Goldbach



Request for Applications

Full-Service Caterer

City of Altoona

River Prairie Center

April 2022

Please return your completed application to:
City of Altoona Parks & Recreation Department
1419 Front Porch Place
Altoona, WI 54720

Proposals due May 27, 2022

Mandatory meetings for interested caterers are required to view facilities the week of May 16, 2022, or at another time if that does not work- call 715-839-6092 or email michaelg@ci.altoona.wi.us to set up a meeting.

Questions regarding this application should be directed to:
Debra Goldbach, Recreation Manager 715-839-5188

Index

Section A: Overview

- Purpose
- Description of Facilities
- Method of Selection
- Responsiveness and Responsibility

Section B: Required Contract Terms and Provisions

I. Scope of Work

- Guidelines
- Setup/Unloading
- Cleanup
- Damage
- Food Preparation
- Equipment, Furniture & Supplies
- Use of Furniture
- Miscellaneous Event Requirements
- Supervisor's Responsibility
- Facility Fee
- Documentation
- Invoice
- Inspection of Documents
- Promotions

II. General Contract Provisions

- Contract Term
- Compliance
- Insurance Requirements
- Indemnification
- Cancellation
- Entire Agreement

Section C: Caterer Application

- Application

Attachments

- Attachment A – Guidelines for Caterers
- Attachment B – Catering Cleanup Checklist

Section A: Overview

Purpose

The City of Altoona is accepting applications from qualified food-service caterers to provide non-exclusive service for events at the River Prairie Center.

The intent is to issue contracts to the most qualified caterers for non-exclusive food service rights. The City of Altoona reserves the right to award and maintain concurrent contracts for food service with multiple caterers for various types of food.

Caterers submitting applications must be responsibly, practically, and regularly engaged in providing the services outlined in this solicitation. Applicants must possess ample resources to comply with and perform satisfactorily in accordance with the terms outlined in this document.

Description of Facilities

Located at 1445 Front Porch Place, Altoona Wisconsin, the River Prairie Center is a state-of-the-art public facility designed for recreation, education, and events.

The building contains a large, 4,400 square foot divisible multipurpose room which is available for banquets, company gatherings, weddings, etc. as well as a 1,500 square foot outside patio space served by an outside window from the bar. The building also has a classroom and a 500 square foot caterer's kitchen. Equipment in the kitchen includes an electric stove, freezer, refrigerator, leased dishwasher, and sinks.

The event space is rented for a variety of events from weddings and wedding receptions to corporate events to private parties; RPC accommodates parties of up to 250 people with round table seating, and up to 350 for an assembly or standing-reception-type event.

Historic Use

Included below are the actual bookings for calendar year 2019. While the 2020 bookings were significantly higher, many of the events did not occur due to COVID. Bookings for 2021 were lower due to the uncertainty of COVID.

January:

16 Events
1,400 People

February:

10 Events
878 People

March:

17 Events
1,775 People

April:

18 Events
1,745 People

May:

16 Events
2,145 People

June:

19 Events
2,815 People

July:

13 Events
1,740 People

August:

23 Events
2,975 People

September:

25 Events
4,480 People

October:

22 Events
2,900 People

November:

17 Events
1,550 People

December:

14 Events
1,375 People

Method of Selection

All applications will be reviewed by the City of Altoona. Contracts will be awarded to selected caterers based upon, but not limited to the following criteria: qualifications, information provided, customer satisfaction, past performance, service capability, and the ability to meet required City, County and State health and sanitation standards.

If food is catered, the caterer must be approved and enter into contract with the City of Altoona. For purposes of this request for applications “full- service caterer” is defined as providing food and full service for events.

Responsiveness and Responsibility

The City of Altoona reserves the right to not approve any application from any person, firm or corporation in its sole and absolute discretion. The City may consider whether applicants are in default to the City or have failed to perform faithfully any previous contract with the City as well as other factors the City finds relevant. If requested, the applicant must present, within five (5) working days, evidence satisfactory to the City of performance ability and possession of necessary facilities, financial resources, adequate insurance, licenses and any other resources required to determine the bidder’s ability to comply with the terms of this solicitation document.

SECTION B: Required Contract Terms and Provisions

If selected, Caterers will be required to enter into a contract with the City of Altoona that includes the following terms and provisions.

I. Scope of Work

Guidelines: Caterers must coordinate each event at the River Prairie Center in accordance with “Guideline’s for Caterer” (attachment A). The Guidelines include detailed instructions for arrival, set-up, service, trash removal, break-down and rental equipment information.

Setup/Unloading: Caterers may park in the loading zone at the front of River Prairie Center. After caterer has finished unloading during event setup, they must park in a public parking space.

Clean-up: Caterers must follow the work outlined in the Catering Clean-up Checklist (attachment B). For each event, the Caterer Supervisor or designated leader must sign the checklist form acknowledging that required clean-up is completed to the satisfaction of River Prairie Center personnel. The Caterer further agrees to complete clean up within the scheduled rental time as determined on the renter’s contract. Additional time will be charged at a rate of \$50.00 per hour. The Caterer shall be responsible for removing garbage accumulated in the kitchen. River Prairie Center personnel will manage the garbage in the event space. Caterer may utilize the River Prairie Center dumpster for this purpose.

Damage: At the City’s option, Caterer shall either repair, or pay the cost of repair of, damage to the River Prairie Center caused by Caterer’s employees, agents, or any other persons retained, hired, or used by Caterer to provide Catering Services.

Food Preparation: The Caterer shall prepare all food off premise, understanding that only a limited area at the River Prairie Center will be available for staging and final preparation. Approximately 500 square feet of

kitchen space is available for the use by the Caterer for final preparation, storage, and refrigeration; freezer space is also available.

Equipment and Supplies: The Caterer shall provide all necessary plates, flatware, serving utensils, and containers, warmers, linen and other items necessary to properly conduct service. The City will provide cleaning supplies.

Use of Furniture: The River Prairie Center presently has tables and chairs in sufficient numbers to accommodate most needs within the building. These items are available for the Caterer and other providers to use for events at the River Prairie Center. The Caterer agrees to cover any costs incurred for damage to furniture or equipment due to the Caterer's actions or negligence.

Miscellaneous Event Requirements: Caterer will make all necessary arrangements directly with the customer and will pass on all necessary costs to the customer that the Caterer deems appropriate. Caterer will arrange for all food, service, china, glassware, linens, equipment, and other related items for the event.

Supervisor Responsibility: The Caterer will be required to provide on-site supervisors at all food service functions. The Caterer will provide adequate service personnel to work with the staff of the River Prairie Center to insure first class service to the public.

Facility Fee: The Caterer will pay a facility use fee to the City of Altoona for each contracted event. The facility fee is equal to 10% of all gross sales of food only, excluding linen, glassware, china, flatware, sales tax, equipment rental, service fees, gratuities or other costs related to the event charged to the party renting River Prairie Center.

Documentation: A copy of the catering contract sent to the Client MUST be submitted to the City at least four weeks prior to the event.

Invoice: Within thirty (30) days of each event, the Caterer will provide the City of Altoona with a duplicate copy of the final customer billing consistent with the contract originally executed between the Caterer and the renter of the River Prairie Center for whom the Caterer provided Catering Services. The City will then invoice the Caterer the 10% facility fee based on gross food sales. The facility fee is due to the City within 30 days of the date of the invoice. A late fee of ten percent (10%) of the amount due to the City of Altoona shall be paid by Caterer if the required payment is not paid within 30 days of the date of invoice. All fees due under this Agreement shall be made payable to the City of Altoona and shall be remitted to the City of Altoona, Attn: Recreation Manager, 1419 Front Porch Place, Altoona, WI 54720.

Inspection of Documents: All documents relating to the services provided at the River Prairie Center shall be made available for inspection when requested by staff of the River Prairie Center or other City of Altoona Officials.

Promotions: The Caterer will be expected to actively promote the availability of food service at the River Prairie Center, and with all reasonable effort, work to improve the operation of the usable catering spaces within the facility. Examples of promotion are listing the River Prairie Center on the catering website and printed material used to promote the caterer's service.

II: General Contract Provisions

Contract Term

A complete and approved contract between the City and approved Caterer must be on file at least 8 weeks before a catered event, unless otherwise approved.

Contracts established with the successful caterers will carry a term that will commence upon approval of application until December 31 of the same calendar year and shall thereafter be renewable annually on January 1.

Compliance

Regulations- The Caterers selected shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work.

Licensing and Permits – The Caterers selected shall be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract.

Insurance Requirements

The Caterer will insure, and will require each sub-caterer to insure, as indicated, against the following risks to the extent stated:

Commercial General Liability -The Caterer shall secure, at its own expense commercial general liability insurance including all insurance requirements to service and sell food in the State of Wisconsin. This liability insurance is to be issued by a company or companies authorized to do business in the State of Wisconsin, with coverage for bodily injury, property damage, and personal injury and the following minimum coverage limits: \$1,000,000 per occurrence, \$2,000,000 aggregate. The City shall be named as an additional insured on the commercial general liability insurance policy. The Caterer shall provide the City with a certificate of insurance evidencing its commercial general liability insurance and shall thereafter annually provide the City with a Certificate of Insurance demonstrating compliance with the foregoing requirements. Upon request, the Caterer shall provide certified copies of the requested policies. The certificate of insurance shall contain the following clause: “No reduction, cancellation, or expiration of the policy shall become effective until thirty (30) days for the date written notice thereof is actually received by the City”.

Worker’s Compensation – The Caterer shall secure, at its own expense, worker’s compensation insurance in such amounts as is required by the State of Wisconsin and shall secure any other kind of insurance that may be required by law in connection with the Caterer’s provision of Catering Services. The Caterer shall provide the City with a certificate of insurance evidencing its worker’s compensation insurance and shall thereafter annually provide the City with a certificate of insurance demonstrating compliance with the worker’s compensation insurance requirement.

Personal Property Insurance – The Caterer shall be solely responsible for carrying personal property insurance sufficient to cover loss of all its personal property located at the River Prairie Center. The City shall not be liable for any damage to or loss of property of Caterer or its employees, agents, customers, invitees, or guests. The City shall not be liable for any injury or damage to persons or property resulting from Caterer’s provision of Catering Services.

As evidence of the above listed license and insurance, certificates shall be forwarded to the Recreation Manager, Altoona parks & Recreation, 1419 Front Porch Place, Altoona, WI 54720 prior to the beginning of work under this contract.

Indemnification

The Caterer shall be liable to, and hereby agrees to indemnify, defend and hold harmless the City of Altoona and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney’s fees) by reason of any claim or suit, or of liability imposed by law upon the City of Altoona or its agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from Caterer’s provision of Catering Services or activities undertaken by Caterer pursuant to this Agreement.

Cancellation

In the event the caterer shall default in any of the covenants, agreements commitments or conditions, the City may, at its option and in addition to all other rights and remedies which it may have, terminate the Agreement and all rights of the Caterer under the Agreement.

Failure to maintain the required certificates of insurance, permits, and/or licenses will be cause for contract termination.

Factors relating to difficulties in cooperation, clean-up, food handling, transportation, behavior of staff, cleanliness, sanitation standards and other relevant issues will have a bearing on the Caterer’s good standing and may be considered due cause for termination of contract as determined in the City’s sole discretion.

Entire Agreement

These standard terms and conditions shall apply to any contract or order as a result of this application except where special requirements are stated elsewhere on the document in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any documents, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the City of Altoona.

If any term or provision of this agreement shall to any extent be held invalid or unenforceable, the remaining terms or provisions shall not be affected thereby but each term and provision of this agreement shall be valid and enforced to the fullest extent permitted by law.



SECTION C: CATERER APPLICATION

QUESTIONNAIRE:

Please answer all questions. Answers must be clear and comprehensive. Attach additional sheets as necessary.

APPLICANT INFORMATION:

COMPANY NAME (Print or Type)	PRIMARY CONTACT NAME AND TITLE (Print or Type)
STREET	CITY/STATE/ZIP <hr/> DATE
PHONE (business)	PHONE (cell)
FAX	EMAIL
Person the City of Altoona can contact regarding questions about your application (if different from above)	
NAME	FAX
PHONE	EMAIL

1. Circle type of organization:

INDIVIDUALLY OWNED PARTNERSHIP CORPORATION JOINT VENTURE

If a corporation, enter that date of incorporation and the state in which incorporated.

2. Number of employees: _____

3. Number of years in business under the present firm name: _____

4. Other names you or your firm have done business under. Indicate dates, locations and number of years.

5. List specific types of events your company services, including the approximate number per year.

6. Briefly describe the qualification of key staff who will be actively engaged in your business including their key responsibilities.

NAME	OFFICE/POSITION	YEARS OF EXPERIENCE	KEY RESPONSIBILITIES

7. Have you ever defaulted on a contract, or in the last seven years, declared bankruptcy, or been put into bankruptcy or reorganization by your creditors?

_____ YES _____ NO

If YES, give details, including where and why.

8. Do you have any delinquent or unpaid taxes, assessments, forfeitures, or other financial claims in the City of Altoona?

_____ YES _____ NO

If YES, give details

9. License Information (please also provide copies of applicable licenses):

a. Food and/or Drink License # _____ (Eau Claire County)

b. Other License #s if applicable (please specify type of license and issuing agency)

1. _____
2. _____
3. _____

10. Please provide a copy of your catering menu along with your application.

Proposals due May 27, 2022

Mandatory meetings for interested vendors are required to view facilities the week of May 16, 2022, or at another time if that does not work- call 715-839-6092 or email michaelg@ci.altoona.wi.us to set up a meeting.

SIGNATURE & ATTACHMENTS

1. Please provide the following items along with your application:

Initial:

a. Completed Application

b. Copy of Current License(s)

c. Insurance Certificate

d. Copy of Catering menus

2. By signing below, I attest that all the information provided in this application is true and accurate. I further acknowledge that if my application is approved, I agree to enter a contract consistent with the requirements, terms, conditions and specifications outlined in the attached request for applications.

Company Name (print or type)

Signature

By (print or type name)

Date

Title

River Prairie Center
1445 Front Porch Place
Altoona, WI 54720
715-839-5188

GUIDELINES FOR CATERERS

ATTACHMENT A

ARRIVAL

- The renter has a rental contract with the River Prairie Center. The Caterer must work within the rented times specified in the contract. If additional time is needed, the renter must rent and pay for the additional time needed no less than four (4) weeks prior to the event date, unless otherwise approved.
- Doors will be unlocked at the time specified in the rental contract.
- Please inform the River Prairie Center staff person on duty of your arrival.
- The Caterer must show great care when bringing equipment across the floors to prevent damage to the floors.
- Caterers may park their vehicles in the drop-off lane on the SE side of the River Prairie Center for the unloading process only. The Caterer shall remove all vehicles from the loading area as soon as finished. Caterers can park in the surrounding municipal lots.

SET-UP

- River Prairie Center staff will set up tables and chairs.
- No catering staff shall enter any areas which are not open to the public, except for the kitchen.
- All logistics including electrical service must be pre-planned and approved by the City of Altoona. It is encouraged that the Caterer attends the required scheduled meeting a minimum of four (4) weeks prior to the event between the renter and River Prairie Center staff so that all needs are discussed.

SERVICE

- Caterers shall be required to have sufficient staff on premise at all times to provide excellent customer service and event support.
- No candles may be used in the building. Only chafing fuel will be approved as a food warming heat source. Heat sources for warming must be monitored at all times while in use.
- All decorations must be free standing. Tape, tacks, staples, screws or nails are strictly prohibited. Glitter, confetti, bubbles, silly string, party poppers, fireworks, or natural flower petals are not allowed at any time.
- Propane is not permitted in the building.

GUIDELINES FOR CATERERS
ATTACHMENT A (continued)

TRASH REMOVAL

- The City will provide trash bags.
- The Caterer must pick up trash and recycled materials from the kitchen and take it to the appropriate dumpsters located on the SE side of the building. Trash must be removed regularly from the kitchen area throughout the event to prevent accumulation.
- River Prairie Center staff will empty the trash and recycle receptacles located in the event space throughout the event and at the end of the event.
- Boxes and containers, including cardboard containers, used to bring in items for catering must be taken off site by caterer.
- Do not drag full garbage bags across any of the floors. Bags tear and this causes damage to the flooring.

BREAKDOWN & CLEAN-UP

- Catering staff must be out of the building no later than the time determined on the contract.
- All items brought in to RPC for the event must be removed by the end of the event by the Caterer or user and taken off site. This includes all cardboard boxes and other items used to transport food and service ware.
- The kitchen needs to be well cleaned, left over ice dumped, floor swept, and all other equipment and materials removed by the end of the rental period. Any spillage must be mopped up and walls must be wiped down along with counters and serving spaces. When appliances are used, including the refrigerator and stove, they must be fully wiped down. Sinks and dishwasher must be cleaned and wiped down. All trash and recycled materials are to be removed and taken to the appropriate place.
- A final inspection with a catering representative will be made by the River Prairie Center staff person on duty. The Caterer must ensure that sufficient staff remains to accomplish the required clean-up tasks. A catering staff member will be required to sign off on the Caterer's Cleanup Checklist (attached) before leaving.
- Please remove all excess food, food containers and the like from the catering kitchen refrigerators. Anything remaining after the event will be discarded immediately and may be reason to terminate the contract.

Rental Equipment

- Rental equipment, flowers and any other equipment must arrive with the Caterer. River Prairie Center staff will not accept deliveries, nor will the River Prairie Center accept responsibility of such items. Caterer is responsible for transporting all items into and out of the River Prairie Center.
- All equipment and supplies brought in for the event must be removed from the River Prairie Center by the Caterer at the close of the event.

River Prairie Center
1445 Front Porch Place
Altoona, WI 54720
715-839-5188

CATERERS CLEAN UP CHECKLIST

ATTACHMENT B

- _____ All items brought in are removed from the kitchen
- _____ All kitchen counters and serving spaces have been thoroughly wiped down
- _____ All kitchen trash has been bagged and placed in the appropriate dumpsters
- _____ All kitchen appliances have been emptied and wiped clean
- _____ Kitchen sinks and dish washer have been emptied and wiped clean
- _____ General walk-through of rented areas for forgotten items
- _____ Kitchen floor is swept clean

The undersigned caterer agrees that the condition of the kitchen is the same as it was at the start of the event.

Catering supervisor: _____

Date: _____ Time: _____

Building supervisor: _____

Time out: _____

Supervisor notes: _____

