

Request for Proposals

Issue Date: March 11, 2024
Due Date: Monday, April 1, 6 p.m., Alaska Standard Time (AST)
Title: Individual Grab and Go Catering Services for CVEA Annual Meeting

Dear Vendor:

Copper Valley Electric Association, Inc., hereinafter known as CVEA, invites you to submit a proposal to provide individual grab and go catering services as described in this Request for Proposals.

The accurate completion of proposals as well as timely delivery is wholly the responsibility of the vendor.

CVEA reserves the right to reject any or all proposals, to re-bid any or all items, and to waive any irregularities.

Please submit your proposal via email to:

sjorgensonowen@cvea.org

or mail to:

Copper Valley Electric Association
Attn: Sarah Jorgenson-Owen
P.O. Box 927
Valdez, AK 99686

For additional information, please contact Sarah Jorgenson-Owen at 907-835-7004 or email sjorgensonowen@cvea.org.

CVEA looks forward to receiving your proposal.



Sarah Jorgenson-Owen
Marketing & Communications Specialist

Introduction

CVEA is preparing for the Cooperative's Annual Meeting. The Annual Meeting is a big event for both of our communities (the biggest in the Copper Basin) that is hosted by CVEA, giving the Cooperative an opportunity to honor the membership with a fun, informative evening.

Information:

Valdez Meeting

Tuesday, April 30

250 attending (est.)

Valdez Civic Center, 3 ballrooms

Meal drop off by 4:45 pm

Copper Basin Meeting

Thursday, May 2

275 attending (est.)

Glennallen Community Center (formerly Murdock Campus Center)

Meal drop off by 4:45 pm

****Your proposal may address either District meeting or include both. If you are submitting a proposal for both districts, please break out each district separately.**

The annual meetings will have a 'welcome' area where members will collect their meal. Due to the number of people attending, member seating will be in chairs, without tables, so meals must accommodate this seating arrangement and be easy to eat on one's lap and bring with it as little 'mess' as possible. Each meal must be self-contained, including napkin and any necessary eating utensils or condiments.

Over the years, we have served meal kits with a sandwich, wrap, or rollup with a side, chips, and fruit/cookie. One year, we served individual charcuterie boxes with meats, cheeses, crackers, fruit, nuts, cookies, etc. These were a big hit. Both of these meal types fit the criteria for our seating arrangement.

We are again looking for tasty submissions that will work for our unique event environment.

Some fun ideas to consider demonstrating that creativity is encouraged in your submissions: 'walking tacos' or a taco salad w/chips and salsa, a burrito bowl with chips and salsa, a chicken gyro bowl w/side of pita and hummus, chicken Caesar wrap w/antipasta side salad. Various images included.

Budget - \$15/pp, includes packaging

****If you are unable to meet the request, but have other ideas for meeting our needs, please contact me to discuss your ideas. We welcome your menu ideas!****

Please submit proposals to sjorgensonowen@cvea.org or mail to address on cover so it is received no later than Monday, April 1, at 6 p.m. If selected, vendors will be notified by Thursday, April 4.

For questions, contact Sarah Jorgenson-Owen at sjorgensonowen@cvea.org or 907-835-7004.

Requirements of Proposal

- Proposals can be submitted for both districts, but must be broken out by district, or submitted for one specific district (Glennallen or Valdez)
- Please provide breakdown of what will be included in the 'container'
- Please indicate type and size of container to be used

Please note:

CVEA will provide you with logo stickers to place on the top of the container.

Additionally, your business logo stamp, sticker, or business card may be included with the container.

Deadline:

Please submit proposals to sjorgensonowen@cvea.org or mail to address on cover no later than Monday, April 1, at 6 p.m.

Ideas:

