

White Jr., Tyrone (ISD)

From: White Jr., Tyrone (ISD)
Sent: Thursday, March 26, 2015 8:18 AM
To: 'rmoser@gatewaysunlimited.com'; 'debra@greensleevesinc.com';
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'npenalver@logisticaloutsourcinginc.com'; 'michel@normandyprint.com'
Cc: Johnson, Laurie (ISD); Taylor, Coralee (ISD); Duncombe, Kelly (ISD); Tirado, Roberto (ISD)
Subject: ***Verification of Availability*** AAA-03-25-2015
Attachments: image001.png

Good morning,

Please see the request below. The deadline for submissions will be **5:00 PM today, March 26, 2015.**

Scope of Services:

SBD has received a request to have a certified firm supply decorations and welcome gifts for an event taking place April 14, 2015, with 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 firm may propose ideas for the remaining decorations and center pieces in accordance with the 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. Table decorations & welcome gifts for 400 attendees all in the theme of the "Great Gatsby".

Is your firm available on April 14, 2015 from 12:00PM – 10:30PM to set up, work the event and pack-up?

Yes No

Can your firm provide the following items:

40 center pieces Yes No
Stage decorations Yes No
Reception table decorations Yes No
Welcome Gifts:
Black top hats Yes No
Plastic pearl necklaces Yes No

Please list you firms ideas for remaining decorations & centerpieces in accordance with the theme:

Please provide your firms estimated cost for this service:

\$ _____.

Tyrone White
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