

White Jr., Tyrone (ISD)

AAA - 03-25-2015

Subject: RE: SBD

From: Raquel Libman []
Sent: Wednesday, March 25, 2015 3:53 PM
To: Johnson, Laurie (ISD)
Cc: Susan Greenwood; Monica Davis; Raquel Libman
Subject: FW: SBD

Happy Wednesday Laurie!

We are looking for a vendor to supply decorations and welcome gifts for an event we are hosting on April 14, 2015 for 400 attendees. The vendor would be responsible for 40 center pieces, stage decorations, reception table decorations and welcome gifts for the 400 attendees all in the theme of the "Great Gatsby". The welcome gifts are party "black top" hats and plastic pearl necklaces, but the vendor may propose ideas for the remaining decorations and center pieces in accordance with our desired theme. The vendor would have to be on site from noon to 10:30 p.m. to set up, work the event and complete their breakdown. Our total budget is \$10,000, but because these are not fixed items, we will have to compare the specific offers to ascertain whether the vendor captures the theme appropriately and that the quality of the items provided are of comparable value.

Please let us know if there are any certified vendors that would be interested in making an offer.

Thank you for your help!

Best,
Raquel

Raquel Libman
Executive Vice President & General Counsel
Executive Office

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