



Call for Expressions of Interest

Cash Bar

Volunteer Appreciation

March 23, 2019

Services Required:

The Town of Inuvik's Community Service's Department is seeking a provider of a cash bar for a Volunteer Appreciation event taking place Saturday, March 23, 2019.

Deadline:

All quotes must be received no later than 5:00pm Friday, March 8, 2019

Contact:

Steve Krug
777-8636 or by Email: skrug@inuvik.ca

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

Scope & Terms of Request

The Town of Inuvik's Community Service's Department is seeking a community organization to supply a cash bar for a Volunteer appreciation event taking place Saturday, March 23, 2019.

Proposal Timeline:

Date	Deadline	Deliverable	Agent Responsible
Friday, March 8, 2019	5:00pm	Proposal Received	Proponent
Monday, March 11, 2019	5:00pm	Selection of Proponent	Town of Inuvik (TOI)
Wednesday, March 13, 2019	5:00pm	Contract Finalized	Proponent & TOI

Payment & Terms:

The Town of Inuvik agrees that the selected proponent will retain all profits from operating the cash bar

Event Hours & Location:

Saturday March 23, 2019 from 6:00pm- 2:00am Midnight Sun Complex- Community Hall

Guidelines and Notes:

The proponent will be responsible for providing all drinking cups, shot glasses and shakers needed to mix and serve drinks.

Swamping and clearing empties from tables.

Access and use of the Town of Inuvik's ice making machine.

A selection of imported and domestic beer, red and white wine, hard liquor and non-alcoholic beverages

Obtaining all appropriate licenses and adheres to all associated policies, legal obligations, and regulations

Selection Criteria:

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. The committee reserves the right to select any proponent as they see fit.

Consideration will be given to those organizations that can demonstrate the following:

- Demonstrated previous ability to host a similar event
- Strong volunteer & staffing ability
- Understanding of the volume and service requirements of a large event