



To Whom It May Concern:

9/9/2019

Umpqua Community College closed River Rush Catering, its campus based catering service, on June 30, 2019.

So that food services may continue for Special Events held on campus, the College has established a List of Approved and Qualified Food Services Providers - henceforth the "List". The purpose of the List is to streamline the approval process for those providers who may be hired to host an individual event scheduled to be held on college property. This list will be actively maintained and Food Services Providers are welcome to apply at any time.

Food Services Providers are required to provide the College with the items and information on the Food Services Provider Agreement and its Exhibits – henceforth the "Agreement". By signing the Agreement, a Provider agrees to abide by the terms and conditions stated therein. Once these requirements have been met and the College has received the documents, the Provider will be added to the Approved List.

- Listed Food Services Providers are then available to contract with an Event Organizer and work an event on College Property.
- All ensuing contracts for Event related Food Services will be between the Food Services Provider and the Event Organizer, not the College.

Send your responses to this Solicitation to:

**Jules DeGiulio, Purchasing Manager**  
**Umpqua Community College**  
**1140 Umpqua College Rd.**  
**Roseburg, OR 97470**

Or as pdf file to:

[jules.degiulio@umpqua.edu](mailto:jules.degiulio@umpqua.edu)

It is not advisable to wait until you've been contacted by an Event Organizer scheduling an event to respond to this Solicitation. A review of your business credentials at that time could prevent you from working an event simply because of our workload and how quickly we could react to your request.

- Food Services Providers not on the Approved List will not be permitted to work an event on College property.

Once approved, your company information will be listed on the College's website so as to alert Event Organizers.

Please call or email me with questions during standard business hours.

Best Regards,

A handwritten signature in black ink, appearing to read "Jules DeGiulio".

Jules DeGiulio  
Purchasing Manager  
UCC Office of Business Services  
541 440 7648