

Rotary Club of Wallowa County

Wallowa County, Oregon

Request for Proposals



Purpose: Seeking person to cater luncheon meals for approximately 35 members at weekly Wednesday meetings.

Background Information:

The Rotary Club is an international service organization. The Rotary Club of Wallowa County currently meets at noon on Wednesdays at St. Katherine's Parish Hall in Enterprise Oregon. The Club guarantees payment for at least 35 members, although there may be as many as 40 to 50 on a given occasion. Caterer is responsible for all employee benefits, taxes and liability.

Scope of Work:

- Prepare buffet style hot meals each week for noon meeting.
- Desired menu would include salad, hot entree, rolls, vegetable dish, drinks, possibly dessert
- Provide your own coffee and iced tea service
- Provide or arrange to use dishes, silverware, cups and glasses. Provide napkins, salt and pepper, water carafes, etc.
- Set up and clean up of serving spaces

Space Constraints and Options:

- Our current meeting place is in St. Katherine's Parish Hall. The kitchen features a standard domestic stove and oven, three sinks, dishwasher and a small food prep area.
- Proposal may include an alternative meeting place. This alternative should include location, seating capacity, who will bear costs of kitchen rental.

Proposal To Include the Following:

- Name and contact information
- Food Service experience and license, if any
- Five sample luncheon menus
- Charge per person

Contact Craig Strobel at 432-0337 for more information

Submit proposal to Craig Strobel, P.O. Box 782, Joseph, Oregon, 97846 or e-mail as an attached file to craig_strobel@yahoo.com.

Deadline for receiving proposals is September 15.