



Pyramid Lake Tribal Health Clinic

**705 HWY 446 | P.O. Box 227
Nixon, NV 89424**

Request for Proposal for Food Services

2025 Men's Health Fair

CLOSING DATE: 05/16/2025

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Dawna Brown, Health Director
Pyramid Lake Tribal Health Clinic
705 HWY 446 | P.O. Box 227
Nixon, NV 89424
(775) 574-1018 Ext. 1216

I. PURPOSE AND BACKGROUND INFORMATION

This Request for Proposal (RFP) is to find a food vendor to provide cooking services for the Pyramid Lake Tribal Health Clinic 2025 Men’s Health Fair.

Health Fairs are annual events that PLTHC hosts to promote health and wellness for various groups in healthcare.

The Pyramid Lake Tribal Health Clinic is established in accordance with and under the authority of Article VI, Section 1 (A), (D), and (M), of the Pyramid Lake Paiute Tribe’s Constitution and By Laws, adopted January 15, 1936. The Pyramid Lake Tribal Health Board is responsible for the operations of all aspects of PLTHC. The Pyramid Lake Tribal Health Clinic is federally funded through Indian Health Services, Public Law 93-638.

II. WHO MAY RESPOND

Individuals who have and retain an IHS Food Handlers Certificate & Tribal Business License or Vendors who meet State and County Food Certifications/Regulations.

III. INSTRUCTIONS ON PROPOSAL SUBMISSION

A. CLOSING SUBMISSION DATE

Proposals must be submitted no later than 4:00pm on Friday May 16th.

B. INQUIRIES

Inquiries concerning this RFP should be directed to Dawna Brown, Health Director at (775) 574 – 1018 ext. 1216 or dbrown@plpt.nsn.us

C. INSTRUCTIONS TO PROSPECTIVE CONTRACTORS

Offeror’s proposal should be addressed as follows:

Attention: Dawna Brown, Health Director

Pyramid Lake Tribal Health Clinic

P.O. Box 227

Nixon, NV 89424

*It is important that the Offeror’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal

4:00pm (May 16, 2025)

D. SEALED PROPOSALS

All proposals must be sealed. Failure to do so may result in premature disqualification of your proposal. It is the responsibility of the Offeror to ensure that the proposal is

received by PLTHC by the date and time specified above. Late proposals will not be considered.

IV. CONTRACTOR REQUIREMENTS

In accordance with procurement policies of the Pyramid Lake Paiute Tribe, this RFP is open to both Native American and Non-Native American firms, organizations, enterprises, and individuals with provision for Indian Preference (CFR 35 U.S.C. 472).

V. SCOPE OF SERVICES

- A. The Offeror shall provide a catered service for a BBQ.
Suggested Menu: Turkey Burgers, Cheeseburger Cabbage Wraps, Grilled Chicken, Kebabs, Salad, Sides etc. (These are suggestions only, and therefore not a required menu for the Offeror to provide.)
- B. Prepare food for 75 people.
- C. Offeror will need to supply their own BBQ grill and accessories. However, there will be a kitchen available on site, if needed.
- D. Offeror to supply plates, cups, utensils, napkins, etc.
- E. Offeror to supply drinks with meal(s).
- F. Offeror to supply any items not listed that are required to prepare and serve the meal.
- G. Must have one of the following if not all, a current Indian Health Service (IHS) Food Handler Certificate, State of NV Food Seller's Permit, or Food Facility Health Permit. Including, a Tribal Business License or State of NV Business License.

VI. LOCATION

The 2025 Men's Health Fair will be hosted at the Pyramid Lake Paiute Tribal Gymnasium on June 18th from 10am – 1pm.

VII. TIMELINE

Deadline for Proposals:	05/16/2025 @ 4:00pm
Event Date:	06/18/2025 @ 10a-1p

**SEALED PROPOSALS WILL BE RECEIVED AT THE PYRAMID LAKE TRIBAL HEALTH CLINIC
UNTIL MAY 16, 2025.**