



Office of the City Clerk
P. O. Box 419
Alamosa, CO 81101
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719/587-2512 direct line
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Request for Proposals

The City of Alamosa is requesting proposals for providing its Board Appreciation Dinner. Specifications for this event are:

- Date of event TBD in March, preferably on a Monday.
- Plated meal or buffet service for 50 – 100 adults.
- Menu negotiable, please provide options that include Prime Rib or other quality beef and at least one non-beef option.
- Price shall be all-inclusive (meal, gratuity, coffee/tea/water, and use of the room). This is a tax exempt event.
- Dinner is to be served at 7:00 p.m.
- Optional social hour from 6:30 to 7:00 p.m. If alcohol is offered, this will be paid by the customer separate from the event bill.
- Facility arranged to allow all attendees to clearly see and hear a speaker and each other.
- Space in addition to seating area to accommodate an entertainer.
- This event will be directly billed to the City, and will be paid within 30 days after the invoice is received.
- The City will guarantee the number of persons no later than 1 week prior to the event.

Proposals must be in a sealed envelope, clearly marked "Board Appreciation Dinner" and submitted **no later than 5:00 p.m. February 10, 2012** to:

Judy Egbert, City Clerk
City of Alamosa
300 Hunt Avenue
POB 419
Alamosa, CO 81101