

INVITATION TO BID PAGE

All vendors are asked to bid on the following:

To provide a banquet space with tables and chairs capable of holding up to 100 guests with a dinner buffet style meal with all condiments, utensils and linens for the annual Let's Go Fishing program instructor recognition and training event with the facility located in Sullivan County on the evening of Saturday, March 26th 2016 from 4pm – 9pm with staff set up at 2:30pm.

RFP Number –

Contact Person: Kyle Glencross - 603-271-0457

Closing date: February 3, 2016

Closing Time: 3:00 pm

Agency: Fish & Game Commission

Commodity: Services, Contractual

Contract period – Upon state approval of contract – June 30, 2016

Bids can be sent via e-mail to: kyle.glencross@wildlife.nh.gov or dropped off directly at the Aquatic Education/Let's Go Fishing Program Office:
New Hampshire Fish & Game Department
11 Hazen Drive
Concord, NH 03301.

The New Hampshire Fish and Game Department gives notice that the Let's Go Fishing program is requesting proposals for a one day event with a dinner buffet for approximately 130 people.

Dinner rolls or fresh bread

3 Dinner entrees (one of each: chicken, fish, beef)

2 Dinner salad options (examples: Caesar, garden)

3 entrée side dishes (examples: roasted potatoes, rice pilaf, fresh seasonal vegetables)

2 dessert options (examples: chocolate cake, apple pie, ice cream)

Coffee and tea station

Assorted soft drinks and water

All necessary table settings (plates, utensils, napkins)

All necessary serving equipment and utensils

Tables and chairs and table clothes

Set-up and breakdown for all food service needs

The following items should be broken out when submitting bids:

Description of the services to be provided.

Breakdown of cost for food items.

Event room fees.

Total cost per person.

Any fees associated with services in addition to the items listed above.

Sum total cost of the contract will be based on price per person and any associated fees.

Please Note: The State of New Hampshire is exempt from the rooms and meals tax. The NHFG Department will provide final count of people attending 10 days prior to the event. The invoice must be itemized for services and based on number of people attending.