



Request for Quote for 2024 OTS Catering Services_01-24_GY

Date of Release: January 12, 2024

Table of Contents

1. General Information	2
1.1. Request for Quote (RFQ) Objective	2
1.2. ERCOT Background	2
1.3. Administrative Information	2
2. Information and Requirements	4
2.1. Catering Requirements	4
2.2. General Information	6
2.3. General Requirements	7
3. Appendices	8
3.1. Appendix A – Request for Quote Pricing Sheet	8
3.2. Appendix B – Detailed Cost Proposal Spreadsheet	9

1. General Information

1.1. Request for Quote (RFQ) Objective

The purpose of this Request for Quote (RFQ) is to invite suppliers to submit quotes for the procurement of catering services for the 2024 Operator Training Seminar (OTS).

1.2. ERCOT Background

1.2.1. Overview of Electric Reliability Council of Texas, Inc. (ERCOT)

The Electric Reliability Council of Texas (ERCOT) manages the flow of electric power to more than 26 million Texas customers -- representing about 90 percent of the state's electric load. As the independent system operator for the region, ERCOT schedules power on an electric grid that connects more than 52,700 miles of transmission lines and 1,100 generation units, including Private Use Networks. It also performs financial settlement for the competitive wholesale bulk-power market and administers retail switching for 8 million premises in competitive choice areas. ERCOT is a membership-based 501(c)(4) nonprofit corporation, governed by a board of directors and subject to oversight by the Public Utility Commission of Texas and the Texas Legislature. Its members include consumers, cooperatives, generators, power marketers, retail electric providers, investor-owned electric utilities, transmission and distribution providers and municipally owned electric utilities.

1.3. Administrative Information

1.3.1. How Respond to This RFQ

Responses to this solicitation will be in the form of a quote according to the format described in this RFQ.

The title of this RFQ is: 2024 OTS Catering Services_01-24_GY.
The Quote Deadline is: 2/2/2024.

1.3.2. ERCOT Point of Contact

The sole point of contact for inquiries concerning this RFQ is:

Gates Yager
2705 West Lake Drive
Taylor, Texas 76574
Gates.yager@ercot.com

1.3.3. How to Deliver the Quote

All quotes must be emailed to the ERCOT Point of Contact at:
Gates.yager@ercot.com.

1.3.4. Key Activities and Dates

Key activities and tentative dates for this RFQ are presented below:

Procurement Timeline	
RFQ Release	January 12, 2024
Optional Notice of Intent to Propose Due	January 17, 2024
Vendor Questions Due	January 19, 2024
Response to Vendor Questions Sent	January 24, 2024
Quote Deadline	February 2, 2024
Respondent Selected	TBD

2. Information and Requirements

2.1. Catering Requirements

2.1.1. Awarded supplier shall supply catering services for training dates as follows:

Operator Training Seminar		
Session #	Start Date	End date
1	March 18, 2024	March 21, 2024
2	March 25, 2024	March 28, 2024
3	April 1, 2024	April 4, 2024
4	April 8, 2024	April 11, 2024
5	April 15, 2024	April 18, 2024
6	April 22, 2024	April 25, 2024

2.1.2. Attendance

- (A) First two days of each session - approximately 112 attendees (+/- 20 attendees)
- (B) Last two days of each session – approximately 80 attendees (+/- 20 attendees)

2.1.3. Catering/training will be held in Taylor, TX

2.1.4. Cleanup shall be done at the end of each session, ending between 4:30-5:00 p.m., approximately.

2.1.5. Each session shall consist of:

(A) Day 1 – Service in one (1) building

- **Afternoon snacks** (out by 1 pm and replenished at 2:30 pm)

(B) Day 2 – Service in one (1) building

- **Breakfast** (coffee out by 7:30, serving meal by 8 am/end at 9 am)
- **Morning snacks** (out at 9 am)
- **Lunch** (serving by noon/end at 1 pm)
- **Afternoon snacks** (out after lunch and replenished at 2:30 pm)

(C) Day 3 – Service in one (1) building

- **Breakfast** (coffee out by 7:30, serving meal by 8 am/end at 9 am)
- **Morning snacks** (out at 9 am)
- **Lunch** (serving by noon/end at 1 pm)
- **Afternoon snacks** (out after lunch and replenished at 2:30 pm)

(D) Day 4 – Service in one (1) building

- **Breakfast** (coffee out by 7:30, serving meal by 8 am/end at 9 am)
- **Morning snacks** (out at 9 am)

2.1.6. Vendor to provide high quality of food served. All food must be fresh and within the expiration date with no moldy, bruised, or unripe produce.

2.1.7. Breakfast shall be served from 8:00 am to 9:00 am and shall include:

(A) Beverages

- Juice(s)
- Coffee (regular/decaf)– including creamer and assorted sweeteners
- Bottled water
- Assorted canned sodas

(B) Hot foods (such as eggs, bacon, sausage, biscuits, etc.)

(C) Finger foods (such as pastries, bagels, fruit, etc.)

(D) Must provide a protein option for vegetarians

(E) Must be able to provide a gluten-free meal and sides if requested

(F) Variation from day to day for each session

2.1.8. Morning Snacks and drinks shall be set out no later than 9:00 am and include:

(A) Assorted canned sodas

(B) Bottled water

(C) Coffee (regular/decaf) – including creamer and assorted sweeteners

(D) Food (such as pastries, muffins, fruit, granola bars, assorted snack mixes, cookies, etc.)

2.1.9. Lunch shall be served from 12:00 pm to 1:00 pm and shall include:

(A) Hot food entrée

(B) At least one hot side item

(C) Beverages, to include canned sodas, bottled water, and iced tea.

(D) Vegetarian entrée option and at least one vegetarian side (total vegetarian meal count will be provided prior to each session)

(E) Must be able to provide a gluten-free meal and sides if requested

2.1.10. Afternoon snacks and drinks shall be set out immediately following lunch, shall be replenished by 2:00 pm and shall include:

- (A) Assorted canned sodas
- (B) Bottled water
- (C) Coffee (regular/decaf) – Including creamer and assorted sweeteners
- (D) Iced tea and assorted sweeteners
- (E) Food (such as granola bars, brownies, cookies, assorted snack mixes, etc.)

2.1.11. Respondents are to provide tiered pricing for 112 attendees/session and 80 attendees/session including the following information:

- (A) Food/beverages as specified above
- (B) Serving/disposable items such as plates, cups, utensils, napkins, etc.
- (C) Attendees to serve meals for breakfast, lunch, and to replenish snacks/drinks
- (D) All setup/cleanup activities

2.2. General Information

1. ERCOT reserves the right to amend this RFQ at any time prior to the specified due date for quotes (“Quote Deadline”).
2. At any time prior to the Quote Deadline, a Respondent may withdraw its submitted quote by submitting an email with a signed request for withdrawal to the ERCOT RFQ Contact.
3. ERCOT reserves the right to reject any quote, to reject all quotes, to accept any portion of a quote, or to accept all quotes if deemed in the best interest of ERCOT to do so. ERCOT also reserves the right to accept informalities and minor irregularities in quotes received.
4. ERCOT reserves the right to cancel this Request for Quote at any time, without penalty.
5. All Respondents submitting quotes shall keep their quotes open for acceptance by ERCOT for a period of 120 days, unless otherwise noted.
6. All materials submitted regarding this RFQ become the property of ERCOT and will only be returned to the Respondent at ERCOT’s option.
7. Any restrictions on the disclosure or use of data and materials contained within a quote must be clearly stated in the quote itself with the indication of enclosed proprietary information as stated in this paragraph. If proprietary information is submitted, it must be placed in a separate, sealed envelope with the following information clearly and conspicuously marked: “Proprietary Information Enclosed” RFQ Name, Quote Deadline.
8. No oral or written statements made by ERCOT personnel shall be considered addenda to this RFQ unless the statement is confirmed in writing and identified as a written addendum to this RFQ by the ERCOT Procurement RFQ Contact Person.
9. ERCOT reserves the right to seek quote clarification from any Respondent to assist in making decisions.
10. All quotes submitted shall contain enough detail to allow for ERCOT evaluation. Vague or incomplete quotes may be rejected.

11. Respondents shall not contact any ERCOT agent, employee, officer, or director (except for the ERCOT RFQ Contact) regarding this RFQ or related services. Violators of this rule may be disqualified.
12. News releases pertaining to this procurement, or any part of the subject shall not be made without prior written approval of an authorized ERCOT employee.
13. Respondents may not use the ERCOT name, logo, or any other reference to ERCOT, outside of this quote, without prior written approval by an authorized ERCOT employee.
14. ERCOT shall not be liable for any cost incurred by Respondents prior to completion of a fully signed agreement or issuance of a purchase order. Any cost incurred by Respondent in the preparation of the quote will be borne by the Respondent.
15. ERCOT will evaluate quotes and consider cost, reliability, quality of service, and other factors. Contracts/Purchase Order(s) will be awarded to the Respondent whose final quote will be the most advantageous to ERCOT. Due to the evaluation procedure for the Request for Quote, lowest dollar price MAY or MAY NOT indicate the successful awardee. Price constitutes only one of several evaluation criteria.
16. Complete payment by ERCOT will be made ONLY after specifications are met and services are accepted by ERCOT. Alternate payment quotes will be reviewed and evaluated by the ERCOT Procurement Department and Accounts Payable Department.
17. A Respondent may submit any additional information or data not requested in this RFQ (which the Respondent believes should be considered in the evaluation of a response) by including in its quote a separate section entitled "Additional RFQ Bid/Quote Information."
18. Upon review and approval of the evaluation committee's recommendation for award, the ERCOT Contact will issue a "Notice of Proposed Award" to a Respondent. All other Respondents may be notified that an award has been made, but ERCOT does not commit to giving specific feedback to individual Respondents.

2.3. General Requirements

1. Except for current ERCOT suppliers who have an active Professional Services Agreement with ERCOT, all Respondents must complete the following documents located at www.ercot.com/about/procurement
 - a. Nondisclosure Statement
 - b. IRS W9
 - c. Supplier (Respondent) Information Form
2. Before entering into a contract with ERCOT, Respondent must become a qualified Respondent. The qualification process may require that Respondent provide information demonstrating Respondent's financial and commercial viability. In the event Respondent's staff requires unescorted access to ERCOT facilities, they will be required to undergo identity verification, a background check including a criminal history report, and drug testing.
3. Respondent agrees to accept the ERCOT terms and conditions.
4. This RFQ may contain information that is confidential and proprietary. Respondent may not use the information contained herein for any purposes other than the preparation of a response to this RFQ. Confidential or proprietary information provided by Respondent (and marked as such in

accordance with the rules of this RFQ) will be handled as confidential by ERCOT and all project team members assisting in the evaluation process.

3. Appendices

3.1. Appendix A – Request for Quote Pricing Sheet

Quantities of anticipated attendees per day*

Day	Breakfast	Morning Snack	Lunch	Afternoon Snack
Day 1				112
Day 2	112	112	112	112
Day 3	80	80	80	80
Day 4	80	80		
Total per session	272	272	192	304

*Each day will have a 20+/- of attendees

Day	Cost
Day 1	
Day 2	
Day 3	
Day 4	

Additional Beverages	Cost
Soda (per can)	
Bottled Water (per Bottle)	
Coffee	
Juice	

***The information in Appendix A is for one session. There will be a total of six sessions.**

3.2. Appendix B – Detailed Cost Proposal Spreadsheet

Event	Date	Anticipated # of Attendees	Breakfast	Morning Snacks	Lunch	Afternoon Snacks	Total
Session 1	Monday, March 18, 2024	112				\$	
	Tuesday, March 19, 2024	112	\$	\$	\$	\$	
	Wednesday, March 20, 2024	80	\$	\$	\$	\$	
	Thursday, March 21, 2024	80	\$	\$			
							\$0.00
Session 2	Monday, March 25, 2024	112				\$	
	Tuesday, March 26, 2024	112	\$	\$	\$	\$	
	Wednesday, March 27, 2024	80	\$	\$	\$	\$	
	Thursday, March 28, 2024	80	\$	\$			
							\$0.00
Session 3	Monday, April 1, 2024	112				\$	
	Tuesday, April 2, 2024	112	\$	\$	\$	\$	
	Wednesday, April 3, 2024	80	\$	\$	\$	\$	
	Thursday, April 4, 2024	80	\$	\$			
							\$0.00
Session 4	Monday, April 8, 2024	112				\$	
	Tuesday, April 9, 2024	112	\$	\$	\$	\$	
	Wednesday, April 10, 2024	80	\$	\$	\$	\$	
	Thursday, April 11, 2024	80	\$	\$			
							\$0.00
Session 5	Monday, April 15, 2024	112				\$	
	Tuesday, April 16, 2024	112	\$	\$	\$	\$	
	Wednesday, April 17, 2024	80	\$	\$	\$	\$	
	Thursday, April 18, 2024	80	\$	\$			
							\$0.00

Session 6	Monday, April 22, 2024	112				\$	
	Tuesday, April 23, 2024	112	\$	\$	\$	\$	
	Wednesday, April 24, 2024	80	\$	\$	\$	\$	
	Thursday, April 25, 2024	80	\$	\$			
							\$0.00
*each day will have a 20+/- of attendees							Total \$0.00

THIS IS NOT AN ORDER