



## **REQUEST FOR QUOTE:**

# **Catering for HLSR Wine Auction & Dinner**

**Quote:** #19-226

**RFQ Released:** Jan. 3, 2019

**Deadline for Quotes:** Thurs., Jan.10, 2019 by 10:00 a.m.

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The Houston Livestock Show and Rodeo (the “HLSR”) promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage and provides year-round educational support within the community. As the world’s largest livestock show and rodeo, the largest fair in North America and the site of 20 concerts from top-flight entertainers each year, the show attracted over 2.4 million spectators in 2018. A Section 501(c) (3) charity, this organization has committed approximately \$450 million in youth and educational support to Texas students since it began in 1932. HLSR is backed by more than 34,000 volunteers serving on over 108 different committees.

## **GENERAL REQUIREMENTS FOR REQUEST FOR QUOTE**

### **PRICING**

Pricing for all goods/services must be very specific, all-inclusive and firm. All administrative fees, shipping, expedited delivery costs, labor, etc. must be included in the quote. All shipping, drayage and other charges are to be listed **as a separate line item**.

Moreover, all design work, product set-up, production, repair work, etc. must be done according to HLSR’s schedule, which may include weekends, nights and early mornings, at **no additional cost to HLSR**. HLSR will pay only for goods/services stated on the Price Sheet unless otherwise agreed to in writing by both parties before the order is placed or work is started. No price changes, additions, or subsequent qualifications will be honored.

### **INTELLECTUAL PROPERTY**

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the “HLSR Marks”) and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote (“RFQ”) are for bidding purposes **ONLY**. They may not be used for any other purpose, now or in the future, without the express written consent of HLSR’s Marketing and Public Relations Department.

### **PROVIDER ADVERTISING, MARKETING AND PROMOTION**

The provider may not promote itself in conjunction with HLSR, use the HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials. Exceptions may apply to current licensed providers.

## **SPECIAL REQUIREMENTS / INSTRUCTIONS**

The following requirements and instructions supersede GENERAL REQUIREMENTS where applicable.

### **GENERAL DESCRIPTION**

HLSR will receive quotes for catering the 2019 Wine Auction & Dinner.

### **SCOPE**

Provide all labor, materials, supplies, and equipment necessary to produce and deliver the items described in this request for quote and as directed by HLSR staff.

### **EVENT OVERVIEW**

<b>Date:</b>	<b>Sunday, February 24, 2019</b>
<b>Time:</b>	5:00 - 11:00 p.m.
<b>Description:</b>	Seated four-course dinner for Champion Wine Auction & Dinner
<b>Attire:</b>	Cocktail/Western Chic
<b>Location:</b>	NRG Center, Second Floor, 600 Series Rooms & Café' on the Park
<b>Est. Guests:</b>	750 – 850

### **FINAL GUARANTEE**

- HLSR will provide a final guarantee of guests no later than 4:00 p.m., Monday, Feb 18.

### **GENERAL NOTES**

- Guests will arrive beginning at 5:00 p.m. As guests enter the mezzanine area they will register and then catering butlers will offer red, white, and sparkling wine, mineral water, and hors d'oeuvres. At approximately 6:15 p.m. guests will be seated for a four-course dinner (salad, entrée, cheese plate, and dessert). A live auction will occur just after the cheese course is served, dessert service will continue during the auction.
- HLSR will help coordinate parking areas for Providers' staff.
- Your specific electrical requirements will need to be outlined in detail if you are awarded the job.

## **OPEN BAR BEVERAGE SERVICES**

### HLSR will provide:

- all open bar services, bar supplies, and bartenders and bar staff
- a minimum of eight bartenders, all bar backs and bar management

## **DINNER WINES & OTHER BEVERAGES**

### HLSR will provide:

- sparkling, white and red wine for the cocktail reception
- white wine and a red wine for sequential wine service at the table

### Provider will provide:

- bottled mineral water unmarked or Dasani® only, iced tea upon guest request, coffee to be served at the table and will serve the wine provided by HLSR

## **PROPOSAL SUBMISSION**

- Pricing will be submitted on the Price Sheet (see Appendix A)
- Provider is to submit all menu selections along with their pricing
- HLSR reserves the right to alter menu selections, which will be determined at the pre-event tasting
- Return all pages from this RFQ document

## **TIMELINE**

- RFQ is due back per instructions no later than **Thurs., Jan.10, 2019 by 10:00 a.m.**
- Provider will be selected no later than Jan. 11
- Order confirmed no later than Jan. 18
- Set Up for Event is Feb. 23

**\*\* Selected Provider is required to attend the event production meeting on Jan. 23.**

## **CONTRACTING PROCESS**

- A “Catering Services Agreement” will be sent to the selected provider.
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## SPECIFICATIONS

### TABLE SETTINGS

#### Provider to provide:

- Presentation pieces for hors d'oeuvre
  - 60 Silver waiters' trays
  - 18 Sets of silver coffee service
  - 43 Silver bread bowls bar glassware
- Glasses for reception
  - 2100 all-purpose wine glasses
  - 300 flutes
  - 260 martini glasses
  - 300 old fashioned glasses
- High quality three-ply white paper cocktail napkins 2,500
- Appropriate China for each of four 4 courses
- China coffee cups/saucers 360 sets
- Silver flatware, small fork/knife for first course, entrée fork/knife, small fork/knife for cheese course, dessert spoon/fork and coffee spoon
- Stemware Standard for table settings
  - Water goblets, white wine glass, red wine glass, flute if required
  - Iced tea glasses for service upon guest request
- Other
  - 172 sets salt and peppers
  - 86 tall table stands and table numbers
  - 86 tall table stands for table names (name cards provided by Show)
  - 4 sets of old style triangle chuck wagon dinner bells
  - 258 preset bowls (3 per table for snacks dried fruit/toasted nuts/chips/breadsticks)

#### HLSR to provide:

- 2nd etched red wine glass 880 for the seated tables for use and as a gift

### LINENS

#### Provider to provide:

- 230 white waiters' side napkins
- 900 white dinner napkins

#### HSLR to provide:

- 86 132" round linens for 72" round seating tables
- 8 96" linens for drop tables
- 24 96" linens for bar glassware tables
- 12 90" x 156" linens for silent auction
- 30 90" x 156" linens for registration
- 20 120" linens for bar high tables
- 8 90" x 156" linens for water/wine stations
- 4 90" x 156" linens for passing stations

Note: quantities may be adjusted after final guests count is established.

## EQUIPMENT

### Provider will provide:

- Appropriate equipment to serve foods at the proper temperature, including convection ovens, table top convection ovens, hot boxes, cassette stoves, coffee makers, ice chests for food and wine/water stations
- Appropriate back of house tables for prep, historically, this has included:
  - 60 8' tables and thirty (30) 6' tables
  - 40 bus tubs
  - 6 trash cans with heavy duty liners for back of house

### HLSR will provide:

The following tables/bars/chairs (quantities may change based on final guests count):

- 86 72" round tables for Dinner
- 20 30" diameter x 42" tall cocktail tables
- 10 8' x 30" tables for Registration
- 30 8' x 30" tables for Silent Auction
- 5 8' x 30" tables for Wine Lots on stage
- 12 bars (6 for reception, 6 for dinner)
- 8 8' x 30" drop tables
- 24 8' x 18" bar glassware tables
- 880 chairs for dinner tables
- 20 chairs registration
- 25 chairs for small cocktail tables in reception area
- 8 8' tables for water/wine stations

## GENERAL STAFF SERVICES – WHITE GLOVE SERVICE AT TABLE

- Provide the amount of staff for a high level of service to all guests during the entire event.
- Historically, staffing has included:

Staff	Historical Head Count
Servers – hors d'oeuvre	28
Servers – seated dinner (approximately 21 captains)	126
Bussers/ Cocktail waiters	48
Culinary Staff	37
Stewards	8
Event Managers	2
Account Executive	1
Beverage Passers	26
Dining Room Completion Team	24

Service note: Staff specifications are based on 7 VIP teams (6 with 4 VIP tables per team and with 3 VIP tables per team) balance of the teams will take care of 5 tables each.

## **SETUP AND PARKING SPACES**

### Provider Requirements:

- Arrive @ 9:00 a.m. on Saturday, Feb. 23 for setup, with 20 staff for setup
- Arrive on Sunday, Feb. 24 with 20 staff to finish setup, if applicable, and schedule remaining staff will arrive throughout the day with the bulk arriving at 3:30 p.m.
- Times are negotiable as mutually agreed upon by both the provider and HLSR.

### HLSR Requirements:

- Provide parking areas, at no charge, to Provider for the event staff and trucks.

## **GENERATORS, DISTRIBUTION PANELS, CABLEING, TECHNICIAN, TENTS**

### HLSR will provide:

- A technician for trouble shooting for power which will be on site the day of the event
- Power in service hallway, second floor of NRG Center
- Dedicated 20 amp circuits for small tabletop ovens in prep area outside event space
- Dedicated 20 amp circuits for six (6) coffee makers in prep area outside event space
- Caterer must provide specific power needs to HLSR by Feb. 1, 2019

## **SPECIAL ARRANGEMENTS**

### HLSR will provide:

- At no charge to Provider, one (1) VIP table for dinner on Feb. 24 **IF** HLSR has any tables left after ticket sales are completed. Decision is solely up to HLSR. Note, the Provider will be responsible for the cost of the meal at this table if utilized.
- Recognition of Provider in all printed materials for the event at a level commensurate with any in-kind contribution offered.

## **AUCTION PRIZE**

### Provider will provide:

- At no charge to HLSR, a certificate for the live wine auction to include a seated dinner for 50 guests. The food, table settings and service staff will be selected by Provider.
- Winner of the certificate will provide all beverages, bar and dinner wines.
- Event location must be within Harris County, Texas.
- Must be redeemed by March 1, 2020.

## **MENU**

Please attach proposed menu options to this bid.

**APPENDIX A: PRICE SHEET**

<b>COSTS</b>	<b>Estimated Count</b>	<b>Price</b>	<b>Service Fee(s)</b>	<b>Total</b>
Seated Dinner – White Glove Table Service	860	\$	\$	\$
Butler Passed Hors D ‘Oeuvres	860	\$	\$	\$
Cheese Course	860	\$	\$	\$
Desserts	860	\$	\$	\$
Coffee, Tea, Water Service	820	\$	\$	\$
Table Settings – per specifications in document	1	\$	\$	\$
Equipment – per specifications in document	1	\$	\$	\$
Linen – per specifications in this document	1	\$	\$	\$
Other: Discount	1	\$	\$	\$
<b>Net Total</b>			<b>\$</b>	

Auction Prize FMV “Donated Value” at no charge to HLSR - \$\_\_\_\_\_

Bidders may direct questions to Jennifer Meznarich, 832-667-1128 or [meznarich@rodeohouston.com](mailto:meznarich@rodeohouston.com).

**SUBMITTAL REQUIREMENTS**

**RETURN ALL PAGES  
HARD COPY OR EMAIL ONLY  
NO FAX**

**Houston Livestock Show and Rodeo™  
Attn: Tracy Kennon  
NRG Center, 3 NRG Park  
Houston, Texas 77054**

[Kennon@rodeohouston.com](mailto:Kennon@rodeohouston.com)

**YOUR SIGNATURE ATTESTS TO YOUR OFFER TO PROVIDE THE  
GOODS AND/OR SERVICES DESCRIBED IN THIS QUOTE.**

**OFFERED BY:**

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**Signature**

**Date**

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**Printed Name**

**Title**

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**Company Name**

**Email**