

REQUEST FOR QUOTE



arctic development expo
northern realities • northern solutions

CATERING SERVICES

The Town of Inuvik is currently seeking a provider of catering services for the upcoming Arctic Development Expo taking place June 12-14, at the Midnight Sun Complex in Inuvik, NWT, Canada.

This is not a request for tenders or an offer. The Arctic Development Expo / Town of Inuvik are not bound to accept the proposal with the lowest quotes nor to accept any of the submitted proposals.

DEADLINE: All quotes must be received no later than 5:00 pm Friday, April 7

CONTACT

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Economic Development & Tourism
Town of Inuvik
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SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Development Expo and the Town of Inuvik are looking for an organization to supply the Arctic Development Expo with catering services for the 3-day event, including several days before and after the event for our staff and volunteers.

Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Friday, April 7, 2023	5:00 pm	Proposals Received	Proponent
Wednesday, April 12, 2023	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, April 14, 2023	5:00 pm	Contract Finalized	Proponent & TOI

Payment Terms:

The Town of Inuvik will advance up to 50% of the total proposed costs upon final contract negotiation with Town Administration and the Proponent.

DELIVERABLES DETAILS & TIMELINE

DATE	TIME	SERVICE	LOCATION	CLIENT GROUP	MENU SUGGESTIONS	Count
Friday, June 9	7:00 – 8:30 am	Breakfast	Community Lounge	Staff/Volunteers	Eggs, Bacon, Sausage, Toast, Juice, Coffee/Tea	10
Friday, June 9	10:00 – 10:30 am	Nutrition Break	Community Lounge	Staff/Volunteers	Toast Station (bagels, bread), Fruit, Cream Cheese, Butter, Jams, Coffee/Tea	20
Friday, June 9	11:45 – 12:45 pm	Lunch	Community Lounge	Staff/Volunteers	Sandwiches, Soup, Salad, Chips, Dessert, Sodas/Coffee/Tea	20
Friday, June 9	3:00 – 3:30 pm	Nutrition Break	Community Lounge	Staff/Volunteers	Meat, Cheese & Crackers, Cookies, Sodas/Coffee/Tea	20
Saturday, June 10	7:00 – 8:30 am	Breakfast	Community Lounge	Staff/Volunteers	Eggs, Bacon, Sausage, Toast, Juice, Coffee/Tea	10
Saturday, June 10	10:00 – 10:30 am	Nutrition Break	Community Lounge	Staff/Volunteers	Toast Station (bagels, bread), Fruit, Cream Cheese, Jams, Coffee/Tea	20
Saturday, June 10	11:45 – 12:45 pm	Lunch	Community Lounge	Staff/Volunteers	Sandwiches, Soup, Salad, Chips, Dessert, Sodas/Coffee/Tea	20
Saturday, June 10	3:00 – 3:30 pm	Nutrition Break	Community Lounge	Staff/Volunteers	Meat, Cheese & Crackers, Cookies, Sodas/Coffee/Tea	20
Monday, June 12	7:00 – 8:30 am	Breakfast	Community Lounge	Staff/Volunteers	Eggs, Bacon, Sausage, Toast, Juice, Coffee/Tea	10
Monday, June 12	10:00 – 10:30 am	Nutrition Break	Community Lounge	Staff/Volunteers	Toast Station (bagels, bread), Fruit, Butter, Cream Cheese, Jams, Coffee/Tea	20
Monday, June 12	11:45 – 12:45 pm	Lunch	Community Lounge	Staff/Volunteers	Sandwiches, Soup, Salad, Chips, Dessert, Sodas/Coffee/Tea	20
Monday, June 12	3:00 – 3:30 pm	Nutrition Break	Community Lounge	Staff/Volunteers	Meat, Cheese & Crackers, Cookies, Sodas/Coffee/Tea	20
Monday, June 12	5:00 – 7:00 pm	BBQ Dinner	Inuvik Golf Course	Attendees	BBQ (Burgers & Smokies) 3 Sides, Dessert, Sodas/Water	200
Tuesday, June 13	7:00 – 8:30 am	Breakfast	Community Lounge	Staff/Volunteers	Eggs, Bacon, Sausage, Toast, Juice, Coffee/Tea	20
Tuesday, June 13	7:00 – 9:00 am	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Tuesday, June 13	7:30 – 8:30 am	Breakfast	Expo Arena	Attendees	Hot & Cold Buffet (eggs, hash browns, sausage, bacon, french toast/pancakes, fruit, cereals, yogurt) Juice/Coffee/Tea	150
Tuesday, June 13	10:00 – 10:30 am	Nutrition Break	Expo Arena	Attendees	Selection of Muffins, Pastries, Bannock, Fruit, Cheese, Coffee/Tea/Water	200
Tuesday, June 13	10:00 – 10:30 am	Nutrition Break	Community Lounge	Staff/Volunteers	Toast Station (bagels, bread), Fruit, Cream Cheese, Butter, Jams, Coffee/Tea	20
Tuesday, June 13	10:00 – 10:30 am	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Tuesday, June 13	12:00 – 1:30 pm	Lunch	Expo Arena	Attendees	Hot & Cold Buffet: Main, 2 Sides, 2 Salads, Soup, Selection of cold cuts, cheese, breads/buns, Veggies, Desserts, Soda/Coffee/Tea	200
Tuesday, June 13	12:00 – 1:00 pm	Lunch	Community Lounge	Staff/Volunteers	Chili/Stew, Buns/Donuts, Veggies & Dip, Dessert, Sodas/Coffee/Tea	20
Tuesday, June 13	1:30 – 3:00 pm	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Tuesday, June 13	3:00 – 3:30 pm	Nutrition Break	Expo Arena	Attendees	Meat, Cheese & Crackers, Veggies & Dips, Cookies, Soda/Coffee/Tea	200
Tuesday, June 13	3:00 – 3:30 pm	Nutrition Break	Community Lounge	Staff/Volunteers	Meat, Cheese & Crackers, Veggies & Dips, Cookies, Soda/Coffee/Tea	20
Tuesday, June 13	3:30 – 5:00 pm	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Tuesday, June 13	5:00 – 6:00 pm	Dinner	Community Lounge	Staff/Volunteers	Lasagna, Salad, Garlic Bread, Dessert, Soda/Coffee/Tea	20
Tuesday, June 13	6:00 – 7:30 pm	Dinner	Curling Arena	Attendees	Northern Themed Dinner Buffet 3 Entrée, 3 Salads, 3 Sides, Buns/Rolls, Dessert Selection Coffee/Tea	200

DATE	TIME	SERVICE	LOCATION	CLIENT GROUP	MENU SUGGESTIONS	Count
Wednesday, June 14	7:00 – 8:30 am	Breakfast	Community Lounge	Staff/Volunteers	Eggs, Bacon, Sausage, Toast, Juice, Coffee/Tea	20
Wednesday, June 14	7:00 – 9:00 am	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Wednesday, June 14	7:30 – 8:30 am	Breakfast	Expo Arena	Attendees	Hot & Cold Buffet (eggs, hash browns, sausage, bacon, French toast/pancakes, fruit, cereals, yogurt) Juice/Coffee/Tea	150
Wednesday, June 14	10:00 – 10:30 am	Nutrition Break	Expo Arena	Attendees	Selection of Muffins, Pastries, Bannock, Fruit, Cheese, Coffee/Tea/Water	200
Wednesday, June 14	10:00 – 10:30 am	Nutrition Break	Community Lounge	Staff/Volunteers	Toast Station (bagels, bread), Fruit, Cream Cheese, Jams, Coffee/Tea	20
Wednesday, June 14	10:30 – 11:00 am	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Wednesday, June 14	12:00 – 1:30 pm	Lunch	Expo Arena	Attendees	Hot & Cold Buffet: Main, 2 Sides, 2 Salads, Soup, Selection of cold cuts, cheese, breads/buns, Veggies, Desserts, Soda/Coffee/Tea	200
Wednesday, June 14	12:00 – 1:00 pm	Lunch	Community Lounge	Staff/Volunteers	Soup/Chowder, Bannock/Buns, Salad, Dessert Soda/Coffee/Tea	20
Wednesday, June 14	1:30 – 3:00 pm	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Wednesday, June 14	3:00 – 3:30 pm	Nutrition Break	Expo Arena	Attendees	Meat, Cheese & Crackers, Veggies & Dips, Cookies Soda/Coffee/Tea	200
Wednesday, June 14	3:00 – 3:30 pm	Nutrition Break	Community Lounge	Staff/Volunteers	Meat, Cheese & Crackers, Veggies & Dips, Cookies Soda/Coffee/Tea	20
Wednesday, June 14	3:30 – 5:00 pm	Coffee Service	Community Hall	Attendees	Coffee & Tea	200
Wednesday, June 14	5:00 – 6:00 pm	Reception	Curling Arena	Attendees	Selection of at least 5 appetizers & finger foods	100
Wednesday, June 14	5:00 – 6:00 pm	Dinner	Community Lounge	Staff/Volunteers	Meat, Side, Salad, Dessert, Soda/Coffee/Tea	20
Wednesday, June 14	6:00 – 7:30 pm	Gala Dinner	Curling Arena	Attendees	Gala Dinner Buffet Beef, Salmon, Chicken, 3 Salads, 3 Sides, Buns/Rolls, “enhanced” dessert selection Coffee/Tea	200

GUIDELINES & NOTES

- The Monday, June 12th BBQ Dinner will be held at the Inuvik Golf Course. Proponents will have access to the Town of Inuvik BBQ's upon request, but should be prepared with their own propane tanks.
- All "Nutrition Breaks", "Breakfasts" & "Lunches" for Attendees will be held within the Expo (Hockey) Arena, while Evening / "Dinners" for Attendees will be served in the Curling Arena
- All meals for Staff/Volunteers will be served in the Community Lounge on the second floor of the Midnight Sun Complex
- Event organizers request that a coffee/tea station (noted as "coffee service" on the timeline document) be set up just inside the double doors (in front of the mural) of the Community Hall for the duration of the Conference Sessions (7 am to 5pm) on both Tuesday, June 12th and Wednesday, June 13. This should be maintained regularly to ensure station is full and free of debris and mess.
- Please submit a quote that contains a per person price for each meal
- Please ensure that each meal (Nutrition Breaks & Meals) are set as buffets and are to include a "double line" to allow for easier/faster service to attendees
- The proponent will be able to take use some of the Town's equipment (cooler, chaffing dishes, portable oven) as of 8:00 am Sunday, June 11th. The proponent and all related goods, materials, service equipment, and belongings must be removed from the site no later than Noon on Thursday, June 15th. The Town's equipment must be returned clean and clear of all belongings and refuse. A pre & post service agreement and item inventory may be required.
- Proponent will be advised of any increase or decrease of guests within 24 hours of each day

- Due to health regulations, no leftover food shall be stored; therefore, all leftover food is to be donated to the Homeless Shelter, Warming Centre or other community organization.
- Proponents must possess all required food, health, safety, and business-related permits, certificates, and insurance and must comply with all applicable food, health, & safety regulations.
- The Proponent may wish to provide the same meal menu to staff/volunteers as to be provided to the attendees during the times duplicate meals are being served. Please indicate preference in proposal.
- We would strongly encourage each Proponent to consider use of environmentally conscious materials in items such as cutlery, beverage containers/vessels and single use serving ware where possible. Use of Styrafoam is NOT permitted.
- While disposable cutlery & serving ware may be used for Staff/Volunteer Meals, Breakfasts, Lunches, & Networking Breaks; real silverware and plates must be used for both Evening Dinner Meals

SELECTION CRITERIA

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. Each proposal will be scored on a weighted scale based on the following:

- MENU 25%
 - Variety, Selection, Quality, Incorporation of Local Foods
- PRICE 50%
 - Provides pp prices, reasonable costs based on menu request
- DEMONSTRATED CAPACITY 25%
 - The proponent provides previous service history and demonstrates that they contain the appropriate supports (staffing, time, equipment)