



June 25, 2021

The Pendleton Convention Center has been bringing events, meetings and conferences to Pendleton and eastern Oregon since 1992. Events and tourism are a crucial component of Pendleton's economy and a bright spot in our future. The PCC team strives to improve every event we offer here, and two key elements that make an occasion memorable are exceptional customer service and delicious food.

The Pendleton Convention Center is looking for a first-rate catering company to join our team, create great meals and excel in customer service, and help the PCC staff build long-lasting relationships with our event customers. We are inviting you to throw your hat in the ring to be considered our next catering company.

If you have a passion for excellence, and you love the idea of making extraordinary food for the thousands of guests that visit Pendleton for events every year, we look forward to receiving your bid packet. **Bid packets are due by July 8, 2021 at 5:00pm.**

Please include the following in your bid packet:

Cover Letter

Completed Application

Signed Memorandum of Understanding

Current Menus with Pricing

Photos of Past Events

The catering contract is for your reference only; do NOT sign and return.

To give you an idea of the volume of business we do at PCC, gross catering sales for 2019 (pre-Covid) were \$384,000. FY 2021 is at \$160,000, and we are looking forward with earnest to when we can be 100% fully functioning again. We want to partner with a catering company that shares our ambition to not only get back in the game, but exceed previous benchmarks. We at PCC are equally committed to helping our caterer grow their business and reputation in the region through working together on events and excelling at every opportunity.

If selected for an interview, you will be contacted to schedule a time to come to PCC and meet with the interview committee. The final selection will be made on July 22, 2021. The contract period will be from August 1, 2021 to July 31, 2024, with an option to extend. Feel free to call 541-276-6569 with any questions, and we look forward to seeing what you can bring to the Pendleton Convention Center.

Pat Beard, Manager

Pendleton Convention Center