

# REQUEST FOR PROPOSAL

**Re:**

2021 Business Excellence Awards

**Date:**

January 12, 2022

**Issued by:**

Trail & District Chamber of Commerce

Erika Krest, Executive Director

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## Project Overview

The Trail & District Chamber of Commerce is inviting local artisans to submit a proposal to design and create a new trophy/award for the 2021 Business Excellence Awards to be presented in Spring 2022.

## Company Background

The Trail & District Chamber of Commerce advocates for the business community to support and encourage successful growth and development.

We take great pride in the accomplishments of our members and the local business community we serve. That's why we're so pleased to host our Business Excellence Awards each year to recognize businesses large and small in the Trail and District area.

## Scope of Work

Create and produce a trophy design that visually represents the beauty of our area. The award can be made of metal, wood, glass, or other material. Twelve trophies will be required in total, one for each award category as follows:

- Business of the Year
- Business Person of the Year
- Employer of the Year
- Emerging Entrepreneur
- Excellence Under 40
- Tourism
- Go Green
- Community Impact
- Customer Service
- Professional Service
- Retail
- Not-For-Profit / Charitable Organization

The promotion, nominations, and voting process will begin shortly. Once the final winners are determined, the TDCOC will provide a list of the names of the winners to the artist. The name of each business will be etched, carved, or otherwise included on the trophies by the artist. The TDCOC is expecting complete confidentiality from the artist to safeguard the names of the winners until after they are announced at the Annual Gala in Spring 2022.

## Budget and Timeline

The cost to produce each trophy must not exceed \$100, including any applicable taxes.

The deadline to produce the twelve trophies and deliver them to the TDCOC office is Monday, April 11, 2022.

## Vendor Submission Requirements

Please include the following in your submission:

- Business name, including website address / URL
- Contact information (name, phone number, email address)
- Company background, and relevant experience
- Design and product material of the trophy
- Pricing / Cost to produce each trophy

## Deadline for Submission

Please submit your completed RFP with design and pricing to [info@trailchamber.bc.ca](mailto:info@trailchamber.bc.ca) by February 21, 2022. RFPs received after that date will not be considered. We will contact the selected artist by February 28, 2022.