City of Washington – Invitation to Bid
Full-Service Catering for the City of Washington Christmas Party

The City of Washington is currently accepting bids for **full-service catering** for the annual City of Washington Christmas Party.

Scope of Work:

The selected caterer will provide **full-service catering buffet style(**for approximately **130 guests**, including:

Guests should be able to eat both entrée selections if they would like

- **Two (2) meat options**
- **Three (3) side dishes**
- **Bread**
- **Assorted desserts**
- **Non-alcoholic beverages**

Catering must include **glassware, utensils, serving equipment (nice disposable ok)**, and all necessary service items. All food should be **fully prepared, delivered, and ready to serve** at the event site.

Bidders must include the following in their proposal:

- A **proposed menu**
- **Cost per person**
- **Total estimated cost**
- Any **additional fees** for services, staffing, setup, and/or cleanup

Event Details:

- **Event:** City of Washington Christmas Party
- **Date:** Friday, December 4, 2026
- **Time:** 7:00 p.m.
- **Location:** VFW Post 5889, Washington, Georgia

Bid Timeline:

- **Bid Opening Date:** Monday, September 14, 2026
- **Bid Closing Date:** Wednesday, October 14, 2026

Submission Requirements:

All bids must be submitted via email to **marmour@wga.gov** by the deadline. Email subject line should read: **"City of Washington Christmas Party Catering Bid"** The City of Washington reserves the right to accept or reject any or all bids

Contact Information:

For questions or additional information, please contact:
Margaret Armour
Phone: 706-990-6828
Email: marmour@wga.gov