

March 6, 2013

[Name of Contact Person]  
[Company's name]  
[Company's Address]  
[Company's Address]

**Re: Bid Number 250  
Catering Service during Emergency Conditions**

Dear Sir/Madam:

The Southeast Louisiana Flood Protection Authority – West, for and on behalf of its member Districts, West Jefferson Levee District and Algiers Levee District, is soliciting bids to provide catering services during emergency conditions. A bid package is enclosed with this letter.

A mandatory pre-bid conference will be held on Thursday, March 14, 2013 at 9:00 A.M. in the office of the Southeast Louisiana Flood Protection Authority – West, 7001 River Road, Marrero, Louisiana 70072.

Bids will be opened on Monday, April 8, 2013 at 9:00 A.M. in the office of the Southeast Louisiana Flood Protection Authority – West at 7001 River Road, Marrero, Louisiana.

This bid will be awarded to the lowest responsible bidder.

Should you need additional information, please contact Ngoc Ford at (504) 371-6849.

Yours truly,

Giuseppe R. Miserendino  
Regional Director  
Southeast Louisiana Flood Protection Authority - West

Attachment

**SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY-WEST  
SPECIFICATIONS FOR  
CATERING SERVICES DURING EMERGENCY CONDITIONS**

**Scope of Service:**

The Caterer shall provide catering services during any weather related emergency. The Caterer shall provide all labor, materials, supplies, equipment and other things necessary except for Authority-provided property. Caterer shall provide no less than two employees: one supervisor and one assistant who shall perform all required services. These employees shall all possess appropriate qualifications and experience. Should the services require the use of more than two Caterer employees, Caterer shall supply employees in sufficient numbers to provide all services required.

The Caterer shall:

- a. Prepare and serve two hot meals per day (breakfast and dinner) and one "brown bag" lunch per day, for no fewer than 40 and no more than 70 people. May be required to serve more than 70 people, depending on the circumstance.
- b. Meals shall be prepared in the kitchen located at 7001 River Road, Marrero, Louisiana and served in the adjacent dining area. Meals may be served "buffet style." After the conclusion of all meals, the dining area is to be thoroughly cleaned. It is at the Authority's discretion to use left-over food.
- c. Provide aprons, hair nets, gloves, cleaning solutions, rags, knives, etc.
- d. Provide a comprehensive list, including quantities of each listed item, for the Authority's use in purchasing all food, beverage, paper and plastic items, including condiments and seasonings, and also including materials and equipment, and supplies necessary to clean and disinfect, as needed, the kitchen and dining areas.
- e. Purchase perishable food items from a list prepared by the Authority.

**Duration of Contract:**

The contract shall be for a two year period beginning on July 1, 2013. It may be terminated at any point at the discretion of the Authority.

**Operations:**

The Caterer shall operate from the Authority's location at 7001 River Road, Marrero, Louisiana.

The Authority will provide basic cooking equipment. Specialty equipment shall be provided by the Caterer. It is recommended that Caterers tour our facility to evaluate the Authority's equipment prior to submitting their bid.

The Caterer shall obtain and keep at its own expense all federal, state, and local licenses and permits required.

**Personnel:**

The Caterer shall provide two employees: one supervisor and one assistant, and provide the name, title and contact information for each. The employees must be presentable and clean. Drinking alcohol on our property is forbidden. The Caterer shall employ, train, and supervise personnel with appropriate qualifications and experience and in sufficient numbers to provide all services required under this agreement. All persons engaged by the Caterer shall be the sole and exclusive employee of the Caterer and shall be paid by the Caterer. The Caterer shall pay all applicable social security, unemployment, workers' compensation and other employment taxes.

The Caterer shall provide only trained personnel; the Caterer's employees shall conduct themselves at all times in a proper and respectful manner in accordance with Manager's employee policy. If Manager determines that any employee of the Caterer is unsatisfactory in any material respect, Manager may request the Caterer to exclude the employee or employees from work under this contract.

**Insurance:**

The Caterer must provide verification or proof of insurance. The Caterer shall secure and maintain at its expense such insurance that will protect it, and the Southeast Louisiana Flood Protection-West, from claims under the Workers Compensation Act and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to the Southeast Louisiana Flood Protection Authority-West and shall provide that insurance shall not be cancelled without thirty (30) days prior notice of cancellation given.

CATERING SERVICES BID SHEET  
BID NO. 250

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

CELL TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PRICE PER DAY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CATERERS ARE REQUESTED TO FILL IN THE TERMS OF THE SALE SHOWN IN THIS BID SHEET AND TO SIGN THE BID SHEET.

DEALER TERMS: \_\_\_\_\_

\_\_\_\_\_

PRINT NAME AND ADDRESS OF CATERER SUBMITTING BID:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_