

## **Request for Proposal Preferred Catering for the MSD Lawrence Township**

The MSD Lawrence Township is able to offer the Professional Development and Board Room at the Craig Academy and the Board Room at the Lawrence Education and Community Center. These spaces are conducive for large meetings and events which then lead to the opportunities for meal service and catering. In an effort to streamline the process and make the use of the event room more efficient, we are seeking caterers with whom to work on a regular basis and to be promoted as our preferred catering companies. We are looking for companies which will allow us to offer a variety of options and price ranges. Attached is the agreement which we would ask each company to adhere to and sign if selected as a preferred caterer. Additionally, we would like each interested party to provide the following information:

1. Completed Contact Information cover page (attached)
2. Description of the of services that you could offer our customers
3. Menu options with costs
4. Length of time the costs will be applicable
5. Brief biography of the point of contact(s)
6. Three written references with contact information from companies or organizations which have used your services for meetings or events
7. Any other information which you would like to provide to help us in our decision making process

### Timeline:

- RFP will be posted from March 3, 2025 through April 4, 2025
- Informational Meeting will take place on March 19, 2025 at 10:00 am, at 6501 Sunnyside Road, Indianapolis, IN 46236 with time left for questions.
- Sealed submissions must be received by 10:00 am on April 4, 2025. Deliver to the attention of Matt Miles, Chief Financial Officer, MSD Lawrence Township, 6501 Sunnyside Road, Indianapolis, IN 46236. No email or facsimile proposals will be accepted.
- Selected caterers will be notified and given information regarding the steps required to complete the Preferred Status Agreement no later than May 1, 2025. Annual contracts are set to begin on July 1, 2025.

The facility at Craig Academy (6501 Sunnyside Road, Indianapolis, IN 46236) consists of one large meeting room, approximately 6,536 square feet that can accommodate up to 350 people. Equipment for this room includes one ice machine, two 2 pot Bunn coffee machines, three small microwaves, one single bowl sink, one residential refrigerator, 64 6' round tables, 30 30' x 5' rectangle tables, and 500 chairs. There is also a 36' x 22' room that can accommodate up to 125 people. This room also includes a 12' x 28' serving room. Equipment for this room includes 20 30" x 5' rectangle tables and 150 chairs. In 2024, it is estimated that 20,000 people will have attended meetings at the Lawrence Education and Community Center building on Sunnyside Road.

The facility at the Lawrence Education and Community Center (5720 Wheeler Road, Indianapolis, IN 46216) consists of one large Board/meeting room, approximately 5,955 square feet that can accommodate up to 264 people. Equipment for this room includes one ice machine, one 2 pot Bunn coffee machine, one single bowl sink, one residential refrigerator, 33 6' round tables, 68 6' rectangle tables, and 264 chairs. This large room can be divided into three rooms to accommodate multiple smaller meetings occurring at the same time.

Vendors will be required to give 60-day notice of any change in pricing or menu. Customers will directly contact the preferred caterers for food, beverages, linens, plates, cups, eating utensils, and/or décor. The District will not be held liable for any perceived breach of contract between the caterer(s) and the customers.

Many of the contracting groups, including the School District, are nonprofit organizations and therefore are exempt from sales tax. It is up to the caterer(s) to obtain the tax-exempt paperwork as needed.

Selected caterers will be expected to establish operating procedures to reduce the likelihood of damage to District property. Caterers will be expected to perform other duties which are required to ensure the safe, sanitary and legal operation of the facility in the public interest.

The District reserves the right to waive any and all irregularities in the proposal process and to choose the vendors in the best interest of the District based on cost, location, and references provided by the catering company.

The District reserves the right to add or remove vendors from the approved list at any time at its sole discretion.

MSD Lawrence Township  
Preferred Caterer Proposal  
Contact Information Sheet

**Company Contact Information**

Company Name \_\_\_\_\_  
Company Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_

**Point of Contact Information for this account (if different from Company Contact Information)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_

## MSD LAWRENCE TOWNSHIP PREFERRED CATERER AGREEMENT

The Lawrence Education and Community serves as the Administration building of the School District. The LECC also has meeting spaces that can accommodate up to 300 guests. The Craig Academy has meeting spaces that can accommodate up to 500 guests.

### **SCOPE OF SERVICES**

Caterers should expect to provide services for a variety of events encompassing nonprofit and business meetings and community gatherings, to name a few. Events will require the use of a preferred caterer for all food service. Catered events are to be food and soft beverages only.

### **PERFORMANCE STANDARDS:**

- Caterer will handle customers in a courteous and responsive manner.
- Communications between the caterer and the customer will be timely and professional.
- Caterer's employees will be held to high standards of appearance and cleanliness.
- Caterer will coordinate directly with customer regarding menus, event times, serving times, etc.
- Caterer will submit to MSDLT sample menus and pricing for the purpose of fielding inquiries from potential customers.
- Layout of set-up should be sent 10 days prior to every event. Information should be sent to Dr. Grant Nesbit at 6501 Sunnyside Road, Indianapolis, IN 46236 or grantnesbit@msdl.k12.in.us.
- Loss or cost recovery due to event cancellation is between the customer and the caterer.
- The School District reserves the right to cancel this agreement in the event that the School Board deems the Caterer's conduct to be detrimental to the best interest and purposes of the School District.

### **COMPENSATION:**

Caterer shall pay to the MSDLT a one-time \$500 security deposit that may be refunded at the end of the contract year if the contract is not renewed for the following year and ten percent (10%) of caterer total food and beverage bill (minus gratuity) for all bookings confirmed during term of contract (July 1, 2025 – June 30, 2026) regardless of future renewal. Partial contract terms are calculated at 1/12<sup>th</sup> of yearly fee per month for term of contract. Payment for the yearly fee shall be due upon the execution of this Contract. Payment for the ten percent (10%) of the total food and beverage bill shall be due no later than the tenth day of each month for the previous month in which the event(s) was/were held and shall include a complete breakdown of services rendered.

## **USE OF FACILITIES:**

- *Catering Equipment Supplies.* Caterer agrees to provide all equipment and personnel necessary to prepare, furnish and serve food including utensils and plates. Caterer will be responsible for the installation set up, operation, clean up and maintenance of the facility used to prepare and serve the food. Caterer shall be responsible for all costs associated with the Services including, but not limited to, uniformed personnel necessary to perform the Services. Due to limited space available in the Holding Area, no caterer-owned equipment can be stored at the MSDLT.
- *Holding Area Equipment Maintenance.* The School District shall be responsible for maintenance of MSDLT owned equipment. Preferred caterers shall notify MSDLT staff immediately upon finding damage or repair needs in the Holding Area.
- *Set-Up and Clean Up.* Decorations must be pre-approved. Nothing may be attached to walls or ceilings. Caterer will be responsible for cleaning all areas within the scope of their services, the complete cleaning of the Holding Area; and the removal of all event-related trash to the outside dumpsters provided by the MSDLT.
- *Tables and Chairs.* The Craig Academy has 60 round tables, 30 rectangular tables and 500 chairs. The Lawrence Education and Community Center has 33 round tables, 68 rectangle tables, and 300 chairs. Caterers will have access to all service tables located in storage.

## **LICENSES AND PERMITS**

Preferred caterers for the School District must be fully licensed in compliance with all applicable Indianapolis, Marion County, State of Indiana and the U.S. Government code requirements and regulations. Appropriate license must be posted during each event. The City of Indianapolis must be advised of any health or safety code violations that have resulted or do result in a hearing or and /or license suspension or revocation. Please include with return of agreement a copy of your rating and certificate from the Indianapolis and/or Marion County Health Department.

## **INSURANCE**

*General.* The caterer shall procure and maintain for the duration of their service insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of the work hereunder by the caterer, his agents, representatives, employees or subcontractors. The Caterer shall be responsible for the cost of such insurance.

The Caterer shall not commence work under the Agreement until it has obtained the insurance required under this section. The Caterer shall not permit any sub-contractor or employee to commence work in relation to the Agreement until insurance equivalent of that required of the Caterer has been so obtained and approved. An original Certificate of Insurance from the company of record must be furnished and provide that the School District and Community Council of Marion County are named Additional Insured during the term of the agreement. The caterer must obtain and maintain (at its sole expense) during the life of the Agreement, insurance of the type and the minimum amounts stated in the following sections. This requirement of insurance does not limit the Caterer's liability under the Agreement in any manner.

*Worker's Compensation Insurance.* The Caterer shall procure and shall maintain during the Term of the Agreement, Worker's Compensation Insurance for all of its employees to be engaged and perform work under the Agreement, and in case any such work is sublet, the Caterer shall require the subcontractor similarly to provide Workers' Compensation Insurance for all such employees to be engaged in such work unless such employees are covered by the protection afforded by the Caterer's Worker's Compensation Insurance.

In full compliance with the Workmen's Compensation Act of the State of Indiana and Employer's Liability Coverage the minimum amount of insurance shall be \$1,000,000 per occurrence.

*Comprehensive General Liability Insurance:* The Caterer shall carry public liability and property damage insurance, which shall include bodily injury and accidental death to any person and shall name the School District as an additional insured under the policy. The policy will include protection for and subject at the minimum limits for public liability and property damage claims against Indiana public entities set forth annually by the Indiana Department of Insurance and included on Attachment A of this document.

The policy will include protection for the following hazards:

1. Premises and Operations
2. Independent Caterer's Coverage
3. Products and Completed Operations Liability Coverage to apply one year beyond completion and acceptance of the work specified by this contract.
4. Personal Injury Liability

**GENERAL PROVISIONS**

Caterer shall coordinate directly with each customer for services. Caterer shall in no way bind the School District to any terms of its agreement with the client unless the School District agrees to be so bound in writing. Any oral agreements between Caterer and the School District shall not be binding. Caterer warrants, defends and indemnifies the School District from any and all liability arising out of or relating to the Caterer's actions, negligence, errors, omission and agreements, written or not, entered into directly with the client.

Signature: \_\_\_\_\_  
Matt Miles, Chief Financial Officer, MSD Lawrence Township

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

Catering Company: \_\_\_\_\_

Authorized Signer (Printed): \_\_\_\_\_

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

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