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RFQ No.: MCC-2025-001

Issue Date: October 31, 2025

Proposal Due Date: November 12, 2025

Contact: Tammy Nix

Email: tammynix@montgomerycountyal.gov

Phone: (334) 832- 1204

I. INTRODUCTION

The Montgomery County Commission is seeking proposals from qualified and experienced caterers to provide food and beverage services for the County's Employee Appreciation Luncheon. The event will recognize and celebrate County employees and will be held at First Baptist Church, 305 S. Perry Street on December 11, 2025.

II. SCOPE OF SERVICES

The selected caterer will provide a buffet-style meal for approximately 700 attendees, including setup, service, takedown, and preparation of take-out plates. The service must be professional, efficient, and compliant with all applicable health and safety standards.

Menu Requirements:

Vendors are encouraged to propose a non-traditional menu offering creative yet approachable options that meet the following requirements:

- Two Meat Options (no processed food) – e.g., grilled chicken breast, or roasted pork loin,
- Two Vegetable Sides – e.g., roasted sweet potatoes, seasoned green beans, sautéed mixed vegetables, or garden salad
- Dessert – e.g., banana pudding, peach cobbler, or assorted cakes
- Beverages – freshly brewed sweet and unsweet tea, and water

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III. SERVICE REQUIREMENTS

- Full buffet-style setup and two staffed serving lines
- Disposable or compostable tableware (plates, cups, napkins, utensils)
- On-site management and service during the event
- Cleanup and breakdown of all serving areas
- Preparation of approximately 700 total servings, including to-go meals for 200 plus employees unable to attend
- Event staffing adequate to maintain service flow between 11:00 a.m. and 1:00 p.m.

IV. BUDGET

The total cost for all food, beverages, setup, staffing, and cleanup must not exceed \$15,000.

V. VENDOR QUALIFICATIONS

Each bidder must demonstrate the capacity to perform catering services for events of similar size and scope. Proposals must include:

1. Experience and References – At least three (3) events within the past two years serving 400 or more guests.
2. Health & Safety Compliance – Copies of the last three (3) health inspection reports or scores (two must be 95 or higher and none below 90) and a current health permit.
3. Licenses – Current City of Montgomery and County business licenses preferred (or written explanation if exempt).
4. Food Safety Certification – Current ServSafe or equivalent certification.
5. Insurance – General Liability: \$500,000 minimum per occurrence for bodily injury and property damage; Workers' Compensation: statutory coverage or \$500,000 per occurrence.

VI. VENDOR REQUIREMENTS

- Provide all necessary serving equipment, table coverings, and beverage stations.
- Staff and maintain two buffet lines continuously from 11:00 a.m.–1:00 p.m.
- Provide take-out meals ready for pickup by 10:45 a.m. the day of the luncheon.
- Clearly label meat selections and departments on carry-out packaging.
- Transfer all leftover food to disposable pans provided by the vendor; no leftovers may be removed from the premises.

VII. PROPOSAL SUBMISSION

Submit one (1) original and one (1) copy of your proposal no later than November 12, 2025, before 5:00 p.m. to:

Montgomery County Commission
Attn: Tammy Nix– Annex III
101 S. Lawrence Street
Montgomery, AL 36104

Late submissions will not be considered.

VIII. EVALUATION CRITERIA

Proposals will be evaluated on:

- Quality, creativity, and compliance of menu proposal
- Experience and past performance
- Cost and adherence to budget
- Compliance with insurance and licensing requirements
- Professional presentation and service plan

IX. TERMS AND CONDITIONS

- Respondents must hold valid City and County business licenses at submission (unless exempt).
- Montgomery County reserves the right to reject any or all proposals and to award the contract in its best interest.
- The successful vendor must participate in the E-Verify program and comply with all applicable federal, state, and local laws, including the Alabama Bid Law.

Authorized Representative (Vendor)

Date

Authorized Representative (County)

Date