



## **Request for Proposal**

### **Rentals and Decoration for the Corsicana & Navarro County Chamber of Commerce Gold & Silver Awards Banquet**

The Corsicana & Navarro County Chamber of Commerce is seeking bids for the Gold & Silver Awards Banquet. **The sealed bids will be due by January 14, 2019.** Sealed Bids should be delivered to the Chamber of Commerce office located at 120 N. 12th Street, Corsicana, TX before **3:00pm**. Sealed Bids will also be accepted via mail.

Bids will be awarded in whole or in part based on the best value/service as determined by the Banquet Committee. Preference will be given to bidders that have an active membership with the Corsicana & Navarro County Chamber of Commerce but membership is not required.

Should you have any questions about this Request for Proposal, please contact Kim Gordon at 903-874-4731 or by email at [kgordon@corsicana.org](mailto:kgordon@corsicana.org).

#### **Event Details**

Date: Thursday, February 14, 2019

Time: 11:30 – 1:30 pm.

Location: Cook Center  
3100 W Collin St  
Corsicana, TX 75110

Attendance: Approximately 250 – 300 (final count will be given 1 week prior to event)

Rentals: Please see the following list as a guideline – Set up and tear down should be included in the bid.

Qty	Item	Bid Price	Comments
40	Tablecloth (floor length, round)	\$	
300	Napkins	\$	
300	Dinner Fork	\$	
300	Salad/Dessert Fork	\$	
300	Dinner Knife	\$	
300	Dinner Spoon	\$	
300	Salad Plate	\$	
300	Dinner Plate	\$	
300	Dessert Plate	\$	
300	Water/Tea Goblet	\$	
40	Water Pitcher/Carafe	\$	
40	Salt/Pepper with condiments	\$	
40	Sugar Packet Holder with condiments	\$	
100	Dressing/Vinaigrette Bottle	\$	

<b>RENTAL - TOTAL</b>		\$	
	Delivery	\$	
	Set Up/Tear Down	\$	
	Other	\$	
	Other	\$	
<b>OTHER - TOTAL</b>		\$	
	<b>Decorations to coordinate with Gold &amp; Silver Awards Banquet theme and will include centerpieces for dinner tables as well as registration table</b>		
	Decoration –please itemize	\$	
	On a separate sheet		
<b>DECORATION - TOTAL</b>		\$	
<b>Total</b>		\$	
<b>Tax</b>		\$	
<b>Total Including Tax</b>		\$	

Company \_\_\_\_\_

Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_