

**REQUEST FOR QUALIFICATIONS (RFQ)
PREFERRED CATERING LIST
Venue 1921 at East Ridge**

City of East Ridge, Tennessee

General Information

The City of East Ridge, Tennessee is seeking Letters of Interest and Requests for Qualifications (RFQ) from experienced, full-service catering providers to be considered for inclusion on the **Preferred Catering List for Venue 1921 at East Ridge**, a premier event space located in East Ridge. Selected caterers will be eligible to provide food and beverage services for private and public events hosted at the venue.

This RFQ is intended to identify qualified catering firms that demonstrate excellence in food quality, service, professionalism, and compliance with health and safety standards. The City aims to offer a diverse selection of caterers to meet the needs of a wide range of clients and event types.

Scope of Services

Catering firms selected for the Preferred List will be expected to provide the following services:

- Full-service catering for events including weddings, corporate functions, community events, private parties, luncheons and dinners.
 - Menu planning and customization to accommodate various dietary needs and preferences.
 - On-site setup, service, and cleanup.
 - Provision of all necessary equipment, staffing, and supplies for food and beverage service.
 - Compliance with all local, state, and federal food safety and alcohol service regulations.
 - Coordination with Venue 1921 staff to ensure seamless event execution.
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Qualifications of Firms

Catering firms must meet the following minimum qualifications:

- A minimum of three (3) years of experience in full-service catering.
- Demonstrated experience catering events of various sizes and types, preferably in municipal or public venues.
- Valid business license, health department certifications, and liability insurance.

- Names and resumes of principal staff and/or chefs, including relevant certifications.
- Sample menus, pricing structures, and references from past clients.
- Ability to provide tastings upon request.

Evaluation of RFQs

Submissions will be reviewed by a Selection Committee composed of City staff and Venue 1921 representatives. The Committee may select firms directly or develop a shortlist for further evaluation, which may include interviews or tastings. Evaluation criteria will include:

- Quality and variety of menu offerings.
- Professionalism and experience of staff.
- References and past performance.
- Compliance with health and safety standards.
- Ability to meet the needs of diverse events and clientele.
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Submittal of RFQ

To be considered for inclusion on the Preferred Catering List, firms must submit three (3) hard copies and one (1) electronic copy of their Letter of Interest and Qualifications to:

Shawna Skiles

Director of Parks and Recreation
1517 Tombras Avenue
East Ridge, TN 37412
Email: sskiles@eastridgetn.gov

Deadline for submission: 2:30 PM EDT, Wednesday, October 8, 2025

All firms will be notified once the selection process is complete.