



To: **Interested Catering Services Providers**
From: Tawny Tesconi, Fair Manager
Re: **Catering Services for the 2012 – 2014 Sonoma County Fair VIP Patio**

REQUEST FOR PROPOSAL

The Sonoma County Fair & Exposition, Inc. (hereinafter referred to as "Corporation") is seeking proposals from all interested and qualified parties to provide Catered Lunch Services on the VIP Patio during the annual Sonoma County Fair, for a term of July 1, 2012 through August 31, 2014.

If you are interested in submitting a proposal for our consideration, please email tawny@sonomacountyfair.com to get the link to access the RFP.

All proposals will be carefully reviewed and the awarding of an agreement will be done in the interest of the fair-going public based on the Proposer's experience, qualifications, financial benefit to the Corporation, and other factors. There will be a preliminary scoring and preliminary notice of the top three proposers. The three 'finalists' will be required to serve a meal at one of the Board committee meetings on April 10th, April 12th or April 19th. It will be for approximately 15 people, and the Proposer will be paid at the rate stated in their proposal. A final decision will be made and a Notice of Award will be sent to all proposers.

Sealed proposals will be received at the Corporation's Administration Office, 1350 Bennett Valley Road, Santa Rosa, CA 95404, **no later than noon on March 28, 2012**. Proposals received later than 12:00 noon, Pacific Daylight Savings Time on this day will not be accepted. All proposals must be clearly marked "2012-2014 Fair Catering Services Proposal". **Four packets of identical materials must be submitted.** Please refer to the RFP for specific submittal details.

For further clarification or additional information, please contact Tawny Tesconi, via e-mail: tawny@sonomacountyfair.com. **All inquiries and responses must be made via e-mail no later than 4:00 p.m., March 21st; phone calls will not be accepted.**