



2024 Ham Days Breakfast Request for Proposal

Marion County Chamber of Commerce
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1. Introduction & Background

The Marion County Chamber of Commerce is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) to find a qualified source to provide a Country Ham Breakfast for the 2024 Marion County Country Ham Days.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Chamber. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than 4:00 p.m. on Friday, May 31, 2024.
3. Bidders must list at least two projects that are substantially similar to this project as part of their response.
4. A technical proposal must be provided that is not more than two pages. This technical proposal must provide an overview of the proposed breakfast as well as the number of personnel performing the work. In addition, the proposal should provide a proposed schedule, as applicable.
5. A price proposal must be provided that is not more than two pages. This price proposal should indicate the overall fixed price for the entire breakfast.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
 - a. Proposals must be received prior to 4:00 p.m. on May 31, 2024, to be considered.
 - b. Proposals must remain valid for a period of 6 months.

3. Project Description

The purpose of this project is as follows:

To provide a delicious country ham breakfast for up to 3,500 attendees during the annual Marion County Country Ham Days

The description of the project is as follows:

Breakfast must be served hot on Saturday, September 28 from 7 a.m. to 11 a.m. and Sunday, September 29 from 8 a.m. to 1 p.m.

4. Project Scope

Breakfast Menu Must Include:

Fried Country Ham

Scrambled Eggs

Biscuits

Baked Apples

Red Eye Gravy

Coffee

Milk

Orange Juice

Vendor will also provide all required plates, cups, utensils, napkins, and condiments.

CHAMBER WILL PROVIDE:

Tents

Tables (with tablecloths)

Chairs

Serving tables

Preparation area

Volunteers for the serving line and attend to the tent. Other volunteers may be recruited as needed.

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	March 12, 2024
Selection of Top Bidders / Notification to All Bidders	June 11, 2024
Start of Negotiation	June 12, 2024
Contract Award	June 21, 2024

6. Evaluation Factors

Chamber will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Cost, including an assessment of total cost
4. Technical expertise/experience of bidder and bidder's staff

Chamber reserves the right to award to the bidder that presents the best value to Chamber as determined solely by Chamber in its absolute discretion.

PROPOSAL SUBMITTED BY:

NAME: _____

BUSINESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

TOTAL PRICE: _____

