



## 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 100<sup>th</sup> 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](mailto:heather@milesfurniturecompany.com) and/or Benji Pardee at [bpardee@corsicana.org](mailto: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 45<sup>th</sup> 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**





CORSICANA & NAVARRO COUNTY  
**CHAMBER OF COMMERCE**  
*Working for our future*

BusinessName:\_\_\_\_\_

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

: \_\_\_\_\_  
\_\_\_\_\_

Price per person:\$ \_\_\_\_\_

**Tea Bid only**

Tea &amp; 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:\$ \_\_\_\_\_