



**Request For Proposal (RFP) For  
Catering Arrangements**

**ECC Annual Dinner  
Lakefront Community Center  
March 25, 2010**

**Prepared & Coordinated by  
ECC Annual Dinner Committee**

# Euclid Chamber of Commerce Annual Dinner

---

## 1. Purpose of the Request:

Reputed, capable and experienced Caterers from the Euclid Chamber of Commerce membership are invited to submit their in-depth proposal for this annual event of the Euclid Chamber of Commerce

Annual Dinner Committee is a volunteer driven committee entrusted with the responsibility for making arrangements for all the event functions for the Annual Dinner being held on March 25, 2010 at the City of Euclid's Lakefront Community Center. The Community Center is a magnificent facility and is equipped with a large state-of-art kitchen facility set by the City of Euclid with many highly sophisticated kitchen appliances. Caterers are permitted to use the kitchen for reheating purposes only.

All the vendors who have an interest in providing catering related services for this event are requested to submit their in-depth proposal based on the scope given in this document.

## 2. Background:

The Euclid Chamber of Commerce is a non-profit 501(c) 6 organization registered in Ohio and hosts an Annual Dinner as part of their Annual Meeting and Business Awards.

This is the 28<sup>th</sup> Annual Dinner of the Euclid Chamber of Commerce. We are expecting 150-200 people to attend this event.

The Annual Dinner Committee is making efforts to engage the services of capable caterers from the Euclid Chamber of Commerce membership to work with this event.

## 3. Project Focus:

### **MENU:**

Vendor will plan three (3) menu options at various price points that will be reviewed and approved by the Planning Committee. Calculate price on a per person basis with tax, gratuity, and other surcharges included. The menu shall include the following:

- Food will be station style and include:
  - One (1) hors d'oeuvres station
  - Two (2) main entrée stations
  - One (1) dessert station
- Bar - to include wine, beer or a full bar
- Other beverages: coffee, tea, soda

### **DELIVERY/SET-UP, SERVICE AND PICK-UP:**

- Prior to the event, the Vendor will work with the Planning Committee to establish an approved floor plan. No changes will be made to the approved floor plan without consent of the Planning Committee.
- Food and beverage will include delivery, set-up and service, and pick-up at no additional cost.

# Euclid Chamber of Commerce Annual Dinner

---

- Room set-up should begin by 4:00 p.m. with dinner and cocktails at 6:00 p.m.
- All food shall be delivered and set up no later than ten minutes after the specified “set-up” time. Stations will be set up and ready to go 15 minutes prior to stated meal time.
- The Chamber will receive a 25% discount for all service which is late by thirty (30) minutes after the set-up time.
- If the Vendor anticipates a late delivery, they will immediately notify the Planning Committee representative with an estimated time of arrival.
- Vendor shall supply all white linens, and basic china, flatware, and glassware.
- Vendor shall supply all related equipment (service trays, service dishes, serving utensils, chafing dishes, etc.).
- Prior to the event, Vendor shall supply a staffing plan (to include servers, wait staff, bartenders, etc.) for Planning Committee approval.
- Vendor will be responsible for cleanup of the facility following the event.

## **4. Eligibility Qualification of Caterers:**

The applicants must be experienced caterers who have prior experience in providing food services for a large gatherings (100+ and more) as well as members in good standing of the Euclid Chamber of Commerce.

Any contract with the Chamber shall require the vendor to carry Worker’s Compensation insurance for its employees, general liability insurance as applicable and automobile liability insurance. Vendors shall submit with the proposal a copy of their current insurance certificate(s) and Worker’s Compensation compliance as proof of current insurance coverage even though they may not comply with the Chamber’s insurance requirements. If your current insurance coverage does not meet the insurance requirements indicated herein, compliance with these requirements must be met before a contract can be awarded. The insurance requirements are described as follows:

### **A. Workers’ Compensation Insurance**

In accordance with state compensation laws, the contractor shall carry Worker's Compensation and employer’s liability insurance for all persons employed in the performance of services under any contract awarded.

### **B. General Liability Insurance (Bodily Injury and Property Damage)**

The vendor shall carry general liability insurance (bodily injury and property damage) in an amount of not less than \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate, combined single limits prior to commencement of contract services. Such policy shall require thirty (30) days notice to the Chamber in writing prior to cancellation, termination or expiration of any kind.

# Euclid Chamber of Commerce Annual Dinner

---

## **C. Automobile Liability Insurance**

The vendor may be required to carry automobile liability insurance in an amount to be determined by the Chamber prior to the award of any contract or consistent with the State of Ohio's financial responsibility law. Such policy shall require thirty (30) days notice to the Chamber in writing prior to cancellation, termination or expiration of any kind.

## **D. Evidence of Insurance**

The contractor will be required to provide the Chamber with a certificate verifying such coverage and endorsements acceptable to the Chamber before commencing services under any contract awarded by the Chamber. All insurance policies shall name the Chamber as an additional insured.

## **5. Application Review and Award Process and Schedule:**

Proposals will be evaluated on the information provided by vendors in response to this request. Incomplete information may jeopardize award of the contract.

- Step 1. Caterers will send the response to RFP giving details requested in this document. Including their prices quotes for the scope & menu
- Step 2. Annual Dinner Committee will negotiate with the parties for the prices and scope. The contract will be awarded to party who offers a good combination of capability, specialty menu skills and price.

Activity	Dead Line
Release of RFP to vendors/website	January 26, 2010
RFP Response from Caterers should be received by Annual Dinner Committee by (Step1)	February 5, 2010
Expected Award Date for contracts (Step 2)	February 12, 2010

## **Contact Information:**

Committee Email: [info@euclidchamber.com](mailto:info@euclidchamber.com)

Sheila Gibbons Euclid Chamber of Commerce
216/731-9322