

## Request for Proposals: Bar Supplies

### Background

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

The Chamber of Commerce may award the bar supplies to one or more bidders who are member in good standing with the Vermilion & District Chamber of Commerce. Your bid may include all or part of the supplies required.

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

### Bar Supplies Requirements

The Vermilion & District Chamber of Commerce requires the following Bar Supplies for the Chamber Christmas Party, scheduled for Saturday, December 2<sup>nd</sup>, 2023 at the Vermilion Regional Centre

- Approx. 300 adults in attendance
- Bar Supplies: cranberry juice, orange juice, clamato juice, caesar fixings, milk, and ice
- Alcohol: beer (2 options), spirits (rum, vodka, rye, spiced rum, gin), wine (red, white, champagne), and coolers (3 options – no variety packs)

### Other Proposal Requirements

Please provide a per item fee for the above services.

### 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. Costs quoted to perform the specified services, including in-kind opportunities

### Duration

The contract will be for Saturday, December 2<sup>nd</sup>, 2023; supplies must be ready for pick-up or delivered by 3:00 PM. All unopened liquor to be returned by Sunday, December 3<sup>rd</sup>, 2023 by 1:00 PM.

### 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 1<sup>st</sup>, 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](mailto:events@vermilionbertachamber.com) no later than 5:00 PM on August 1<sup>st</sup>, 2023.

Questions and communications regarding this Request for Proposal 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](mailto: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.