

Request for Proposal: Catering Services

Background

The Vermilion & District Chamber of Commerce is inviting quotes from interested parties who are qualified to provide catering services in accordance with the terms of this proposal.

The Chamber of Commerce may award the catering services to one or more bidders who are member in good standing with the Vermilion & District Chamber of Commerce.

Please note that membership forms and payment may be submitted at the same time as the quote.

Catering Requirements

The Vermilion & District Chamber of Commerce requires the following Catering Services for the Chamber Christmas Party, scheduled for Saturday, December 2nd, 2023 at the Vermilion Regional Centre:

- Meal Service for approx. 300 adults
Should include at least but not limited to: 1 or 2 meats, 2 salads, 1 potato or rice, 1 vegetable, 3 desserts, and miscellaneous supplies
Please note that past Chamber events have had to accommodate vegan and gluten free diets, please prepared to provide a main course option with these dietary requirements.
- Clearing of tables after dinner, including washing dishes
- Clean kitchen, dispose of kitchen garbage and mop kitchen floor before leaving at the end of the evening

Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Vermilion & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed
3. Experience of the firm
4. Creativity of the meal; the Chamber wants to build upon the reputation of not always providing the same old meal
5. Costs quoted to perform the specified services,

Duration

The contract will be for the duration of the event; Saturday, December 2nd, 2023

Incurred Quotation Costs

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

Response Date for Proposals: August 1st, 2023 at 5:00 PM

In order to be considered for selection, proposals for services must be received at the Chamber of Commerce office or emailed to events@vermilionbertachamber.com no later than 5:00 PM on August 1st, 2023.

Questions and communications regarding this Request for Quotes may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Leanne Martin, Executive Director, Vermilion & District Chamber of Commerce leanne@vermilionbertachamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.