

*Annual Membership Celebration Dinner  
Syracuse-Wawasee Chamber of Commerce  
801 N. Huntington St., Ste. 4  
Syracuse, Indiana 46567  
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## **1. Background/Introduction**

The Syracuse-Wawasee Chamber of Commerce is a local non-profit and business membership organization located in Syracuse, Indiana. Our mission is to engage and advance business in order to enhance our community as an ideal place to live, work, shop and play. We are funded solely on membership fees and our fundraising events such as this.

## **2. Event Goals and Scope of Services**

The Syracuse-Wawasee Chamber of Commerce is seeking the services of an event facility & catering company for our Annual Membership Celebration Dinner that would help us execute a successful and profitable fundraising event that celebrates the member businesses in our community through an awards presentation.

The RFP award will be made to a responsive and responsible facility based on the best value and professional capability based on the following criteria:

- Set up day before event and morning/day of event with event time of 5:00 to 9:00 p.m.
- Available dates: Tuesday, January 22<sup>nd</sup> or 29<sup>th</sup> or February 5<sup>th</sup>
- Podium for award presentation
- Seating for a minimum of 200 ideal candidates can seat up to 250 as we would like to grow this event attendance
- Provide tables, chairs, linens, napkins, silver ware, glassware, china for all or a rental price for securing if not included
- If your facility does not have onsite catering please provide a list of recommended catering partners for review
- If your facility provides onsite catering please also submit a sample dinner menu that is buffet style
- Provide 2 bartenders with pricing for a cash bar
- Additional tables and chairs for awards, silent auction items and event check in – roughly 7 or 8 and 4 chairs
- Coat racks for guests
- Projector & audio equipment
- Adequate support to successfully serve and remove plates for 200-250 guests
- Adequate parking for 200-250 guests
- Additional event planning support/communication

### **3. Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

Request for RFP: Tuesday, August 21, 2018

Deadline for Bidders to Submit Questions: Monday, August 27, 2018

Syracuse-Wawasee Chamber Responds to Bidder Questions: Wednesday, August 28, 2018

Selection of Top Bidders / Notification to Unsuccessful Bidders: Thursday, September 6, 2018

Start of Negotiation: Thursday, September 6, 2018

Contract Award / Notification to Unsuccessful Bidders: Tuesday, September 11, 2018

### **4. Time and Place of Submission of Proposals**

The RFP will be posted on our website, [www.swchamber.com](http://www.swchamber.com), and can be downloaded from there directly as of 5 p.m. on August 21, 2018.

Respondents to this RFP must submit via e-mail and must be received no later than Thursday, August 30, 2018. Responses should be clearly marked "RFP-AnnualDinner" and sent to the Chamber contacted listed above.

### **5. Elements of Proposal**

A submission must, at a minimum, include the following elements:

- Description of the facility that includes a general overview of services and strengths/distinguishing skills or capabilities as they might relate to our fundraising event.
- Address of facility
- Maximum seating of facility
- Dates available from options listed above
- Complete list of what is provided based on criteria listed above, i.e., tables, linens, podium, av, number of servers, etc.
- Complete list of items not provided based on criteria listed above
- List of recommended caterers or sample buffet style dinner menu and substitution options
- Best contact information
- Pricing breakdown on facility, rental items if applicable, food, services, additional charges, etc.
- Statement of proof of liability insurance to be provided if requested

## **6. Evaluation Criteria**

The RFP award will be made to a responsive and responsible facility based on the best value and professional capability based on the criteria listed above. However, preference will be given to those that demonstrate the following:

- A good standing Chamber member
- Excellent customer service and event planning support
- Competitive cost of services to help support our fundraising goals