



Conference Center Celebration Catering RFP Request for Proposal

City of Shelbyville, Kentucky
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General Information: RFP for Catering Services

1.1 Statement of Purpose

City of Shelbyville is seeking proposals for a local, qualified caterer to provide a meal for approximately 450 people on Monday, October 4, 2021.

1.2 Scope of Work

The vendor will be expected to provide a meal consisting of roll, salad, main course with two vegetables and a dessert, preferably buffet style. The facility has a prep kitchen only. Cooking must be done off-site. The caterer will be responsible for the preparation, transportation and serving of the meal. The meal must be prepared and serving line ready by 6:15 p.m. Non-alcoholic beverage refills and clearing of tables are the responsibility of the caterer. Steam tables, serving utensils, plates, silverware, and glassware must be provided by vendor. The breakdown and cleaning of all kitchen utensils, dishes, glassware, equipment, and prep area are the responsibility of the vendor.

1.3 Company Background

The City is looking for a vendor who can showcase traditional, southern fare for a large gathering in a conference center environment, and is able to handle all aspects of preparing, transporting, serving and cleanup of said meal.

2. Contract Terms & Conditions

This document is as request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between the City of Shelbyville and any supplier. The City makes no commitment in or by virtue of this RFP to purchase products or services from any supplier. Such commitment may be made only in and through a properly executed agreement.

3. Proposal Requirements

To be considered, respondents to this RFP must submit timely, written proposals that fully address all questions and requirements.

It must include the following components:

3.1 Company Overview:

- Describe your company

3.2 Offerings:

- Provide a description of our proposed catering options including sample menus and any special promotions.

3.3 Proposed Estimate

- Provide a breakdown for the total proposed cost estimate associated with this service.

4. Evaluation & Awards Timeline

- RFP Issue Date – April 21, 2021
- Questions Submitted by May 12, 2021
- Proposal Due – May 19, 2021
- Review of Submittals May 20 - May 27
- Notice of Award June 1, 2021

5. Contacts

5.1 Inquiries & Responses

All questions must be submitted to Shannon Darst via email at shannon@shelbyvillekentucky.com or faxed to (502) 633-4292 no later than May 12, 2021.

5.2 Submissions

Submit one (1) electronic or hard copy of your proposal to Shannon Darst no later than May 19, 2021.