



To: Interested Catering Services Providers
From: Rebecca Bartling, CEO
Re: Catering Services for Monthly Fair Board of Directors' Meetings

REQUEST FOR BID

The Sonoma County Fair & Exposition, Inc. (hereinafter referred to as "Corporation") is seeking bids from all interested and qualified parties to provide Catered Dinner Services in the Board of Directors' Room during the Monthly Board of Directors meetings for the period March 1, 2020 through December 31, 2022. **If you wish to bid, contact Lorna Fox at secretary@sonomacountyfair.com for the proposal document.** All bids will be carefully reviewed and the awarding of an agreement will be done in the interest of the public based on the Proposer's experience, qualifications, financial benefit to the Corporation, and other factors.

Sealed bids will be received at the Corporation's Administration Office, 1350 Bennett Valley Road, Santa Rosa, CA 95404, no later than noon, Friday, February 14, 2020. Bids received later than this date/time day will not be accepted. All bids must be clearly marked "2020-2022 Catering Services Bid". Three packets of identical materials must be submitted.

If you need further clarification or additional information, please contact Becky Bartling via e-mail: bbartling@sonomacountyfair.com. All inquires and responses **must be made via e-mail; phone calls will not be accepted.**