

**ESC Region 11 RFP #2020-03-2025 - Food Catering Services
Ordering Instructions**

Contact vendor of choice for a written quote. Confirm type of payment as listed below.

Note: Tips with ESC Region 11 funding is not permitted. Therefore, gratuity must be incorporated in the delivery charge.

ESC Region 11 is exempt from all applicable Federal and State Tax. Tax-exempt information will be furnished to vendor upon request.

Enter a PO to the vendor. List the date, time, # meals, etc.

* If using the "accept check at time of delivery" payment method, in the top description of PO state: check required before (date).

Attach the quote to the PO request.

Types of Vendor Payment:

Accept a PO and invoice for payment -Vendor agrees to accept a PO and invoice ESC Region 11 after services complete. (Payment within 30 days after event.)

*Accept a check at time of delivery - Vendor will accept an ESC Region 11 check for payment at time food is delivered. (Payment before event.)

* If this type of payment allow enough time to process a PO and have a check cut before event.

Vendor	% Discount	Delivery Fee	Minimum Order for Delivery	Notes	Accept check at time of delivery	Accept PO and invoice for pymt	Level of Service offered	Menu on website	Phone #	Contact Name	Contact email
Alonti Catering (Pepi Corporation)	25%	\$10	\$0			yes	full service	https://www.alonti.com/	817-537-2080	Devany Florence	dflorence@alonti.com
City Kitchen	0%	\$25	\$100			yes	full service	http://www.citykitchen.com/	817-534-9900	Scott Gerrish	sgerrish@citykitchen.com
Donut Express (SM Donuts)	0%	N/A	N/A	no delivery - pickup only	Yes	no	in-store pick up only	No	817-647-3722	Miran Park	hong1918@gmail.com
Fort Worth Catering/ Galligaskins (JH Deli)	10%	\$20	\$80	prefer email for quote		yes	full service	https://www.ftworthcatering.com/	817-810-0888	Joey Diomede	joey@fortworthcatering.com
Hobson's (H Group Ventures LLC)	0%	\$15	\$100	*also 20% service fee		yes	full service	https://hobsonscatering.com/	817-235-0564	Dustin Teems	dustin@hobsonscatering.com
Jason's Deli (Deli Management Inc) Camp Bowie	0%	\$7	\$25		yes		delivery, set-up. No monitoring/ cleanup	https://www.jasonsdeli.com/	817-738-7144		kimberly.sherman@jasonsdeli.com
Luby's #5 - Forsest Hill @ 3312 Souteast Loop 820 Luby's #8 -5901 South Hulen Street Luby's Restaurants LLC	6%	\$20	\$200	\$200 or 20 people min.	yes	NO	delivery, set-up. No monitoring/ cleanup	https://www.lubys.com/catering	#5- 817-293-0060 #8- 817-263-5858		01352@lubys.com 01982@lubys.com
Panera Bread Co.	0%	\$15 - \$25	\$50	min. & max delivery fee	Yes	NO	delivery, set-up. No monitoring/ cleanup	https://catering.panerabread.com/			
Spring Creek Catering Company	0%	\$25	\$125		NO	yes	full service	https://www.springcreekbarbeque.com	833-227-8646	Hosanna Cortez	Catering@springcreekbarbeque.com
TCP Catering (The Chicken Place, inc.)	0%	\$35	\$250	Delivery fee only on orders w/F&b less than \$500		yes	full service	https://www.tpcatering.com/	817-889-4827	Scott Vickers	scott@tpcatering.com