

Request for Proposal (RFP)

Operation of Restaurant and Food & Beverage Services

Issued by: Cowichan Golf Club

Issue Date: October 18, 2025

Proposal Closing Date: November 6, 2025, 5:00 PM PT

1. Introduction

The Cowichan Golf Club (CGC), located in Duncan, British Columbia, invites qualified and experienced food and beverage operators to submit proposals for the operation, management, and maintenance of the Club's restaurant, bar, and related food and beverage facilities. The successful proponent will be responsible for providing high quality dining and beverage services to members, guests, tournaments, events, and the public, at a reasonable cost, while maintaining the facilities and equipment in good working order.

2. Background

Established in 1947, Cowichan Golf Club is an 18-hole golf course serving members, guests, and the wider Cowichan Valley community. The Club features a welcoming atmosphere, beautiful course views, and a loyal membership base. The Club is seeking a professional operator to manage year-round restaurant and bar operations, catering services for tournaments and events, and to enhance the overall food and beverage experience at the Club.

3. Scope of Services

3.1 General Operations

- Full operation of the restaurant, bar, and patio areas.
- Provision of breakfast, lunch, and dinner service, along with snack and beverage options for golfers.
- Food and beverage service to tournaments, events, and private functions hosted at the Club.
- Compliance with all applicable liquor, food safety, and health regulations.

3.2 Maintenance and Care

- Day-to-day cleaning and upkeep of all kitchen, bar, and dining areas.
- Proper care and maintenance of all food service equipment, smallwares, and furnishings.
- Reporting any major facility or equipment repair needs to the Club's General Manager.

3.3 Staffing and Management

- Hiring, training, and supervising all food and beverage staff.
- Ensuring all employees are properly certified (e.g., Serving It Right, FoodSafe, etc.).
- Providing professional, courteous, and consistent customer service.

3.4 Financial Responsibilities

- Collection and reporting of all food and beverage revenues.
- Payment of all operating costs, including staff wages, supplies, and consumables.
- Remittance of any agreed-upon rent or revenue share to the Club.
- Maintenance of accurate financial records and monthly reporting to the Club.

3.5 Year-Round Service

- Operation of the restaurant and bar facilities throughout the year, with hours adjusted seasonally based on golf activity and demand.
- Promotion of off-season dining and event opportunities to sustain community engagement.

4. Facilities and Equipment Provided

Cowichan Golf Club will provide:

- Fully equipped commercial kitchen and bar.
- Dining room, patio, and lounge areas.
- Tables, chairs, and existing food service equipment.
- Utilities (to be negotiated).

The operator is responsible for maintaining all equipment in good working condition and returning the facility in the same or better condition at the end of the agreement.

5. Proposal Requirements

Proposals should include the following information:

1. Company Profile – background, ownership structure, and years in business.
2. Experience – relevant experience operating restaurants, golf course food & beverage services, or catering operations.
3. Concept and Menu Approach – proposed style of service, sample menus, and pricing strategy.
4. Staffing Plan – organizational structure and qualifications of key personnel.
5. Financial Proposal – proposed rent or revenue-sharing model and general operating budget.

6. References – at least three professional references from current or past operations.
7. Term and Commitment – preferred contract term and proposed start date.

6. Evaluation Criteria

Evaluation Criteria Weight

- Relevant experience and qualifications 25%
- Quality and creativity of food & beverage concept 25%
- Financial proposal and sustainability 20%
- Operational plan and staffing 15%
- References and reputation 10%
- Alignment with Club values and community focus 5%

7. Terms and Conditions

- The Club reserves the right to accept or reject any or all proposals.
- The successful proponent will enter into a formal Operating Agreement with the Cowichan Golf Club.
- All proponents are responsible for their own proposal preparation costs.
- The agreement term is expected to be 3–5 years, renewable upon mutual agreement.

8. Submission Details

Proposals must be submitted by: November 6, 2025, 5:00 PM PT

Submit proposals to:

Cowichan Golf Club

Attn: Norm Jackson, General Manager

4955 Trans Canada Hwy

Duncan, BC V9L 6L3

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