



LINC Request for Proposals for Food Services

About LINC community revitalization inc.

LINC community revitalization, inc. is a nonprofit neighborhood revitalization organization based in Grand Rapids, Michigan. LINC is committed to strengthening people, places and linkages to holistically revitalize neighborhoods in Kent County. In pursuit of wide-spread social change LINC is revitalizing neighborhoods through authentic engagement, stimulating economic development, expanding housing opportunities, creating affordable housing, and developing leadership and capacity to residents and grass-root organizations. This work is only possible through strategic partnerships, collaboration and alignment of resources on local, state and national levels.

The following programs and initiatives shed light on the collective impact resulting from LINC's strategic alignment. The LINC Opportunity Center seeks to build assets of individuals in the community and move 200 families out of poverty; LINC's neighborhood engagement work has involved over 3000 families and individuals in various neighborhoods on the southeast and southwest of Grand Rapids, creating unprecedented conversations and strategic planning to increase graduation rates; through LINC's Business Incubation program 8 new local businesses have opened their door, creating 40 jobs over the last four months, and LINC continues to create affordable, quality housing opportunities throughout Kent County.

LINC holds several organizational and community meetings, including LINC Up lunches, First Friday socials, an annual street fair, and community meetings. In 2012, LINC will be holding over 120 meetings.

LINC is specifically seeking food providers to be added to our list of approved vendors in order to ensure that quality food services are available at all of our community meetings.

LINC Up Lunches

LINC holds LINC Up lunches monthly to bring LINC staff and staff from local organizations together to create awareness on programs and services available through the organizations, establish relationships, and identify opportunities for partnership. These meetings convene between 20-50 people.



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First Fridays

LINC holds informal social gatherings the first Friday of the month as a way share, celebrate, partner and learn with friends and partners of LINC. These gatherings convene between 50-75 people.

Community Meetings

LINC holds several large and small community meetings to ensure the voice of the community is heard in all planning processes that impact the community. The majority of these meetings are part of the neighborhood engagement work under Believe 2 Become.

About Believe 2 Become

Believe 2 Become is a collaborative partnership of people and organizations who believe in Grand Rapids students. It's about creating real opportunities for students to become the people they aspire to be. A network of support includes summer enrichment and after-school experiences for students, workshops and mentoring for parents, and positive recognition for achievement—all directed by residents who live, work and learn in four central-city neighborhoods.

LINC community revitalization heads up Neighborhood Engagement for Believe 2 Become and hosts the organizational and community meetings. The community meetings are hosted in public schools and other designated facilities. Services are needed for approximately 104 large and small meetings, per Meeting Schedule below.

- a) Large community meetings – take place on Thursdays and are typically held between 5:30-8:30 pm. These meetings convene about 500 people, including children and adults.
- b) Small community meetings – will be scheduled during weekdays and are typically held between 5:30-8:30pm. These meetings convene between 30-75 people, including children and adults.

Scope of Work: LINC is seeking a qualified provider(s) for food. The provider(s) will serve families during large and small community meetings. The provider(s) must be able to work in fast paced environment and with diverse groups of people, and have demonstrated bilingual capacity (English/Spanish).



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The provider must demonstrate ability to provide services as follows:

- Be at the site with enough anticipation to set up and be ready to serve food on time (at least 45 minutes prior to the designated time)
- Provide labor, cooking equipment and sanitation
- Manage food production
- Provide enough food to adequately feed up to 500 people for large meetings and up to 50 people for small meetings
- Provide serving materials for all food items served and ensure that all food service personnel is adequately trained in food safety, sanitation, cross contamination and food borne illnesses for the public's safety
- Clean-up of food station and or any other area used to prepare or serve food
- Provide transportation for all cooking equipment, supplies, materials related to production, execution, delivery and cleaning prior to exiting the premises
- Will provide LINC with proof of insurance clearly indicating that LINC has been added to the organization's insurance policy

The provider(s) will be prepared to offer services for 3-4 hour sessions on the times and dates contracted. Successful applicants will be guaranteed up to five community meetings, pendant upon satisfactory services provided on the first community meeting. Satisfactory services refer to delivering services according to the scope of work and requirements established in the contract for services.

Provider Requirements:

Prior to executing service contracts, the provider(s) must review and agree upon service materials and scope of work with a LINC staff.

Please check the items below:

_____ I have a tax ID number

_____ I have current applicable license(s) and certifications

_____ I have insurance covering worker's compensation and general liability

_____ I acknowledge that the above referenced items will be furnished upon request and prior to entering into a contract



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Payment structure:

Payments for contracted services will be made as follows:

- 50% upfront payment
- 50% within thirty (30) days from the date the service was provided. LINC reserves the right to withhold this final payment (partially or in full) pending upon satisfactory delivery of service and compliance with the above set forth requirements and scope of work.

Submission: This application should be submitted electronically by January 20, 2012. Questions should be answered thoroughly and limited to 250 words each. For questions about this RFP, please contact Ana Doonan by email at ana@lincrev.org.

Complete this application and e-mail it to human_resources@lincrev.org. You will receive an e-mail confirming that the application was received. **Late proposals will not be accepted.**

Timeline:

RFPs due to LINC by January 20, 2012.

Successful applicant(s) will be notified by January 27, 2012. Round I applicants will be invited to an interview on February 1-2, 2012 between 2-5 p.m. at LINC.

Contract(s) will be signed by February 10, 2012.

RFP Required Information

Contact Information

Name:

Street address:

Phone number:

E-mail address:



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In 250 words or less please answer the following questions:

1. Describe your experience providing food services for similar events.
2. What precautions will you have in place to ensure food safety and timely delivery?
3. State your fee schedule and/or cost per meeting:

# of people to be served	Cost per person	Total cost
	\$	\$

4. Provide at least three references of similar work previously completed.