



Request for Proposal (“RFP”) For Food Preparation & Services

This RFP is being issued by: The Tacoma Sportsmen’s Club, Inc. (“TSC”)

Date of RFP Issue	Monday, March 10
Bidder Questions Due (via email)	Friday, March 21
Bidder Questions Responses (via email)	Friday, March 28
Bidder Walkthrough	Monday, April 7 :1pm-3pm
Deadline to Submit Proposal	Friday, April 11 :11:59pm PDT
Presentations/Sampling (Finalists on-site)	Friday, April 25 :12:00pm – 4pm
Anticipated Award Date	Wednesday, April 30
Service Start Date	Sunday, June 1

All dates subject to change

1. OBJECTIVE

- a. TSC is looking to identify a partner to provide food preparation and services for its Members, Auxiliary Members and guests.
- b. Services shall provide exceptional service and value for Members, Auxiliary Members and guests.
- c. Provide a consistent food service experience.
 - i. Two-year agreement with 1 year extension option.
 - ii. Provide base menu with seasonal specials. Menu to be reviewed no greater than every 3 months.
- d. Bidder shall provide over-the-counter meals for the following days/events.
 - i. Every Tuesday night 5:00PM – 7:30PM (or later).
 - ii. The first Wednesday of every month 5:00PM – 7:00PM.
 - iii. Every Sunday morning 8:30AM – noon.
 - iv. TSC Committees as requested by the committee Chairpersons with the dates and times mutually agreed upon.
- e. Bidder to offer Member/Auxiliary Members discounts to include \$_____ per entree for Tuesday Social Night, Wednesday GM meeting and Sunday Breakfast when member presents a valid membership card.

- f. Bidder may provide catering services for those parties/committees renting/using the TSC hall or picnic area. TSC will provide Users contact information to the persons or companies seeking to rent TSC facilities.
 - i. Awarded bidder to provide business cards/brochures.
 - ii. Awarded bidder to pay _____% commission on gross sales for all such referrals.

2. QUALIFICATIONS

- a. Bidder is responsible for all signage and printing, food service transactions, preparations and delivery of meals. Tip jars are acceptable.
- b. Bidder shall be responsible for obtaining all federal, state and/or local taxes, permits, fees and licenses to provide catering services. Said permits and licenses must be posted and available to be presented to State and County Inspectors when requested.
- c. Bidder shall indemnify and hold harmless the Tacoma Sportsmen's Club against any and all expense liabilities and claims of every kind and on behalf of any person or entity arising out of the conduct or action of the User, its employees, agents or participants in any event sponsored by the User.
- d. Bidder shall furnish a valid Certificate of Insurance naming Tacoma Sportsmen's Club as additional insured. Should the COI lapse, this agreement is terminated on the last day of the insurance coverage. All approved use days will be cancelled immediately.

3. SITE VISIT

- a. Bidders are urged and expected to inspect the site where services are to be performed and satisfy themselves regarding the general and local conditions that may affect the cost of contract performance.
- b. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

4. PROPOSAL COSTS

- a. TSC assumes no liability or responsibility for costs incurred by the bidder.

5. PROPOSAL REQUIREMENTS

- a. Bidder to provide sample menu with pricing.
- b. Bidder to submit responses to the following requests:
 - i. Bidder to offer Member/Auxiliary Members discounts to include \$_____ per entree for Tuesday Social Night, Wednesday GM meeting and Sunday Breakfast when member presents a valid membership card.
 - ii. Awarded bidder to pay _____% commission on gross sales for all such on-site catering referrals.
 - iii. Bidder to propose (select one or both);

1. Monthly rental fee of \$ [REDACTED] for non-exclusive use of TSC kitchen facilities.
 2. [REDACTED] % commission on gross sales for non-exclusive use of TSC kitchen facilities.
- c. Bidder to provide references.
 - d. Bidder to submit all questions to tsc1933@outlook.com; Subject Line: Food Preparation & Services RFP. Responses will be emailed to all Bidders on Friday, March 28, 2025.
 - e. Bidder to submit written proposal with responses listed above via email or hand-delivered to the TSC.
 - f. Bidder may be requested to provide sampling of a variety of proposed menu items.
 - g. Only one Restauranter will be granted use of the facility per contract. TSC reserves the right to use facilities for special events.

6. AWARD

- a. TSC may NOT seek a best and final offer (BAFO) from any Bidder in this procurement process. All bidders are expected to provide their best value pricing with the submission of their initial response.
- b. TSC will award only one contract.
- c. TSC will award contract to "Best Fit, Best Value Bidder".