DISASTER CATERING SERVICES

GENERAL: Orange County is accepting proposals from vendors to provide catering services. Proposals will be accepted December 10, 2026 at 2:00 p.m.

1. Orange County's Emergency Preparedness Plan for the upcoming hurricane season includes securing catering services for employees and first responders required to stay in the Orange County in the aftermath of a disaster.

2. Vendors must understand and agree that, while Orange County will, whenever possible, provide seventy-two (72) hours' notice of intent to activate this Agreement. However, due to the unpredictable nature of emergency and disaster events, such advance notice may not always be possible. Upon notification by Orange County, the Vendor shall be prepared to mobilize and begin providing catering services at the time and location designated by Orange County. For forecasted events, the Vendor may be required to mobilize and be fully operational up to twenty-four (24) hours prior to the anticipated impact of the disaster to ensure uninterrupted meal service for emergency personnel and other designated individuals throughout the emergency or disaster. Catering services shall continue for the duration of the activation and until the Vendor is released by authorized Orange County officials. Refer to the Technical Specifications section for additional requirements. The attached bid sheet must be completed and returned to the Orange County Purchasing Department.

3. **INSURANCE REQUIREMENTS:** The successful proposal shall furnish the Orange County a certificate of insurance with limits acceptable to the Orange County manager and Orange County attorney.
   a. The certificate of insurance or a copy of insurance policies, shall be furnished to the Orange County within ten (10) days after the award of bid.
   b. The Orange County shall be named as additional insured on all policies. Should any insurance required by this contract lapse, the Contractor shall immediately cease all operations as of the time and date of such lapse and shall not resume any operations until authorized in writing by the Orange County. If the lapse period extends fifteen (15) days, the contract shall automatically terminate, and the contractor shall be in breach of this contract.

4. **INDEMNITY:** The Contractor agrees to indemnify and save harmless the Orange County and its officers, agents, and employees from any and all claims, causes or action, and damages of every kind, for injury to or death of any person and damages to property arising out or in connection with the work done by the Contractor under this contract, including acts of omissions of the Orange County or its officers, agents, or employees in connection with said Contract.

DISASTER CATERING SERVICES

5. If any further information is needed concerning this bid, please contact:

Michelle Carroll, Purchasing Agent

714 Polk Street
Orange, Texas 77630
(409) 882-7903

Email : mcarroll@co.orange.tx.us

DISASTER CATERING SERVICES
TECHNICAL SPECIFICATIONS

1. Orange County is requesting proposals from vendors to provide catering services for Orange County employees and approved support personnel in the event of a man made or natural disaster.

2. This contract shall become effective January 1, 2027, and shall remain in effect until December 31, 2027, unless terminated in accordance with the terms of this Agreement, and shall only be activated in the event of a disaster.

3. Requested services include the following:

    a. Four (4) meals per day for up to 300 or more people per day. (This is dependent on the size and complexity of the disaster/event, and could change.)
    b. Hours of service: 06:00 hrs until 20:00 hrs. Coffee and light snacks shall be available throughout the day and nighttime hours. Coffee service shall include all customary accompaniments, including coffee, creamer, sugar, sweeteners, cups, lids, stirrers, and bottled water.
    c. Contractor shall provide plates, napkins, eating utensils, cups, multi-flavored electrolyte drinks, and both sweet and unsweet tea for food service.
    d. The contractor shall provide a variety of foods for each meal. Meals to include:

        Continental Breakfast
        Lunch – Box lunches
        Dinner – Variety shall be provided
        Night Shift Meal – Box lunches
        Snacks – To provide throughout the day

    e. Contractor shall be mindful of common food allergies and dietary restrictions, including but not limited to nuts, dairy, gluten, shellfish, and vegetarian needs, and shall make reasonable efforts to provide alternative meal options upon request. Food items should be clearly labeled when possible.

    Vendors shall provide a minimum of three (3) menus for each category listed above.

4. Orange County plans to provide tables and chairs, electrical power, water, and sewer. These services are contingent upon availability; therefore, the Contractor shall have the ability to provide electrical power, cooking fuel, and water.

5. The Contractor shall provide Orange County with the number of staff that will be required to prepare meals. Orange County will attempt to provide housing and comfort stations for this staff if needed.

DISASTER CATERING SERVICES
PROPOSAL SHEET

Proposal Data:

Meal	Cost
Continental Breakfast	$
Box Lunch	$
Dinner	$
Night Shift Meal (box lunch)	$
Snacks & Drinks	$

** **Please provide available menus for each category**

Number of staff personnel to prepare meals: _____

Company Name	Street Address
Authorized Contractor Signature	Orange County State Zip Code
Authorized Contractor Printed Name	Business Telephone Number (24 hour)
Authorized Contractor Title	E-Mail

Please return all three pages of this request for proposal by email to mcarroll@co.orange.tx.us by the due date of Tuesday, December 10, 2026 at 2:00 p.m.