

Invitation to Submit a Proposal and Quote

City of Seneca Employee Christmas Party

DATE OF EVENT: Thursday, December 4, 2025

LOCATION OF EVENT: Shaver Recreation Complex Gym, Seneca SC

TIME OF EVENT: 6:30 pm

OF GUESTS: 325

INSTRUCTIONS:

-Base your quote on a per person basis and list any service fees, delivery fees, hospitality tax, or any other added fees.

-To do business in the City of Seneca, you must hold a current City of Seneca Business License. Appropriate hospitality taxes should be paid promptly.

-Include these services in your quote: Proper personnel to remain on-site for the duration of the event to replenish food and beverages, and to maintain a clean serving area. Provide black linens for tables from which you will serve food, beverages, and desserts. Provide in advance the number of tables you will need set up for this purpose.

-Cleanup during the event and at the conclusion of the event: include in your quote picking up empty plates and glasses from the tables as the event occurs. Also, at conclusion of event, cleanup of the food serving area and removal of any debris or trash, and personnel to assist and help in clearing guest tables of dishes. Tablecloths on guest tables are the property of the City of Seneca, and you are not expected to remove those. You will not be expected to perform any cleanup other than what is listed here.

-Provide clear disposable dinnerware to include dinner plates, flatware, cups, dessert plates and an adequate number of to-go plates for all attendees. Food left over at the end of the evening is to be offered to guests to take home with them. This is a tradition with the City of Seneca.

-Provide menu board at entrance to serving area.

-You may structure your quote in this manner: Your primary quote should be based strictly on the menu items as requested below. No substitutions and no unexpected additions. If you wish to offer alternate creative menu ideas, you may list those ideas as options. For example: Primary Quote, Alternate Quote 1, Alternate Quote 2, Alternate Quote 3, etc. *Important: Please indicate how your suggested options will monetarily affect the price per head.*

References and/or taste testing may be requested before final award indicating the ability of the caterer to handle events of this size. If your company has done previous work for the City of Seneca, please indicate that in your proposal. Other factors that will be considered in awarding bid are: food quality, taste and presentation; professionalism and service; cost and value for money; ability handle large events.

Menu for Primary Quote:

-Prime Rib Carving Station. Provide rolls for guests to make their own sliders if they wish, yeast rolls, and sauces to include creamy horseradish and au jus.

-Breaded Chicken Tenders

-Honey Baked Ham

-Both mashed potatoes and baby red potatoes with Brown Gravy on the side.

-Sweet Potato Souffle

-Macaroni and Cheese

-Green Beans

-Squash Casserole

-Roasted Vegetables

-Dinner or Yeast Rolls

-Desserts include coconut cake, red velvet cake (NO NUTS), strawberry cake, chocolate delight or comparable.

-Beverages should include sweetened and unsweetened iced tea, water, Christmas punch or comparable, coffee bar (decaf) with all necessary accoutrements.
Ice is available in the kitchen at Shaver Complex.

Optional Quotes:

You are invited to exercise your culinary creativity by offering additional menu options. Please list those quotes as Alternate Quote, 1, 2, or 3, etc. Please provide detailed information as to how your options will affect the price per head.

Quote should be delivered in writing to: Seneca City Hall, Attention Debbie Williams, Administration, 221 E N First Street, Seneca, SC. 29678, by Noon on August 28, 2025.

IMPORTANT NOTE: The quote that is accepted by the City of Seneca will be the final price that will be paid by the City, and should the caterer decide to include unrequested items, those items will not be considered for payment.

WE SINCERELY APPRECIATE YOUR INTEREST IN BEING A PART OF THE CITY OF SENECA'S EMPLOYEE CHRISTMAS PARTY!