



**City of Myrtle Beach
SOUTH CAROLINA**

**Request for Quote
February 17, 2023
Quote #021723A
Military Appreciation Day Picnic**

The City of Myrtle Beach is seeking quotes from qualified, experienced catering companies for the City's Military Appreciation Picnic to be held at Valor Park, 1120 Farrow Parkway, Myrtle Beach, SC on Saturday, May 27, 2023. Average attendance is approximately 1,000 people.

Qualified caterers must have a minimum of three (3) years of experience in outdoor hosting and food service for events of similar size and nature. Caterer must submit a resume listing all events served in the past three years, as well as any Serv-Safe or similar certifications.

If you are interested in providing a quote, please return this form with your resume information to asowers@cityofmyrtlebeach.com, **NO LATER THAN 2:00PM on Thursday, March 2, 2023**. If you have any questions, please call 843-918-2172.

Awarded caterer will be required to have/obtain insurance that meets City requirements, as well as a City of Myrtle Beach business license.

SPECIFICATIONS

Set-up Requirements

- Enter site no earlier than 5:30AM on the day of the event.
- Caterer may park two (2) trailers on-site with their equipment in the designated location. No other vehicles will be allowed within the event area without prior approval.
- Caterer will be set up to serve food from the designated location.
- Breakdown will be complete by 6:00PM on the day of the event.

City Responsibilities

The City will provide the following:

- One (1) 20 x 30 tent for food prep area (cookers must be 20 feet away from all tent sides as per fire code)
- Three (3) 10 x 10 tents (one for drinks and two for condiments)
- Nine (9) tables
- Fifteen (15) trash cans, plus liners and regular removal/disposal throughout the event
- Access to potable water source from faucet to food prep area
- Free meals to everyone
- Menu boards to list items being served
- Site map
- Two (2) portable hand washing stations

Caterer Responsibilities

Caterer will be required to provide equipment meeting the minimum specifications as listed below. If Caterer equipment differs from the list in either size or quantity, then Caterer must attach a separate list indicating what they intend to provide, with an explanation of how their equipment meets or exceeds what is listed.

- Two (2) cookers with appropriate 3-5 lb. fire extinguishers as required per fire code (cookers must be 20 feet away from all tent sides as per fire code)
- 6-ft. x 10-ft. grill on single axle trailer
- 8-ft. x 10-ft. grill on single axle trailer
- All necessary cooking equipment and utensils
- All food as listed in the menu section of this Request for Quote
- All paper products, including but not limited to paper plates, napkins, utensils, cups, etc.
- Generators and fuel needed for food prep area, if electrical access is required
- Two (2) trailers to be parked on site: one (1) 8-ft x 26-ft double axle trailer for supplies only; one (1) 6-ft x 10-ft single axle trailer for ice
- Clean up of cooking area and removal of all cooking equipment and utensils by the breakdown time of 6:00PM on the day of the event

Menu Items

- Hot dogs with condiments (2 per person)
- Hamburger/Cheeseburger with condiments (1 per person)
- Coleslaw
- Potato salad
- Drinks (sweet tea, unsweet tea, lemonade, water)
- Food must be provided for a minimum of 1000 people.

Award will be made to the responsible caterer whose quote conforms to the solicitation that is most advantageous to the City on the basis of price, technical capability, and delivery. No partial bids allowed. Bid will be awarded on an “all or none” basis.

Price per job: \$_____

Authorized Signature: _____

Print Name:_____

Company:_____

Phone Number:_____

Email Address:_____