



302 N. Mill Street
Colfax, WA 99111

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www.portwhitman.com

REQUEST FOR PROPOSALS

Project: Snake River Family Festival Catering Services

Catering Date: Saturday, June 8, 2024

RFP Issue Date: February 8, 2024

Proposal Due Date: 5 p.m. on Thursday, February 22, 2024

Pre-Proposal Meeting: N/A

Catering proposals for the Port of Whitman County's (Port) Snake River Family Festival (Festival) held at Boyer Park and Marina, 1753 Lower Granite Rd, **Colfax, WA 99111**, on **Saturday, June 8, 2024, from 11:00 a.m. – 3:00 p.m.** are being accepted. For further information on Boyer Park and Marina, please visit its [webpage](#) on the Port website.

About the event: The Port is hosting the seventh-annual Snake River Family Festival. The Festival is a family-friendly event and is free to the public. The Port's mission in hosting the Festival is to educate attendees about the benefits, both recreational and economic, of the existing multi-use Columbia Snake River system. Additional Festival information is available on the [event website](#) and [Facebook page](#).

Catering proposals should address the following event needs:

- 1) Food and non-alcoholic beverages for **500** people
 - a. Ready-to-serve for quick and easy service to attendees
 - b. Picnic or BBQ style is suggested
- 2) All service items, including ice, serving dishes and equipment, plates, utensils, napkins, cups, etc. to be provided by caterer
- 3) Serving tables and optional linen, decorations, etc. to be provided by caterer
- 4) Electric extension cords, if needed, to be provided by caterer
- 5) Tent to cover the service area. Can/will caterer provide?

The Port and/or the venue will provide:

- 1) Electricity (please detail needs in the proposal)
- 2) Flat paved area for set up and serving
- 3) Temporary food permit as needed

RFPs must include:

- 1) Detailed menu
- 2) Detailed cost breakdown
- 3) Detailed payment schedule
- 4) Detailed plan to address unconsumed food

Budget:

The inclusive budget for catering for the Festival is **\$10,000**.

RFPs will be evaluated based on proposed menu, overall cost and meeting of the needs listed above.

The selected caterer must assist The Port in completion of the Whitman County Temporary Food Service Application. The application can be viewed here:

http://www.whitmancountypublichealth.org/uploads/9/4/9/8/94983524/tfe_application_2018.pdf

The selected caterer will be notified by Friday, March 1, 2023.

Questions should be addressed in writing to Sarah Highfield at sarah@portwhitman.com. Answers to questions will be shared with all parties on the contact list.

This is the only proposal document. This document may be examined at the Port of Whitman County, 302 N Mill Street, Colfax, WA 99111.

The Port reserves the right to reject any or all offers if such action is in the best interest of the Port, and waives informalities and minor irregularities in offers received. Proposals may be faxed, delivered by mail, e-mailed in PDF form or delivered in person:

Email: sarah@portwhitman.com

Mailing and Physical Address:

Port of Whitman County

Attn.: Sarah Highfield

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Colfax, WA 99111

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The Port of Whitman County is an equal opportunity employer.