

SUMMARY STATEMENT

ITEM NO.: DRPA-16-121	SUBJECT: Food Service Contract for One Port Center
COMMITTEE:	Operations and Maintenance
COMMITTEE MEETING DATE:	November 1, 2016
BOARD ACTION DATE:	November 16, 2016

PROPOSAL: That the Board authorizes staff to enter into a contract with Andreotti’s Catering to provide food service at the café located within One Port Center. The term of the contract will be thirty six (36) months from the notice to proceed, which term shall begin at the scheduled current vendor’s end date of 12/31/2016 or sooner if necessary. The contract shall also contain an option exercisable by DRPA for an additional twenty-four (24) months. The vendor will pay DRPA 5% of daily gross revenue or \$50.00 for each day the café is open, whichever is greater. The vendor shall also pay utility costs and equipment maintenance consistent with its proposal in response to the RFP.

PURPOSE: To provide an on-site cafeteria services for Authority staff, tenants and visitors for the convenience of purchasing breakfast, lunch and snack items within the confines of One Port Center.

BACKGROUND: A Request for Proposal was issued and publicly advertised on April 12, 2016. A mandatory pre-proposal meeting was held on Monday, May 16, 2016 and a mandatory On-Site Inspection was immediately held following the pre-proposal meeting. In addition to Andreotti’s Catering, proposals were received from the following companies.

Aunt Berta’s Kitchen
Market Street Pizzeria
Vitarelli’s Catering

Andreotti Catering is located at 1601 Chapel Avenue West, in Cherry Hill, NJ. and has been a family owned and operated business for over 30 years. They currently service the Battleship New Jersey, PRA-Health Sciences, Will Work 4 Food Catering and Trinity Church, and the Collingswood Grand Ballroom, the Moorestown Community House, U-Penn Department of Engineering and King’s Grant Community Center as a preferred vendor. Andreotti caters over 700 events per year.

A committee of staff has completed a detail review and evaluation of the proposals. Based upon the proposals submitted, staff determined that Andreotti’s Catering would provide the level of service required by DRPA.

SUMMARY:	Amount:	N/A
	Source of Funds:	N/A
	Capital Project #:	N/A
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	Three (3) years with Twenty Four (24) month option.
	Other Parties Involved:	N/A

DRPA-16-121
Operations & Maintenance Committee: November 1, 2016
Board Date: November 16, 2016
Food Service Contract for One Port Center

RESOLUTION

RESOLVED: That the Board authorizes staff to enter into a contract with Andreotti's Catering to provide food service at the café located within One Port Center. The term of the contract will be thirty six (36) months from the notice to proceed, which term shall begin at the scheduled current vendor's end date of 12/31/2016 or sooner if necessary. The contract shall also contain an option exercisable by DRPA for an additional twenty-four (24) months. The vendor will pay DRPA 5% of daily gross revenue or \$50.00 for each day the café is open, whichever is greater. The vendor shall also pay utility costs and equipment maintenance consistent with its proposal in response to the RFP.

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document (s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

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