

Request for Proposal to Lease Premises to be used as a Bakery and Catering Services Provider

Information to make a Request for Proposal (“RFP”) to lease space (the “Premises”) at the Historic St. Mary’s City Commission Museum (the “Museum”) located in St. Mary’s City, Maryland. The Premises is located in the heart of the Museum’s campus and is currently built out with a commercial kitchen. Respondents to this RFP shall provide information about their ability to lease the Premises and operate a bakery and provide catering services out of the Premises.

1. Introduction:

The Museum is a renowned cultural institution dedicated to preserving and promoting the rich history and heritage of St. Mary’s City. As part of its visitor experience, the Museum desires a tenant who will operate a bakery and provide food service and catering services out of the Premises that would serve visitors to and special events at the Museum. The Premises is approximately 500 square feet and includes a commercial kitchen and a basement level for refrigeration and storage.

2. Requirements:

The selected respondent will enter into a lease agreement with the Historic St. Mary’s City Commission (“HSMCC”) for the Premises, and the lease will require that the Premises be used for operating a bakery and catering service that meets the Museum's operational needs while offering high-quality products and excellent customer service. The key requirements for the role include, but are not limited to:

a) Bakery Operations:

- Operating the bakery six days a week, Tuesday through Sunday, from 9 am to 5 pm.
- Preparing and baking a variety of baked goods, including bread, pastries, cakes, and other specialty items.
- Ensuring the bakery is clean, organized, and compliant with health and safety regulations.
- Managing inventory, including ordering ingredients and supplies as needed.
- Incorporating innovative and unique menu offerings that reflect the cultural heritage of St. Mary’s City.

b) Catering and Food Services:

- Providing catering and food services for museum events, functions, and private bookings.
- Developing a diverse and flexible catering and food service menu that can accommodate various dietary requirements and preferences.
- Offering exceptional customer service, including prompt communication, menu customization, and attentive staff.
- Managing food preparation, setup, and cleanup for catering events.

c) Marketing and Promotion:

- Collaborating with the Museum's marketing team to develop and implement marketing strategies to attract customers.
- Utilizing various marketing channels, such as social media, online platforms, and local publications to promote the bakery and catering services.
- Participating in Museum-sponsored events and collaborating with other local businesses to

enhance visibility and generate awareness.

d) Financial Management:

- Setting competitive pricing for bakery products, food service, and catering services.
- Managing financial transactions, including sales, expenses, and payroll.
- Maintaining accurate records of financial transactions and providing regular reports to the Museum.

3. Proposal Submission:

Interested candidates or organizations are requested to submit a comprehensive proposal that includes the following details:

a) Profile: Provide an overview of your experience, expertise, and track record in the bakery, food service, and catering industry, particularly in similar operational settings.

b) Operational Plan: Outline your operational approach, including bakery and food services management, catering services, and quality control processes. Highlight any unique features or services you intend to offer.

c) Menu and Product Samples: Present a diverse and customizable menu for bakery products, food service, and catering services. Include photos, descriptions, and/or samples, if possible.

d) Marketing and Promotion: Describe your marketing strategies and initiatives aimed at increasing bakery and catering business. Include examples of successful marketing campaigns.

e) Financial Proposal: Present a detailed financial plan, including pricing strategy, projected revenue, and expected costs. Outline any benefits or revenue sharing opportunities for the museum.

f) References: Provide at least three professional references (with contact information) from clients or organizations with whom you have previously collaborated in a similar capacity.

4. Evaluation and Selection:

The selection process will involve a thorough evaluation of all received proposals based on criteria such as experience, operational strategy, menu offerings, marketing plan, financial viability, and references. The selected respondent will be expected to enter into a triple net lease with all electric, gas/propane, equipment, pest control, fire suppression, grease trap, HVAC, costs, maintenance repair/replacement being the sole responsibility of the tenant. Shortlisted candidates may be invited for an interview to further discuss their proposals.

5. Timeline:

- RFP Release Date: August 25, 2023
- Proposal Submission Deadline: September 29, 2023

- Selection and Interview Process: October 2nd – 13th
- Final Decision and Contract Award: October 16, 2023

6. Contact Information:

For any inquiries or clarifications regarding this RFP, please reach out to:

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