

**RFP 25.06 PREPARED FOOD AND CATERING SERVICES  
DOCUMENT CHECK LIST**

**Note to Restaurant/Food Vendors:**

In order for your submissions to be compliance with BISD’s Request for Proposals, we will need the documents listed below turned in by (on or before) the following deadlines.

	<b><u>Proposal Deadlines &amp; Openings: (attendance not required)</u></b>	<b><u>Board Approval:</u></b>
Round 1	On or before Wednesday, December 18, 2024	January 16, 2025
Round 2	On or before Wednesday, February 5, 2025 by 2:00 p.m.	February 20, 2025
Round 3	On or before Tuesday, March 4, 2025 by 2:00 p.m.	March 20, 2025

- Proposal Form (included in RFP package as Exhibit A, pages 22-24)
- Menu(s) for all food/catering your company provides
- BISD’s Vendor Packet (included in RFP package as Exhibit B)
- Completed Form 1295 – available at [www.ethics.state.tx.us](http://www.ethics.state.tx.us)
- Copy of current Department of Health Food Dealer’s Permit & Food Service Manager’s Certificate from the applicable jurisdiction (i.e. City of Beaumont, Jefferson County)
- Section 6: Execution page (included in RFP package, page 18)
- Section 7: Representations and Certifications page (included in RFP package, page 19-21)
- Any other information you would like to include

**Your Forms may be turned in to Beaumont ISD’s Administration Building, 3395 Harrison Avenue, Beaumont, TX 77706, in the envelope included with this package.**