

Request for Proposal

Food Services Partner

Pittsburgh Theological Seminary



**PITTSBURGH
THEOLOGICAL
SEMINARY**

About Pittsburgh Theological Seminary

History	<p>Pittsburgh Theological Seminary was founded in 1794 as a graduate theological school of the Presbyterian Church (U.S.A.) Since 1959, the Seminary has been located on a 10-acre campus in the East Liberty/Highland Park section of the city of Pittsburgh.</p>
Programs	<p>The Seminary offers master's and doctor of ministry degrees as well as certificate programs in areas such as innovative ministry, faith, work and the common good, missional leadership and urban ministry. The Seminary's master's degrees and certificate programs are offered through a hybrid format, with courses in person and online.</p>
Student Body	<p>The Seminary annually enrolls 236 students.</p> <p>The Doctor of Ministry (DMin) program accounts for half of these students. The DMin program meets in January and June and brings approximately 100 students to campus throughout the month.</p> <p>Of the remaining students, approximately 30 students are likely to eat lunch on campus each week.</p> <p>Hybrid gatherings, held 4 times a year, bring approximately 75 – 100 students to campus.</p> <p>The campus also houses non-PTS students who have cafeteria access.</p> <p>The student body is 53% female and 47% male, with a median age of 41 in the master's program and 54 in the DMin program.</p>
Employees	<p>The Seminary has 80 employees. Seminary employees work a hybrid schedule, between the hours of 8:30am-4:30pm, working from home on Mondays and Fridays, and only a half day on Friday during the summer. There is a winter break from mid-December until the first week of January, and many staff take vacation during the summer months of June through mid-August.</p>
Campus Life	<p>The Seminary's academic year is from August until June. This is the time period when most activity takes places on campus. The Seminary also hosts high school students during the month of July for programming. Big events for the Seminary including Alumni Days (April), Commencement (May), Board meetings (May, November), community lectures (throughout the year), and conferences (August.)</p>
Strategic Focus	<p>The Seminary recently adopted a new strategic plan (PTS 2030) and affirmed a direction of reaching more people, expanding our partnerships, and cementing our place in the East Liberty neighborhood in support of our mission of forming students for ministry. Through this strategic plan, we</p>

continue to seek to be a neighborhood seminary that works as One, Effective, Accredited, and Engaged organization.

Hospitality/Food For the Seminary community, hospitality and sharing of food are acts of welcome, love, and belonging. The table is more than a place to eat—it is where relationships are formed, barriers are broken, and people experience care and inclusion.

Because food is central to our identity, we seek a vendor who will use this space to reflect our theology of neighbor, our understanding of Christian hospitality at PTS, and our belief that the table—and the food we share around it—is a formative element of life at PTS.

Reason for RFP The contract for our current food vendor has ended.

For more information about PTS, visit: www.pts.edu.

Scope of Services Requested from Vendor

The Seminary seeks a vendor to provide meal and catering services to the Seminary community within the following scope:

Primary needs:

1. Lunch service
Weekly (11:30pm – 1:30pm)
 - Full-service lunches on Tuesday, Wednesday, & Thursday
 - Light lunches on Monday & Friday

(Note: Lunch service does not have to be provided over holiday breaks.)

Average number of meals per day: 20-30

Lunch service needs:

- Rotating selection of food items
- Meals address varying dietary needs such as non-dairy, vegetarian, vegan, pescatarian
- Meals are sensitive to varying cultural backgrounds & food varieties
- Opportunities to package left-over food to utilize for students accessing the library in the evening

There is a self-serve soup & salad bar that can be utilized by the vendor.

Vendor will be asked to submit a sample monthly menu along with proposal.

2. Catering services

The selected vendor will be given first priority for any catering needs for on-campus events including:

- Occasional on campus meetings	10 -15 people
- Monthly employee breakfasts	60 people
- Monthly community lunches	Up to 130 people
- Hybrid gatherings (4 times a year)	80 -100 people
- Board dinners (2-3 times a years)	80 -100 people
- DMin intensives (2 times a year)	80 people
- Lectures & conferences (3 – 4 times a years)	50 - 100 people
- Alumni gatherings	125 -130 people
- Commencement (every May)	Varies per event

Vendor will be asked to submit a catering menu along with proposal.

Secondary needs:

3. Breakfast service

Weekly (Monday – Friday, 7:30am – 9:30am)

- Continental breakfast and/or breakfast sandwiches grab & go style
- Coffee service

(Note: Breakfast service does not have to be provided over holiday breaks.)

Average number of breakfast meals per day: 15-20

4. Dish Washing services (as needed)

The seminary has dishes and silverware that are used occasionally. The seminary would include a fee per service into the vendor’s contract if vendor was amenable to this service.

Vendor Responsibilities

Vendors will be responsible for all kitchen-related liabilities including licensing, inspections, insurance, utilities, pest control, cleaning, etc.

Vendors are responsible for removing all kitchen waste on a daily basis. The Seminary will provide and maintain a non-exclusive dumpster for kitchen and dining room use, which is serviced and emptied every Monday, Wednesday, and Friday.

PTS Services Provided

The Seminary will provide the use of its commercial kitchen to vendor and the following appliances contained therewithin.

Vendors are free to use the Seminary's kitchen as a preparation space for their own commercial interests beyond the Seminary. The Seminary does not plan on imposing restrictions on when the vendor can access the space. A separate entrance is available for the vendor to enter the kitchen after business hours of the Seminary.

Requested Responses

The RFP process is designed to allow the Seminary to fairly evaluate possible kitchen use partners. Please provide responses to the following questions by using the recommended template.

1. Describe your business:
 - Name and type of business
 - What services does your business provide, including the type of food you serve
 - Describe ownership structure (include any parent, affiliated or subsidiary businesses, and any business partners)
 - Years in operation
 - Key people - please include relevant professional background of key people.
 - Please provide website and social media links as well as any reviews you wish to share.
2. Certifications/Disclosures
 - Please include your food service certifications (required: Serv Safe)
 - Disclose whether you have had any health department violations within the past ten years
 - Disclose whether, within the last five years, your organization or an officer or principal has been involved in any business litigation or other legal proceedings. If so, please provide an explanation and indicate the current status or disposition.
3. What experience does your business have working with institutions of higher education?
4. Why do you want to partner with Pittsburgh Theological Seminary? How do you see yourself interacting with the Seminary community?
5. How would you go about providing the required lunch meals for the Seminary community?
6. How would you approach a catering event at the Seminary?
7. How would you approach sharing the kitchen space with other selected vendors or members of the Seminary staff and faculty?
8. How would you use the kitchen beyond provision of the required lunch meals and Seminary catered events?
9. What is your vision for the way your food can build community? Where have you seen your food build community in the past?
10. What ambitions do you have for your business for the future?

Additional Information:

1. Completed proposals may be submitted via email, US mail, or delivered in person (with appointment). The preferred method is email. It is your responsibility to verify delivery, as

- we are not responsible for lost or undeliverable items.
2. We prefer that the document be in machine readable format using Adobe Portable Document format (PDF), or Microsoft Word document.
 3. The vendor's proposal shall be signed by an officer who is authorized to make such commitments.
 4. Any or all of the RFP will be considered a business offer. We reserve the right to use the response in any contract.
 5. PTS is a 501c(3) tax exempt higher education institution, and as such is not required to pay taxes of any kind and assumes no such liability as a result of this RFP.
 6. Vendors may withdraw a proposal that has been submitted at any time up to the proposal due date. To withdraw, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the due date.
 7. We reserve the right to accept or reject any or all proposals without penalty.
 8. We reserve the right to refrain from contracting with any vendor. The release of this RFP does not compel the Seminary to make a purchase.
 9. Subcontracting: The vendor must document any intent to use another vendor(s) or private individual(s) as a subcontractor(s) for any part or whole of the services they offer in response to this RFP. PTS reserves the right to approve or reject any subcontracting agent or reject quotations based on the use of subcontracted work if not in the best interest of PTS.
 10. The vendor will, at its own expense, obtain and maintain public liability insurance against personal bodily injury in the sum of not less than one million dollars (\$1,000,000) and against property damage in the amount of not less than two million dollars (\$2,000,000) with bodily injury and property damage liability insurance in the amount of not less than one million dollars (\$1,000,000) for each person for bodily liability and one million dollars (\$1,000,000) each occurrence for property damage liability to cover such liability caused by, or arising out of, activities of the vendor and its agents, and/or employees while in engaged in preparing for the services, or such other insurance that is required by the institution, and shall furnish to PTS certificates of insurance evidencing that such insurance has been procured prior to commencement of such work.

RFP Evaluation Criteria

1. Completeness of responses to the RFP.
2. Technical ability and expertise of partner.
3. Interactions and correspondence with Seminary representatives.
4. Demonstrations to the Seminary
5. Financial stability of the partner.
6. Reference calls and/or recommendations.
7. The ability, capacity, and skill of the partner to provide the service required.
8. The character, integrity, reputation, judgment, experience, and efficiency of the partner.
9. The quality of performance of previous relations.

Additional Evaluation Criteria

Finalists will conduct a food tasting event and/or lunch service for the Seminary community.

Timeline for RFP process	
Due Date	Description
Friday, March 13 th	RFP sent to prospective vendors
April 14 th / 15 th / 16 th	Tours offered to prospective partners (also by appointment)
Monday, April 20 th	Last day for prospective partners to submit questions about RFP
Friday, April 24 th	PTS responds to questions; shares questions with all responding vendors
Friday, May 1 st	Responses to RFP due at noon
Tuesday, May 5 th	Finalists confirmed
May 12 th / 13 th / 14 th	Finalists interview, including preparing meal(s) for community
Friday, May 22 nd	Final selection made
Last week of May	Observe Commencement activities/catering needs
Third week of June	Observe DMin food service
Monday, August 3 rd	Proposed official start date
Tuesday, December 1 st	Evaluation period

RFP Contact Information

The Chief of Staff and Secretary to the Board of Directors, Ashley Steele, will be the single point of contact for questions about this request for proposal. Questions should be submitted via email to asteele@pts.edu. This is our preferred communication method. For all other questions, Ashley Steele can be contacted via office phone at (412) 924-1367 or cell phone at (412) 848-9835.

Site visits by appointment only. The Seminary is located at 616 North Highland Avenue, Pittsburgh, PA 15206.

ATTACHMENTS:

Kitchen Equipment

Label	Appliance	Brand	Model	Size	Notes
1	Gas Range, 4 burner	Garland	G-series	33.5" wide	
2	Gas Grill top	Char-Glo		36" wide	
3	Double Convection Oven	Southbend (Middleby) Vulcan	Model No. PCG140S/SD (1206965)		
			Platinum, Gas 70,000 BTU's		
			Standard Depth, Standard Controls, Dependent		
4	Steamer	Vulcan	C25EA5		
5	Tilt skillet	Cleveland		45" wide	
6	Deep fat fryer	Frymaster	Filter Magic 2	FM145ESC	
7	Holding cabinet	Winston	CVAP Double stack		
8	Deli slicer	Hobart			Countertop
9	Ice machine	Hoshizaki	America		
10	Coffee maker	Bunn	ICB-TWIN		
11	Dishwasher	Jackson	Tempstar MB		
12	Walk in freezer	Harford	Duracool	15.5'x7'	
13	Walk in refrigerator	Harford	Duracool	11'x11'	
14	Stand mixer	Hobart	A200T	20 quart	Countertop
15	Gas Flat top	Garland		35" wide	2 burner
16	Kitchen Supplies/Dishware/Glasses				

Kitchen Square Footage

Room	Dimensions (ft)	Sq footage
Office [A]	7.5x11.5	86.25
Dish pit [B]	10.5x19	199.5
Mop room [C]	6x4	24
Servery [D]	36.5x23	839.5
Dry Storage	18x19.5	351
Refrigerator	11x11	121
Freezer	15.5x7	

Loading dock



