



Date: February 8, 2008

Re: **2008 Fremont Festival of the Arts – Wine Garden
REQUEST FOR PROPOSAL – CATERING & FOOD SERVICE**

Your company is invited to submit a proposal to provide food and catering services for the 2008 Fremont Festival of the Arts Wine Garden, August 2-3, 2008. We have provided below the anticipated quantity and serving times. Vendors are asked to submit bids with suitable food items based on this information.

DEADLINE FOR PROPOSAL: April 11, 2008 no later than 5:00 p.m. Bids received after close of business on April 11, 2008, will not be considered. Proposals should be sent to: Cindy Bonior, Fremont Chamber of Commerce, 39488 Stevenson Place, Suite 100, Fremont, CA 94539 or via fax (510) 795-2240, or email: cbonior@fremontbusiness.com.

WINE GARDEN DESCRIPTION:

The Wine Garden is a wine tasting area found within the Fremont Festival of the Arts that offers ticket holders a shady respite from the heat and crowds of the festival. Guests are treated to an upscale experience that includes tasting of premium wines, delicious food and acoustical entertainment.

Date: Saturday, August 2, 2008 and Sunday, August 3, 2008
Time: Noon – 5:00 p.m. each day
Approximate Guests: 225 per day

Additional Requirements:

- Tables, chairs and linens will be supplied by the Festival. All other supplies are to be provided by vendor.
- Limited electricity will be available.
- Food is to be served buffet style and quote should include costs for adequate serving staff.
- Food service is to be set up no later than 11:45 a.m. each day and must serve until 5:00 p.m. each day.
- Guests arrive in a flow situation throughout the day.
- Vendor should be aware that the event is held in a tented area and food will be exposed to the summer heat. Foods should be chosen accordingly.

Proposal should include:

- Menu recommendation
- All costs, inclusive
- Payment terms
- Client references

Proposal Schedule

- February 8, 2008 RFP Released
- April 11, 2008 Proposals due by 5:00pm
- May 9, 2008 Initial Committee Review
- May 12-16, 2008 Follow ups with Proposers- (if applicable, phone calls, site visits, etc.)
- May 23, 2008 Committee Recommendations and Staff Approval
- August 2-3, 2008 Contract Commences

Proposals will be evaluated on satisfaction of our product needs, product quality, competitive pricing, payment terms, and value-added service. Proposals from Chamber members will always receive first consideration.