

Creative Industries Summit 2014

Request for Proposal

Catering Services

The City of Salida Creative District was selected to host the 2014 Creative Industries Summit (“Summit”) on May 1st and 2nd. The theme for the Summit is “Creative Convergence” and will bring approximately 300 people to Salida. This two-day conference targets creative entrepreneurs, emerging creatives, municipal and non-profit cultural workers, and creative community leaders. Topics address practical, nuts-and-bolts approaches to creative business and how-to’s for working collectively with creatives, municipalities and businesses.

The Salida committee for the CCI Summit is looking for caterers for four meals to be served to the conference attendees including two lunches, one breakfast and one reception. **It is of utmost importance that we provide as much locally produced food as possible as we are receiving grant funding from the State of Colorado that makes this stipulation.** We will be choosing one caterer to provide food for all meals. Your proposal must include a bid/pricing for all meals. The total budget for these meals is \$15,500.

This Request for Proposal (RFP) is for the purpose of submitting menus for approximately 250 - 300 people for the following:

- Day One Lunch – Buffet (250 people)
- Day One Reception – Light Hors d'oeuvres (5 pieces/pp – 250 people)
- Day Two Breakfast – Buffet (250 people)
- Day Two Lunch – Plated for Governor’s Luncheon (300 people)

All Proposals will include the following:

Caterer’s Information: Name, Complete Mailing Address, Email Address, Daytime Phone Number, Copy of License and Proof of Insurance.

Narrative: Write a brief but detailed description of the proposed menus including percentage (minimum of 20% total) of how much locally produced food will be incorporated and indicate which foods will be provided from what local food source.

Cost: Submit costs for meals, including plates and flatware as a separate line item. The SteamPlant’s kitchen will be available for food preparation and the Proposal does not need to include the normal 10% kitchen fee for use of the SteamPlant kitchen and equipment. The SteamPlant will provide all beverages.

Evaluations: All proposals will be evaluated based on variety, locally sourced food, with specifics of above-requested information. Local vendors will be given first preference.

Deadline for Submissions: End of day Fri., Feb. 28, 2014

Please submit your Proposal and/or questions to: beatrice@salidasteamplant.com

PLEASE LABEL E-MAIL: Questions re: Summit RFP – Catering

Benefits to YOU:

You will be recognized as a contributor to the Summit in all local public relations. You will be featured as a participant in the 2014 City of Salida Creative Industries web site (www.salidacreates.com) as a creative participant.