

**NOTICE TO ALL INTERESTED PARTIES
CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

Request for Proposal

Catering Agreement for Group Events at Chehalem Glenn Golf Course

Sealed proposals for furnishing all (materials, equipment, labor and services for the above mentioned proposal for the Chehalem Park and Recreation District will be received at the District Administration Offices located at 125 Elliott St., in Newberg, Oregon until February 23, 2012, at 4:00pm. Proposals will be publicly opened and read at that time. The Proposals will be accepted or rejected within (30) working days after opening. All prices and terms must be guaranteed for sixty days. No electronic or faxed proposals will be excepted.

The Major objectives/specifications are:

- A. To provide exclusive catering services at Chehalem Glenn Golf Course for group events related to tournament operations. Chehalem Glenn Golf Course is located at 4501 E. Fernwood Rd., Newberg, OR 97132. The event season runs from approximately April through October. The majority of the events are June through September.
- B. The scope of the catering services includes the following:
 - a. All food requirements of the group events at Chehalem Glenn Golf Course.
 - b. Related beverage requirements limited to non-packaged, non-alcoholic items. For example, lemonade, iced tee, non-bottled water, coffee and punch.
- C. The following beverage services will be outside the scope of this agreement due to existing contracts with vendors and licensing issues.
 - a. Packaged non-alcoholic beverages.
 - b. All alcoholic beverages.
- D. Responders should meet the following requirements:
 - a. Previous experience catering golf tournament events or similar events.
 - b. Able to provide a varied menu with affordable options.
 - c. Provide appropriate staffing levels for each event to ensure a positive customer experience.

- d. Ability to service all group events at varied times and days.
 - e. Provide collateral related to catering the events. At minimum cutlery, plates, napkins, cloth table covers, dispensers, cups, and serving utensils.
 - f. Must leave facilities clean and presentable upon completion of each catered event.
- E. The menu and pricing should reflect a value pricing strategy consistent with the pricing strategy at Chehalem Glenn Golf Course and customers expectations. It should include offerings for “grab and go” breakfast and lunch, and “sit down” lunch served buffet style.
- F. Facilities and equipment for preparation must be provided by the proposer. There is very little room “on-site” preparation.
- G. The catering provider must at all times comply with the Yamhill County Health Department regulations regarding food service, licensing of the business, and licensing of staff.
- H. Copies of the two most recent Yamhill County Health Inspection reports of the caterer and their operations must be provided.
- I. Compensation for the exclusive right to cater golf events at Chehalem Glenn Golf Course shall be made in the form of a percentage commission on gross sales.
- J. CPRD reserves the right to reject any or all proposals and to waive all informalities.
- K. Term of the agreement will begin April 1, 2012 and end with the golf season, October 31, 2012. The agreement may be renewed for the 2013 season at the discretion of the CPRD.
- L. The CPRD and Chehalem Glenn Golf Course reserves the right to exclude up to 5 group events per year from the exclusivity of the agreement.
- M. The CPRD and Chehalem Glenn Golf Course may ask one or more proposers to provide samples of their food for further evaluation.

Items to Include In the Proposal

- Description of the entity proposing.
- Contact information including name of company representative, street address, mailing address, phone, email.
- Description of the food and beverage background of the principals and management.
- Proposed menu with pricing.
- Written description of the service provided detailing food type, service and staffing standards.
- Golf event catering experience of the principals and management.
- Three (3) customer references.

- Proposed commission rate on gross sales paid to Chehalem Glenn Golf Course.

Evaluation Criteria

- Ability of the proposer to provide the required services.
- Commission rate on gross sales paid to Chehalem Glenn Golf Course.
- Experience related to providing catering services to golf events.
- Menu and pricing.
- Quality of the menu items.

Schedule of Events

- Recommended Pre-Proposal Meeting – 2pm, February 10, 2012 at Chehalem Glenn Golf Course.
- Question Deadline – 5pm, February 15, 2012, submit via email to bthompson@chehalemglen.com. An email with responses to all questions will be sent out by 5pm, February 17, 2012.
- Proposals Due – 4pm, February 23, 2012. Proposals should be delivered sealed to the Chehalem Park and Recreation District Office at 125 S. Elliott Rd, Newberg, OR 97132.
- Evaluation Period – February 23, 2012 through March 1, 2012
- Proposal Acceptance – March 1, 2012

Questions concerning this request for proposal can be directed to Branden Thompson, Golf Operations Supervisor (503) 869-2827 or by email bthompson@chehalemglen.com

Request for proposal form:

RFP: Chehalem Park and Recreation District – Catering Agreement for Group Events at Chehalem Glenn Golf Course

Date: February 23, 2011

Time: 4:00 p.m.

To: Chehalem Park and Recreation District
C/O Branden Thompson, Golf Operations Supervisor
125 Elliott, St.
Newberg, OR 97132

The undersigned seller declares that he/she has examined the specifications and that he/she has made examination of the site of the proposed work and has made such investigations as necessary to determine the character of material and the conditions to be encountered. The undersigned hereby proposes to furnish all material and labor and perform all work and to complete the work in strict compliance with the specifications.

Commission % paid on Gross Sales _____%

The following must be included in this proposal:

- Description of the entity proposing.
- Contact information including name of company representative, street address, mailing address, phone, email.
- Description of the food and beverage background of the principals and management.
- Proposed menu with pricing.
- Written description of the service provided detailing food type, service and staffing standards.
- Golf event catering experience of the principals and management.
- Three (3) customer references.

The Lease will guarantee all proposals for a period of sixty (60) days.

The Owner reserves the right to reject any or all bids and waive all informalities.

The name of the bidder who is submitting this proposal is:

Firm Name: _____

Address: _____

By: _____ (signature)

Name/Title: _____ Date: _____

Telephone: _____ Fax: _____