



Request for Proposal

Catering Service for the Corsicana & Navarro County Chamber of Commerce 100th Anniversary Gala

The Corsicana & Navarro County Chamber of Commerce is seeking bids for the 100th Anniversary Birthday Gala. **The sealed bids will be due by May 18, 2018.** Sealed Bids should be delivered to the Chamber of Commerce office located at 120 N. 12th Street, Corsicana, TX. Bids must be received in the chamber office before noon on May 18, 2018. The award date will be May 25, 2018.

Should you have questions about this request for proposal, need clarification or would like to meet and discuss the Chamber Gala Committee's expectations prior to the bid due date please contact Heather Miller at heather@milesfurniturecompany.com and/or Benji Pardee at bpardee@corsicana.org .

Bids will be awarded based on the best value/service as determined by the Gala Committee in whole or in part. Bidders may submit bids on one, several, or all items. Preference will be given to bidders that have an active membership with the Corsicana & Navarro County Chamber of Commerce but membership is not required. We will also hold a "sampling" meeting for the finalists to bring samples of their proposed meal before the final bid award is announced.

This will be a buffet meal, served through the kitchen area. The catering company is expected to oversee and adequately staff the service, including providing serving utensils and appropriate food safety items. (Gloves, potholders, towels, etc.) Catering staff should be dressed professionally in dark slacks and white tops. No jeans or t-shirts. The kitchen area should be kept clean and appropriate for service. The expectation is that service will be completed in a 40-45 minute window, so adequate staffing is crucial.

2017-18 Chamber Benefactors



Event Details

Date: Saturday, September 15, 2018

Location: IOOF Event Center
601 N 45th Street
Corsicana, TX 75110

Theme: Party of the Decades

Attendance: Approximately 500 (final count will be given 2 weeks prior to event)

Catering Service: Please bid a beef, chicken and alternative main dish that will support our theme. Salad, dessert, bread item, and sides as well as coffee, tea, water should also be included. If you choose you may also bid on a tapas, dessert, coffee, or small plate offering for one of the pre-dinner areas.

2017-18 Chamber Benefactors





Business Name: _____

Contact Person: _____

Phone Number: _____

Beef

Entree: _____

Price per person \$ _____

Additional cost per person if dessert is included \$ _____

Additional cost per person if coffee is included \$ _____

Additional cost per person if tea is included \$ _____

Chicken

Entree: _____

Price per person \$ _____

Additional cost per person if dessert is included \$ _____

Additional cost per person if coffee is included \$ _____

Additional cost per person if tea is included \$ _____

Alternative

Entree: _____

Price per person \$ _____

Additional cost per person if dessert is included \$ _____

Additional cost per person if coffee is included \$ _____

Additional cost per person if tea is included \$ _____

Dessert Bid only

Dessert Choice

#1: _____

Price per person:\$_____

Dessert Bid only

Dessert Choice

#2: _____

Price per person:\$_____

Coffee Bid only

Coffee & list what is included (cream, sugar, etc.)

: _____

Price per person:\$_____

Tea Bid only

Tea & list what is included

: _____

Price per person:\$_____

Tapas or Small Plate Bid Only

#1: _____

Price per person:\$_____

#2: _____

Price per person:\$_____

#3: _____

Price per person:\$_____