

## **ADVERTISEMENT FOR REQUEST FOR PROPOSAL**

Sealed RFP submissions will be received until the project item is called by the Board of Park Commissioners on the 14th day of April. Submit one (1) original and nine (9) copies of the proposal. When the project items is called by the Board, the time for the submittal of all RFP submissions is closed. The Board of Park Commissioners will begin at 11:30a.m. on this date.

RFP submissions will be received for: **PREFERRED CATERING AND ALCOHOL SERVICES**

### **FOR THE MARQUETTE PARK RECREATION PAVILION**

Copies of the RFP may be obtained from the Department of Parks and Recreation at 455 Massachusetts Street, Gary, Indiana 46402.

Contracts will be entered into between the City of Gary Board of Park Commissioners (Board) as "Owner" and the successful Catering Service Provider. The award of the contract will be made by the City of Gary Board of Park Commissioners. Submitted proposals will be reviewed and select Catering Service Providers will be invited to conduct a chef presentation and interview to discuss the project and qualifications in greater detail. Interviews are anticipated to occur before April 14, 2026. Following the interviews, a Caterer Service provider will be recommended to the Board of Parks Commissioners by the Superintendent of Parks, and Catering Service Provider selection will be announced on April 15, 2026. The selected Catering Service Provider will meet with the Board to negotiate a contractual agreement as soon after the final selection is reasonable, with contract execution anticipated in April 2026.

The Board reserves the right to reject any and all RFP submissions for failure to comply with all requirements of this "Advertisement for Request for Proposal" or any of the RFP Documents; however, it may waive any informalities or minor defects at its discretion.

**BOARD OF PARK COMMISSIONERS**  
**NOTICE FOR PROPOSALS FOR CATERING AND**  
**BAR SERVICES AT MARQUETTE PARK PAVILION**

Sealed proposals for Marquette Park Pavilion catering and bar services located at 1 North Grand Blvd., Gary, Indiana will be received by the Board of Park Commissioners on or before April 14, 2026, until 10:00 a.m. ATTN: Michelle Williams, in the Administrative Offices of the Department of Public Parks, 455 Massachusetts Street, Gary, Indiana 46402.

Marquette Park Pavilion may be viewed prior to submission on Wednesday, April 1, 2026, between 9:00 am – 1:00 pm of proposal by contacting: Mattie Fitzgerald, Parks Superintendent, Gary, Indiana @ (219) 886-7099 or email @ mfitzgerald@gary.gov.

All proposals must include:

1. Length of contract
2. Fixed monthly rental payment and percent of gross revenue payable to the Park Board for operating and catered events
3. A list of previous experience and references
4. List of equipment
5. Proof of financial resources for start-up costs, operating expenses and financial responsibility
6. Willingness to submit to a credit report, if requested
7. An Indiana Form 95 - Non Collusion Affidavit
8. Menu and prices for Catering and Bar Service

Licensee shall be financially responsible for the following:

1. Insurance
  - a. Liability
  - b. Property Damage
  - c. Fire and Theft
  - d. Workmen's Compensation
  - e. Products Liability
  - f. Liquor liability policy limits shall be approved by the Park Board, who shall be named as co-insured
2. All necessary equipment not presently in place at Marquette Park Pavilion
3. Compliance with all local, state and federal laws and ordinances
4. Obtaining all necessary permits, licenses and certifications necessary for the legal operation of catering and bar services