

**Town of Orono**  
**Request for Proposals**  
**Town of Orono Safety Day Barbecue**

The Town of Orono is seeking proposals for a qualified caterer to provide a luncheon for approximately 65 people at the Orono Fire Department on August 27th at approximately 11:30 AM.

Sealed proposals clearly marked “**Safety Day Barbecue**” are due at the **Orono Town Office located at 59 Main Street, Orono, Me 04473** by **Thursday, July 9th at 2:00 PM** at which time they will be publicly opened. No award will be made at that time.

Questions should be directed to Belle Ryder, Assistant Town Manager, at 207-889-6907 or belle@orono.org.

No fax or e – mail proposals will be accepted. The Town of Orono reserves the right to reject any and all proposals, and waive any irregularities.

**General Event Information**

Event Title:	<b>Town of Orono Safety Day</b>
Confirmed Date:	August 27, 2015
Location:	Orono Fire Department
Start Time:	11:30
End Time:	12:30
Notes:	

**Event Specifics:**

Expected Attendance:	65
Description of Program:	The Town of Orono hosts an annual safety training and provides a buffet luncheon after training for the staff.
Attendee Profile:	Staff includes public works, library, town office, police and fire employees.
Room Set-up Details:	The luncheon is held in the open bay of the Orono Fire Department. Tables and chairs are provided by the Town.
Menu Details:	Buffet meal that allows the attendee to choose between a small variety of entrée options and sides.

## **Proposal Requirements:**

- **General Statement of Qualifications:** Provide a general statement of qualifications on company letterhead that demonstrates the firms' qualifications and intent to meet the terms of the agreement. In this statement, demonstrate the firm's understanding of the requirements of the agreement, and make note of any important facts that make the firm especially qualified for this work.
- **Completed Bid Form – Attached**
- **References:** Provide no less than three independent references that can demonstrate or confirm the contractor's ability to successfully perform the services required under the scope of work. These references must include the owner's name and contact information, the type of services provided, and when the services were provided.
- **Insurance:** Provide Proof of the following insurance coverage list the Town of Orono as additionally insured:
  - Worker's compensation insurance in accordance with Maine Law
  - General Liability: \$400,000 per occurrence

**Town of Orono**  
**Request for Proposals**  
**Safety Day Luncheon**

**BID FORM**

**Due: Thursday, July 9th, 2:00 PM**

**Contractor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

Bid Price for Town of Orono Safety Day Luncheon as outlined in the above Request for Proposals:

- 1. Please provide pricing for the following:**

Menu Price per Person:	
Additional Charges:	

- 2. Please attach the proposed menu.**

The Bid Prices specified above is considered valid for 90 days from the stated bid opening date.

The Town of Orono reserves the right to reject any and all bids; waive irregularities as do not affect the substantive provisions thereof.

\_\_\_\_\_  
Authorized Contractor's Representative Signature

\_\_\_\_\_  
Date

Signature indicates the proposer has a full understanding of the work as described in this Request for Proposals and the intent to complete the work as directed by the Town of Orono.