



2012 World Choir Games Request for Proposal – Food Services

Summary

The 2012 World Choir Games is accepting proposals for specific products and services required to assist with planning and event operations for the World Choir Games to be held in Cincinnati, Ohio July 4-14, 2012. The purpose of this RFP is to notify businesses of the vendor opportunity, provide a fair evaluation for all candidates and to provide candidates with details of the product(s) and/or service(s) in need.

Proposal Guidelines

This is an open and competitive process. Proposals must be received by **Friday, March 9, 2012 at 5:00 p.m.** to be considered.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

For submission instructions, please see Exhibit A. General inquiries can be sent by email in PDF and Word format to: info@2012worldchoirgames.com.

Contract Terms & Timeline

This RFP is only valid for 2012 World Choir Games; Event dates are July 4 – July 14, 2012. Actual product/service need dates may vary from February 1, 2012 through July 31, 2012.

The WCG staff will evaluate all Responses received to determine the most advantageous Response(s) to the WCG|2012. Responses not conforming to requirements may be eliminated at the WCG|2012's sole discretion. The remaining submissions will be evaluated based on the criteria described in Exhibit A.

Purpose/Description/Objective

Purpose of this request is to secure products and/or services to be used at the 2012 World Choir Games on a short-term temporary contract basis. See Exhibit A for detailed information on the requested product /service.

WCG/COC has a policy that small and minority-owned business concerns will have the maximum practicable opportunity to participate in the performance of contracts with WCG/COC, including the performance of subcontracts with WCG/COC prime contractors. Accordingly, Contractor hereby agrees that it will assist WCG/COC by making reasonable commercial efforts to carry out such policy (a copy will be provided with contract), to the fullest extent consistent with efficient contract performance.

Organization Overview

The 2012 World Choir Games is an international event that will take place July 4-14, 2012 in Cincinnati, Ohio. The program will be made up of the world championships in twenty-three (23) musical categories with approximately 20,000 participants from more than 70 nations. More info can be found at the official 2012 World Choir Games website: <http://www.2012worldchoirgames.com>



2012 World Choir Games Request for Proposal - Food Services - Exhibit A

Summary

The 2012 World Choir Games (WCG) is accepting submissions for **Food Services for Volunteers, Judges, and VIPs** to be used at the World Choir Games to be held in Cincinnati, Ohio July 4-14, 2012.

Timeframe

WCG is in need of outlined products/services for the following dates:

Begin date: **July 4, 2012**
End Date: **July 14, 2012**

Role of Provider

The 2012 World Choir Games (WCG) is seeking providers to fulfill the following food service needs.

- Lunches for volunteers
- Lunches for judges and staff
- Lunches and possibly dinners for sponsors and VIPs
- Dinner for volunteers
- Other items possibly for bid:
 - o Bottled water (plain and sparkling)
 - o Soft drinks, ice tea, and coffee
 - o Wine (red & white), Champagne/Prosecco
 - o Individually packaged upscale snacks – Biscotti, almonds, granola bars, chocolates, dried fruits, trail mix, mini carrots, pretzels, vegetable chips
 - o Crudités, fruit and cheese trays, small finger sandwich trays or pinwheels, other one-bite Hors d’oeuvres (hot and cold), small pastries/desserts
 - o Some events may expand to full bar and or have more hot Hors d’oeuvres or small plates/tapas (Minimal catering may be used in certain venues – only on selected days and/or when we have high sponsor attendance and only if we have volunteers to host and check credentials for the hospitality area.)

Quantities*

- Lunches for 300 volunteers per day (box lunches or food vouchers), 100 judges and staff (box lunches or food vouchers), and 100 sponsors and VIP (catered meals)
- Dinner for 200 volunteers per day (box lunches or food vouchers)

Response & Submission Instructions

Respondents shall prepare their Response in the format specified in this section, and shall include the following requested documents in their Response:

- Response Letter
- Description of requested Item(s) and/or Service(s) with pricing
- Timeline and Production Schedule
- References and Event experience

Responses shall be concisely written and the Response Letter shall be signed by an authorized signing officer of the Respondent, and shall indicate name, title, and contact information.

One (1) electronic (PDF) version and one (1) read/writeable Word version of the complete proposal shall be submitted and delivered to WCG by email to Lajuana Miller at lmiller@2012worldchoirgames.com



Deadline for submission is **Friday, March 9, 2012 at 5:00 p.m.**

** Please note that items and quantities are simply estimates to be used as a guideline for pricing purposes. Exact quantities and products will be finalized upon completion of the contract.*