

**WASHINGTON COUNTY ARKANSAS**

ATTN: Alisha Willett  
280 N College Ave, Suite 530  
Fayetteville, AR 72701



**INVITATION TO QUALIFY**

**DUE: 4:00PM – 08/07/2017**

Sealed qualifications must be clearly marked on the outside of the package with:

**“RFQ 2017-07 Catering Service for Juv. Ct.”**

**QUALIFICATIONS WILL BE OPENED AUGUST 8, 2017 @ 9:00 AM**

**LOCATION: WASHINGTON COUNTY COURTHOUSE**

**280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701**

**RFQ 2017-07 CATERING SERVICE FOR JUVENILE COURT**

**GENERAL SPECIFICATIONS:** Washington County Juvenile Court is seeking proposals from qualified vendors, to provide catering services five days weekly, at for the Springdale Evening Reporting Center.

**REQUIREMENTS:** Respondents failing to comply with any of the following requirements will not be considered for the evaluation and award process:

Each respondent is required to fill in every blank and shall supply 100% of all of the information requested within each section; failure to do so may be used as a basis of rejection.

**INFORMATION:** For additional information, email purchasing@co.washington.ar.us. Bidders shall direct bid inquiries to the Washington County Purchasing Office.

**FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR RFQ IN A SEALED ENVELOPE LABELED “RFQ 2017-07 CATERING SERVICE FOR JUVENILE COURT”.**

It is solely and strictly the responsibility of the qualifier to ensure that the RFQ is received by the Washington County Purchasing Division on or before the specified date and time.

**LATE QUALIFICATIONS WILL NOT BE ACCEPTED.**

**The undersigned hereby offers to furnish & deliver the articles and/or service as specified, and all parts of this offer at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by Qualifier and Washington County**

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that the information given on this form is true and accurate as of this date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Washington County Arkansas**  
**RFQ 2017-07 Catering Service for Juvenile Court**

**1.0 PURPOSE & INTRODUCTION**

In order to assist troubled youth and their families, the Washington County Juvenile Court is providing meals and family training hours. The County is requesting sealed proposals from qualified vendors to provide a catering service five days weekly, at for the Springdale Evening Reporting Center. In order to better serve the County and participant population, the respondent must be able to provide the below with services:

- A. Provide five to ten prepared hot meals nightly, Monday through Friday, after 5:30pm while school is in session and during lunch hours of 11:00am-1:00pm while school is not session.
- B. Provide a weekly planned electronic menu for five meal plans, no later than Friday morning the week before service. Electronic menus may be provided via email or online.
- C. Offer meal cancellations free of charge.
- D. Provide price lowering adjustments if less than ten meals are provided.
- E. Prices are to be based on number of daily meals.

Statements of Qualifications will be received at the Purchasing Office, Suite 530, 280 N. College Avenue, Fayetteville, AR 72701 by Monday, August 7, 2017 at 4:00 PM. A nonresponsive or incomplete qualification statement will not be considered.

The County welcomes any questions regarding this solicitation. Questions should be addressed in writing to Washington County Purchasing, via e-mail at [purchasing@co.washington.ar.us](mailto:purchasing@co.washington.ar.us). The deadline for submitting written questions is 2:00PM on August 2, 2017. All questions will be answered in the form of an addendum available on the County website.

***SECTION I - TRANSMITTAL LETTER***

Include a short (one to three pages) Transmittal Letter that shall include:

- A. A Summary of why the Respondent believes itself to be the most qualified.
- B. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
- C. A statement granting the County and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.



## 2.0 RFQ TERMS & CONDITIONS

All submitted documents must be clearly marked " RFQ 2017-07 Catering Service for Juv. Ct."

- A. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and Washington County is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the proposal is accepted.
- B. Any inquiries or requests for explanation in regard to Washington County's requirements should be made promptly to the above listed email. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
- C. Any conditions or expectation on the part of the Respondent for performance by the County must be set forth in the qualification statement. Washington County is not obligated to consider the Respondent's post submittal terms and conditions.
- D. At the discretion of Washington County, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. Washington County will not be responsible for misdirected qualification statements. Respondent should call the Purchasing Office at (479) 444-1707 to insure receipt of their documents prior to opening time and date listed above.

## 3.0 SELECTION PROCESS

The detailed evaluation of the qualification statement may include an interview by the Selection Committee. Award of a contract may be made with or without interviews. Qualification Statements should therefore be submitted on the most favorable terms available.

## 4.0 EVALUATION FACTORS

The evaluation criteria will have the following relative weighting given each item.

- |           |     |  |
|-----------|-----|--|
| 30 Points | (1) | Price, specialized experience, and technical competence of the firm with respect to the type of professional services required;  |
| 25 Points | (2) | Capacity and capability of the firm to perform the work in question including specialized services, within the time limitations fixed for the completion of the project; |
| 25 Points | (3) | Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines; and                |
| 20 Points | (4) | Firm's proximity to and familiarity with the area in which the project is located.   |

## 5.0 INSURANCE

The firm must provide and maintain in force at all times during the term of the contract contemplated herein insurance for Workers' Compensation as required by Arkansas State Law, Commercial General Liability, Automobile Liability, and Errors and Omissions Liability in not less than the amount of \$1,000,000. Proof of such shall be submitted prior to award of contract.