

Request for Proposals – Food Vendor for “Dinner Under the Lights” event

FRIENDS OF THE ALLEY (FOTA) - 501(c)3 nonprofit - tax ID 46-1344412

Request for Proposals –
Food Vendor for
“Dinner Under the Lights”

DATE: Saturday, May 30th, 2020

WHERE: Buckham Alley between First and Kearsley

TIME: 5pm start time with dinner served at 6pm

ATTENDEE COST: \$75 and that includes 2 drink tickets

of ATTENDEES: event capped at 100 tickets

DRESS CODE: casual cocktail



Building on the success of last year’s dinner, Friends of the Alley (FOTA) is bringing another outdoor dinner to downtown Flint’s Buckham Alley.

We are seeking proposals from
food entrepreneurs / catering
businesses

to serve as the food vendor for the event. FOTA will be coordinating the cash bar separately through a local distributor.

With a budget of \$50/per person,

and the logistics of serving 100 people (including the full staff needed to serve each course and handle clearing all dishware, silverware, glasses, and serving plates throughout as appropriate and teardown after), **what is your vision?**

This is a fundraiser for FOTA, a nonprofit committed to the beautification of and events in downtown Flint to showcase the city’s assets. We want this dinner to deliver an unforgettable experience that brings people together while also not exceeding the budgeted expenditure limit.

Pictures from last May’s dinner: <https://www.flintside.com/inthenews/dinnerunderthelightsphotostory.aspx>

Workforce for the event: You must provide your own staff and this cost must be built into your proposal. Additionally you must be able to transport your food from your kitchen to Buckham Alley for plating / serving.

Infrastructure provided by FOTA:

- Tables/chairs
- Centerpieces
- Tableclothes and napkins
- Music
- Bar / bartenders / beer and wine

Contract Terms & Conditions:

This document is a request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between FOTA and any supplier. FOTA 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. FOTA will have liability insurance for the event however we need proof that you are licensed vendor with your own business insurance. Additionally, FOTA is a tax-exempt organization and vendors should be prepared to coordinate with suppliers to not pass the cost of tax onto us.

Proposal Requirements:

- Please provide us with a menu, by course, and preferred beer or wine pairing (if desired), and the total cost you will charge FOTA.
- Please provide us with a general overview of how the food logistics of the evening will be conducted.
- Please provide us with a your company history, mission and core values including years in business, locations, management bios and what differentiates you from your competitors

Evaluation & Awards Timeline:

- RFP Issue Date: posted on FOTA website on Monday, March 2nd, 2020
- Proposals Due by 5pm on Friday, March 20th, 2020 – emailed to doerr.emily@gmail.com
- Tastings to be scheduled week of March 30th with top 2 or 3 choices
- Notice of Award by April 7th, 2020 and menu /branding must be finalized by April 21st, 2020
- Count for dinner (for the sake of final dish / food order): Wednesday, May 20th, 2020
- Event: Saturday, May 30th, 2020 – set up 12-4pm