

Request for Proposal – Catering Services

The Fort Stockton Chamber of Commerce is issuing the Request for Proposal (RFP) to identify a “Catering Vendor” for the 2025 Annual Chamber Banquet.

The Fort Stockton Chamber of Commerce, a 501(C)6 organization established in 1920, invites you to bid on the event, as outlined below:

- **Annual Chamber Banquet - Thursday, February 27, 2025**
 - Estimated 300 plates, guaranteed 250 plates
- **Venue: Pecos County Civic Center**

All staff must exhibit themselves in a clean and professional manner to match event attire.

The RFP issuer expects that all work will be performed in a professional manner.

Required Menu (self-service buffet): Please provide proposal for a beef and shrimp entrée

- Entrée (Beef AND Shrimp)
- 2 sides
- Iced Tea & Water
- Side Salad
- Dinner rolls
- Dessert

Provide paper goods and cutlery, as well as any other related items (cups, sweeteners, butter, salt/pepper etc).

Timeline:

- RFP Published Date: January 2, 2025
- RFP Distribution Date: January 2, 2025
- **Proposal Due Date and Time: January 31, 2025, at 5:00PM CST**
- **Decision Date: February 2, 2025**
- Any changes to plate counts will be submitted to the awarded caterer by February 20, 2025.

Decision Notification Method - Phone

Instructions for Responding:

- Each proposal responding to this RFP must include the information requested below.
- Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.
- Incomplete and/or late responses will not be considered.

Each proposal responding to this RFP must include the following:

Company Name: _____

Contact Person: _____ Phone number: _____

Mailing Address: _____

City: _____ State/Province: _____ Zip Code: _____

TOTAL **BEEF & SHRIMP** proposal (250 plates) \$ _____ PER PLATE price \$ _____ (REQUIRED)

Attach complete menu with proposal.