



Jan. 9, 2025

## Request for Catering Proposals: Bites and Insights Monthly Breakfast Workshop Series

**Event Overview:** The Comox Valley Chamber of Commerce is seeking catering proposals for our **Bites and Insights** breakfast workshop series. This monthly event is held on the **third Thursday of each month** from **7:30 to 9:00 a.m.** at the **Chamber Business Hub (#103, 576 England Ave, Courtenay)**. The events will run February-November 2025. Each session hosts up to **30 attendees**, and breakfast is an integral part of creating a welcoming and engaging atmosphere.

**Commitment:** We are open to showcasing a different caterer each month or one for all events in the series, February-November, 2025.

**Catering Requirements:** We are open to two catering service options:

1. **Buffet Service:**
  - Caterers must provide chafing dishes or warming equipment.
  - Food should be ready to serve by **7:15 a.m.**
  - Menu items should be easy to self-serve and suitable for breakfast.
2. **Individually Packaged Breakfasts:**
  - To-go packs must be delivered to the venue no later than **7:30 a.m.**
  - Each pack should be labeled if dietary restrictions are accommodated.

### General Requirements:

- Menu options should be tailored to breakfast and include a mix of hot and cold items.
- Include options for common dietary restrictions (e.g., vegetarian, gluten-free).
- Coffee service must be included in the proposal.
- Provide detailed pricing, including taxes and delivery/setup fees.
- Provide parameters around order submission cut-off dates.

**Proposal Submission Guidelines:** Interested caterers should submit a proposal including the following:

1. **Company Information:**
  - Business name, address, and contact information.
  - Relevant experience catering similar events.
2. **Menu Options:**
  - Sample menus for both buffet and individually packaged options.
  - Pricing per person for both service styles.

3. **Additional Services:**

- Availability to accommodate special dietary needs.
- Terms and conditions for cancellations or rescheduling.

4. **References:**

- Provide at least two references from previous clients.

**Deadline for Proposals:** Proposals must be submitted no later than **Friday Jan. 24, 2025** to [hello@comoxvalleychamber.com](mailto:hello@comoxvalleychamber.com). Questions or requests for further information can be directed to **Kerry Ann Griffiths (250)465-0019**.

**Selection Process:** The Chamber will review proposals based on the following criteria:

- Quality and variety of menu options.
- Pricing and overall value.
- Experience and reliability.
- Ability to meet event logistics and dietary requirements.

We welcome proposals from both Chamber Members and non-members. As part of the payment agreement, there is an option for partial trade, with a portion of the payment being applied toward a Chamber membership, should the vendor be interested.

The selected caterer(s) will be notified by **Friday Jan. 31, 2024** and will be contracted for an initial trial month, with potential for ongoing service.

Thank you for your interest in partnering with the Comox Valley Chamber of Commerce to make **Bites and Insights** a success. We look forward to reviewing your proposal!