



American Public Transportation Association

1300 I Street NW
Suite 1200 East
Washington, D.C. 20005

The American Public Transportation Association (APTA) members serve the public interest by providing safe, efficient and economical transit services, and by improving services to meet national energy, safety, environmental, and financial concerns. Ninety-five percent of those using public transit in the U.S. are carried by APTA members.

APTA is a trade association, and its membership totals more than 1500 member organizations that includes motor bus, transit and commuter rail systems, as well as organizations responsible for planning, designing, constructing, financing, and operating transit systems. APTA members also include business organizations which supply products and services to the transit industry, academic institutions, and public interest groups.

Statement of Purpose

The American Public Transportation Association (APTA) is issuing a Request for Proposal to identify catering services for various events on a monthly basis. The catering vendor must be qualified to cater small, medium and large events with a variety of quality food, presented in a professional manner, and supply the excellent service at a reasonable price.

Scope of Work

To provide professional catering for Association events based on client needs. The caterer will need to be able to provide both continental and hot breakfast at an early hour. They will need to be able to provide simple sandwiches and salads as well as hot or room temperature dishes for lunch. The caterer must be able to provide on occasion, meals for staff appreciation lunches, receptions and/or dinners. The caterer is expected to have a liquor

license to sell and provide alcoholic drinks, and a licensed wait staff who can serve alcohol. The caterer is expected to provide furniture such as high table-tops, chairs, buffet tables, tablecloths, table decorations, serving dishes and utensils, when needed. Caterer is expected to provide professional wait staff to circle the room with hor'deurvers, as needed, for receptions, etc. and/or serve plated luncheons and dinners. The caterer is expected to provide staff to set up food as well as breakdown the food and clean up after events, as needed. The caterer must be able to provide same day service within reason. i.e., providing lunch for 10 to 20 when ordered on the same day.

Outcome and Performance Standards

Caterer must be able to receive orders either online, via email or over the phone. They will also be expected to deliver the food directly to APTA offices on either the 11th or 12th floor. The caterer must serve the food on mostly ceramic serving dishes and sometimes disposable service dishes. In the case of ceramic dishes, the caterer is expected to pick up the dishes when the event is over. They are expected to provide food and utensils as well as condiments, plates and flatware, as needed. We will need a copy of your special event liability insurance and caterer liquor liability coverage.

Term of Contract

The contract is for one year with the option to extend for an additional two years.

Contractual Terms and Conditions

[include APTA's standard terms and conditions as an attachment]

Requirements for Proposal Preparation

Caterer/Vendor is expected to submit a proposal detailing typical cost of food, utensils, furniture, etc, for small, medium and large events.

- Menu
- General pricing
- Discounts and Specials
- Loyalty incentives

Evaluation and Award Process

APTA will review proposals based on cost effectiveness and the best value for APTA.

Process Schedule

Proposal must be received by December 13, 2019 by sending proposals via email to DWilliams@apta.com. No paper submissions will be accepted. APTA will award on or about January 31, 2020.

Point of Contact

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