

REQUEST FOR PROPOSALS

The Village of Glendale Heights hereby requests Proposals with Statements of Qualification from experienced and capable parties interested in operating the Glendale Lakes Banquet Division. The successful Offeror will be responsible for providing banquet/meeting services to golfers and non-golfers. The Village will also accept any alternate submittals from those Offerors that are interested in managing food and beverage service for the entire facility, including the bar area. (Alternate 1)

Firms interested in submitting proposals must comply with the requirements set forth in this Request for Proposals (RFP). To be considered, three (3) copies of your firm's proposal must be received by 11:00 A.M., local time prevailing, on January 30, 2023 and addressed to:

Darcie Garza, Purchasing Agent
Village of Glendale Heights
300 Civic Center Plaza
Glendale Heights, IL 60139

A MANDATORY Pre-Proposal Meeting will be scheduled for December 19, 2022 at 11:00 a.m. at the Glendale Lakes Golf Course, located at 1550 President St., Glendale Heights, IL 60139. Exhibits will be distributed at this meeting.

Firms are responsible for ensuring their proposals are received by Finance Department personnel prior to the submission deadline. Proposals received after the submission deadline will not be accepted and returned unopened to the firm.

The Request for Proposal Document, including the Scope of Services may be obtained at the Village of Glendale Heights, Finance Department, during regular business hours. The Village of Glendale Heights reserves the right to accept or reject any or all proposals and to waive technicalities.

All proposals shall remain valid for 120 days from the proposal due date.