

REQUEST FOR PROPOSAL (RFP)

1. Overview. This Request for Proposal ("**RFP**") invites prospective service providers to submit proposals for catering services at the 2025 Rock the Locks Music Festival in Umatilla, Oregon, on September 26-28, 2025 (the "**Event**").

1.1 Services. The City of Umatilla (the "**City**") is seeking proposals from qualified catering vendors to provide meals for breakfast, lunch, and dinner in the backstage areas for bands and staff during the Event (the "**Services**"). Estimated catering is 120 meals per day for pre-festival and 1200 meals during the festival for three days.

1.2 Confidentiality. All information concerning this RFP, including any related information that the City subsequently discloses during the bid and proposal process, is the City's confidential information. The service provider will not disclose or use such information for any purpose other than responding to the RFP without the City's prior written consent except as required by law. The City will not disclose any non-public information in the service provider's response to this RFP, provided that such information is identified as non-public and confidential in the response. Submission of a proposal constitutes acceptance of these terms.

1.3 Not Binding. Except for the confidentiality obligations outlined in Section 1.2, this RFP is a solicitation of bids only, and the issuance of this RFP shall not be binding on the City. The City reserves the right to accept or reject any or all proposals or to cancel this RFP for any reason or no reason. No binding agreement shall exist concerning the provision of Services unless and until a definitive agreement has been agreed and executed by both the City and the selected service provider(s). Under any circumstances, the City will not be liable for any expenses incurred by any bidder concerning the RFP proposal submission or selection process.

2. Contact Information. The Parks and Recreation Coordinator is the point of contact for this RFP. Please direct all communications regarding this RFP as follows:

Contact Person:	Marla Martens
Email:	Marla.Martens@umatilla.gov
Mailing Address:	700 6 th Street Umatilla, OR 97882
Phone Number:	541-922-3226 x123
Fax Number:	541-922-5758

3. Scope of Services. The City intends to enter into a service agreement with the selected service provider(s). In addition to any items outlined in the Agreement, the chosen service provider(s) will be responsible for:

- (a) Providing breakfast, lunch, and dinner and evening snack during the Event.
- (b) Accommodating individual dietary requests.
- (c) Operating in compliance with all applicable health and safety regulations.

4. Proposal Submission Requirements. The proposal must include the following information:

4.1 Service Provider Background. An overview of the service provider, including:

- (a) A brief history of the service provider.
- (b) A detailed description of the service provider's industry expertise and experience.
- (c) Information about past performance, including references demonstrating the quality of similar services provided at other events similar to the Event.

4.2 Proposed Services Plan. Provide a detailed description of the staffing, resources, and plan for managing the Services at the Event. Include information about critical assumptions on which the proposal is based. As applicable, also include information about:

- (a) The services management team and key employees.
- (b) Staffing levels for the services.
- (c) Anticipated subcontractors.
- (d) Food options for all catering.
- (e) Catering/serving equipment.
- (f) Specify whether you plan to utilize food trucks or display any logo.

4.3 Costs. Provide the total proposed costs for the Services, including a breakdown of variable costs (dependent on food selection, volume, etc.) and direct and indirect expenses. Include information about payment terms and pricing for additional or out-of-scope services.

4.4 Local Preference: Indicate if the business is based in Umatilla or Umatilla County.

5. Proposal Submission Deadline. Proposal submissions must be received by July 31, 2025 (the "**Proposal Submission Deadline**"). Submissions must be [emailed/mailed/faxed] to

the point of contact for this RFP listed in Section 2. Submissions received after the Proposal Submission Deadline will not be considered.

6. Evaluation Criteria. The City will evaluate several criteria to select the most suitable service provider. Primary considerations include proposed costs, variety, quality of food options, prior experience and demonstrated ability to provide the Services, adequacy of staffing, and professionalism in catering display and equipment. Additionally, to promote local business, preference will be given to service providers based in the City of Umatilla or Umatilla County.