



City of Killeen

Purchasing

Lorianne Luciano, Director of Procurement

802 N 2nd St, Killeen, TX 76541

[LET US DO THE COOKING] RESPONSE DOCUMENT REPORT

RFP No. 25-10

Killeen Civic and Conference Center Mixed Beverage Service

RESPONSE DEADLINE: January 22, 2025 at 2:00 pm

Report Generated: Wednesday, January 22, 2025

Let Us Do The Cooking Response

CONTACT INFORMATION

Company:

Let Us Do The Cooking

Email:

meredith@letusdothecooking.com

Contact:

Meredith Viguers

Address:

111 S Main St
Nolanville, TX 76559

Phone:

N/A

Website:

www.letusdothecooking.com

Submission Date:

Jan 10, 2025 1:35 PM (Central Time)

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. Conflict of Interest Questionnaire (Form CIQ)*

Please download the below documents, complete, and upload.

- [Conflict of Interest Questi...](#)

2025-01-10_13-16.pdf

2. References*

Bidders shall submit at least three (3) businesses as references of the proposed item, with addresses, telephone numbers and contact persons.

Please download the below documents, complete, and upload.

- [References.pdf](#)

References_RFP.pdf

3. Certificate of Interested Parties (Form 1295)*

If awarded, vendor must submit the Certificate of Interested Parties Form 1295 online.

Texas Government Code Section 2252.908 requires that parties contracting with governmental entities submit a disclosure of interested parties form for contracts entered into after January 1, 2016. Successful bidders shall electronically submit the form at the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and provide the City with a certified copy prior to Council approval of the award.

Please confirm that you shall file the Certificate of Interested Parties (Form 1295) if awarded the contract.

Confirmed

4. Acknowledgement – “Boycott Israel”*

By submitting this proposal the vendor hereby verifies that it does not boycott Israel and will not boycott Israel during the term of this contract. Boycotting Israel is defined in Texas Government Code section 808.001 to mean refusing to deal with, terminating business activities with, or taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Confirmed

5. Acknowledgement – “Boycott Energy Companies”*

By submitting this proposal the vendor hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. “Boycott energy company” is defined in Texas Government Code section 809.001 to mean, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).

Confirmed

6. Acknowledgement – “Prohibition on contracts with companies that discriminate against firearm and ammunition industries”*

By submitting this proposal the vendor hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the contract against a firearm entity or firearm trade association. Discriminate against a firearm entity or a firearm trade association are defined in Texas Government Code section 2274.001 as (A) with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services; (ii) refrain from continuing an existing business relationship; (iii) terminate an existing business relationship; or (iv) otherwise express a prejudice against the entity or association; and (B) does not include the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories.

Confirmed

7. Antitrust Law Certification*

The vendor hereby certifies that neither the vendor nor the entity represented by the vendor, or anyone acting for such entity has violated the antitrust laws of the State of Texas, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, prior to the solicitation opening with any competitor or any other person engaged in such line of business.

Yes

8. Litigation Disclosure*

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

No

9. Has the owner(s) of the company been convicted of a crime within the past 10 years?*

No

10. Has the company been in bankruptcy, reorganization, or receivership in the last 5 years?*

No

11. Has the company provided continuous services as requested in this solicitation and operated in this capacity for two (2) years without interruption? *

Yes

12. Has the company been disqualified or debarred by any public agency, including the Federal Government, from participation in public contracts?*

No

13. Does any City of Killeen employee or official have any financial or other interest in your company?*

Yes

14. Can service be accomplished as specified in the specifications?*

Yes

15. When can service commence after award (number of days)?*

Immediately

16. Point of contact to resolve issues (delivery or invoice):*

Please provide the name, title, address, email, and phone number of contact.

Meredith Viguers, Owner

111 S Main St., Nolanville TX 76559

meredith@letusdothecooking.com

254-466-9121

17. Cooperative Governmental Purchasing Notice*

Other governmental entities maintain interlocal agreements with the City, may desire, but are not obligated, to purchase goods and services defined in this ITB from the successful Bidder. All purchases by governmental entities, other than the City, will be billed directly to and paid by that governmental entity. The City will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Bidder and be responsible for ensuring full compliance with the ITB specifications. Prior to other governmental entities placing orders, the City will notify the successful Bidder of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with the City.

Yes

18. Copyrighted Material*

Texas Public Information Act

Steps to Assert Information Confidential or Proprietary

All bids or proposals, data, and information submitted to the City of Killeen are subject to release under the Texas Public Information Act ("Act") unless exempt from release under the Act. You are not encouraged to submit data and/or information that you consider to be confidential or proprietary unless it is absolutely required to understand and evaluate your submission.

On each page where confidential or proprietary information appears, you must label the confidential or proprietary information. Do not label every page of your submission as confidential as there are pages (such as the certification forms and bid sheet with pricing) that are not confidential. It is recommended that each page that contains either confidential or proprietary information be printed on colored paper (such as yellow or pink paper). At a minimum the pages where the confidential information appears should be labeled and the information you consider confidential or proprietary clearly marked.

Failure to label the actual pages on which information considered confidential appears will be considered as a waiver of confidential or proprietary rights in the information.

In the event a request for public information is filed with the City which involves your submission, you will be notified by the City of the request so that you have an opportunity to present your reasons for claims of confidentiality to the Texas Attorney General.

The proposal/bid submitted to the City contains NO confidential information and may be released to the public if required under the Texas Public Information Act.

19. If your proposal contains confidential information identify where it is located.

Where in your proposal is the confidential information? Please be specific.

No response submitted

20. Does bidder maintain insurance as specified herein (see insurance requirements within the specifications and terms and conditions)?*

Answer YES or

If your answer is NO, then please describe the differences here.

Yes

21. Indicate the company's first year of business operation:*

2006

22. Insurance Broker Information*

Please provide your Insurance Broker's Name, contact name, phone number, fax number, and email address.

Chris Peter

Acrisure

1821 Walden Office Square, Suite 350

Schaumburg, IL 60173

630-392-4348

23. Are there claims that are pending against this insurance policy?*

Answer No or

If yes, please describe:

No

24. List the most recent sales that you have with other public agencies, if any, and/or other customers (up to five) regarding a said materials / project:*

We do not provide alcohol sales to any other public entity.

25. Emergency Business Service Contact Notice*

During a natural disaster, or homeland security event, there may be a need for the City of Killeen to access your business for products or services after normal business hours and/or holidays. The City may request City employee pick up or vendor delivery of product or services

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the vendor's emergency contact information remains current. City shall be contacted by E-mail with any change to a contact name or phone number of these emergency contacts. Updates may be emailed to lluciano@killeentexas.gov

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms, and conditions. The vendor shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a City of Killeen procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

Please download the below documents, complete, and upload.

- [Emergency Business Service ...](#)

Emergency_Business_Service_Contact_Notice.pdf

26. Proposal Documents*

Please Upload your COMPLETE Proposal here.

RFP_-_COK_2025.pdf

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Let Us Do The Cooking LLC

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Jonathan Viguers
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

Jonathan is a firefighter for KFD

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 [Signature]
Signature of vendor doing business with the governmental entity

1/10/25
Date

REFERENCES

Please provide three references:

Reference No. 1

Company Name _____
Address _____

Type of Business _____
Contact Person _____
Email Address _____
Telephone and Fax #'s _____
Date and Type of Service(s) Provided _____

Reference No. 2

Company Name _____
Address _____

Type of Business _____
Contact Person _____
Email Address _____
Telephone and Fax #'s _____
Date and Type of Service(s) Provided _____

Reference No. 3

Company Name _____
Address _____

Type of Business _____
Contact Person _____
Email Address _____
Telephone and Fax #'s _____
Date and Type of Service(s) Provided _____

Emergency Business Service Contact Notice

During a natural disaster, or homeland security event, there may be a need for the City of Killeen to access your business for products or services after normal business hours and/or holidays. The City may request City employee pick up or vendor delivery of product or services

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the vendor's emergency contact information remains current. City shall be contacted by E-mail with any change to a contact name or phone number of these emergency contacts. Updates may be emailed to lluciano@killeentexas.gov

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms, and conditions. The vendor shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a City of Killeen procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

The contractor shall provide the names, phone numbers and fee (pricing), if any, for an after-hour's emergency opening of the business listed below.

Business Name: _____

Contract #: _____

Description: _____

Primary Contact (Name): _____

Primary Contact Phone Numbers: Home: _____ Cell: _____

Secondary Contact (Name): _____

Secondary Contact Phone Numbers: Home: _____ Cell: _____

After Hours emergency opening fee, if applicable: \$ _____



Proposal for City of Killeen Mixed Beverage Service Killeen Civic and Conference
Center
RFP - 25-10

Let Us Do The Cooking LLC
Meredith Viguers
254-554-2665 Office
254-466-9121 Cell
[111 S Main St.](mailto:meredith@letusdothecooking.com)
[Nolanville, TX 76559](mailto:meredith@letusdothecooking.com)
meredith@letusdothecooking.com

Let Us Do The Cooking has been the standard bearer for providing excellent service in Central Texas for the last 18 years. Since our start in 2006, this has been our mission and we look forward to the opportunity to continue within the City of Killeen.

Due to the nature of our business, we have spent quite a large amount of time at the Killeen Civic and Conference Center (both as caterers and the current beverage service provider) and believe that we offer a unique perspective into the operation and opportunities available for the mixed beverage service. With a staff of over 100 employees (31 TABC certified) we have the resources and expertise to continue to provide a great service and expand on the capabilities of the beverage services.

It is our proposition that the current percentage of 60% for the City and 40% to the Vendor would remain, however we see several options to increase revenues making this a more lucrative venture for both parties. As presented in our bid in 2019 we believe

there are many ways to increase revenue. The following are just a few of the ways we can provide those additional services.

1. Table Service - charged at an hourly rate to the client depending on the number of servers requested... this would allow a client the opportunity to have a server come to their tables to take orders and deliver the beverages, as well as bus tables and keep the event spaces cleaned up without guests having to get up and clear their own beverages.

2. Glass Rentals - for more upscale events, the opportunity to have glassware for their beverages allows for a more formal feeling event. The rentals are charged per piece range from \$.75 to \$1.50 and are already owned by Let Us Do The Cooking. The City would receive 10% of the revenue for these items.

3. Simple Beverage Service - There are many events currently being held in City facilities that do not require bar service or catering but would love the option of just purchasing a beverage package (Coffee, Sodas and Water) for a meeting. We would recommend that this service be offered through the mixed beverage provider and as a result will add an additional revenue source to the facility.

4. Mobile Tap Room - Part of our services available are that we are the exclusive Franchisee for Tapville Social - Central Texas Mobile. This unique experience offers a 16 tap mobile tap room with self-pour technology creating a great customer experience through the convenience of tasting multiple product options and eliminating long wait times. This could be a great addition to the events happening at the Special Event Center and for the Rodeo.

5. Specialty Cocktail/Mocktail service and stations - allows for a Signature Drink to be created and served for events. Pricing will be determined based on ingredients. Additional signature items can include things like Mimosa or Bloody Mary stations.

In the event industry, there is no such thing as regular operating hours and therefore we would be available to serve clients at any time they are contracted to be in the facility. We would propose a 3 year contract with a 3 year renewal option. We currently carry a Liability policy that meets all requirements listed in the RFP on which the City is already listed as an additional insured due to the fact that we work in the Civic Center and have been on the preferred caterers list for the last 18 years.

Our staff has provided mixed beverage services in multiple facilities just some of which include the following:

Killeen Civic and Conference Center
Killeen Arts and Activities Center
Houston Rodeo - Houston
Temroc Ranch - Salado
Brick and Barrel - Killeen
Cultural Arts and Activities Center -
Temple Hostess House - Lampasas

Please use the following references, should you need them:

Texell Credit Union Mary Ann Nickolai 254-774-5180 mnickolai@texell.org
Brick and Barrel/ Christell's Flowers Mike or Tammy Austin 254-526-6616

Should we be successful in retaining this bid, the following can be expected for the City. A continued level of excellent service and professionalism provided for your guests at every encounter with our staff. We believe that revenues can expand by at least 10% over the prior year with the expansion of product offerings and will allow for continued growth as we see additional opportunity. We will continue to be a partner in looking for creative and innovative ways to meet client needs while increasing sales.

We sincerely appreciate your time and consideration in reviewing our bid and look forward to the opportunity to work with you on this project.

Meredith Viguers, Owner Let Us Do The Cooking