



Government of the Virgin Islands
of the United States

Department of Licensing and Consumer Affairs

Golden Rock Shopping Center
3000 Estate Golden Rock, Suite 9
St. Croix, VI 00820-4311
Telephone: 340.713.DLCA (3522)
Facsimile: 340.718.2754

Administrative Complex
"The Battery"
St. John, VI 00830
Telephone: 340.693.8036
Facsimile: 340.776.6989

Property & Procurement Building
8201 Sub Base, Suite 1
St. Thomas, VI 00802-5826
Telephone: 340.714.DLCA (3522)
Facsimile: 340.776.8303

Revised Scope of Services – Catering Services

DLCA Boards & Commissions Conference

The Department of Licensing and Consumer Affairs (DLCA) is seeking a qualified catering vendor to provide light breakfast and lunch services for approximately 60 attendees. The vendor shall be responsible for food preparation, delivery, setup, service, replenishment, and cleanup.

Venue: My Brother's Workshop, St. Thomas, VI

Event Time: 10:00 a.m. – 4:00 p.m.

Estimated Attendance: Approximately 60 persons

Lunch Service: 12:30 p.m.

Catering Requirements

The vendor shall provide a light breakfast upon arrival and a full buffet-style lunch. All food must be delivered, set up, and ready for service at the designated times.

Light Breakfast Menu

The light breakfast should include an assortment of breakfast pastries such as muffins, danishes, and croissants; fresh seasonal fruit; yogurt; coffee with regular and decaffeinated options; assorted teas; orange juice; bottled water; and appropriate condiments, including creamers, sugar, and sugar substitutes.

Lunch Menu – 12:30 p.m.

The buffet lunch shall include three meat/protein selections plus a separate vegan entrée. The requested menu is:

- Chicken or roasted turkey
- Fish
- Vegan entrée:
- Baked Macaroni and Cheese
- Rice
- Roasted or seasoned potatoes
- Steamed or sautéed vegetables
- Fresh garden salad with assorted dressings
- Dinner rolls
- Assorted desserts
- Assorted beverages, including bottled water and non-alcoholic beverages, and/or local juices.



"Serving Businesses and Assisting, Educating, & Protecting Consumers"

www.dlca.vi.gov

The vegan entrée must be prepared and presented separately from meat products.

Service and Supplies

The selected vendor shall provide all items necessary for complete food and beverage service, including plates, bowls where required, forks, knives, spoons, cups, napkins, serving utensils, chafing dishes, food warmers, beverage dispensers, ice, condiments, table coverings for buffet/service tables, and any other equipment or supplies necessary to properly serve approximately 60 attendees.

The vendor shall provide sufficient staff for setup, service, replenishment, maintenance of the buffet area, and cleanup. Lunch must be fully set up and ready for service promptly at 12:30 p.m.

Following meal service, the vendor shall remove all catering-related food, equipment, supplies, and waste and leave the service area clean and orderly.

Quote Requirements

The vendor's quotation shall provide an itemized cost proposal identifying the cost for the light breakfast, lunch, beverages, staffing, delivery, setup and cleanup, equipment or rentals, service charges, and any other applicable fees. The quote should also include the proposed final menu and clearly identify the vegan offering.

The quotation shall be based on an estimated attendance of 60 persons, with the final guaranteed headcount to be provided by DLCA before the event.