



RFQ

Catering Services

Volunteer Appreciation

March 23, 2019

Services Required:

The Town of Inuvik's Community Service's Department is seeking a provider for catering services 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 is seeking an organization to supply catering services for a Volunteer appreciation event on Saturday March 23, 2019

The menu must include an appetizer, main course selections and variety of assorted deserts

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

Guidelines & Notes:

A coffee/tea station is to be set up just inside the Community Hall for the duration of the Volunteer Appreciation event.

Please submit a quote that contains a per person price

Please ensure that the meals are set as buffets and are to include a "double line" to allow for easier/faster service to delegates.

The proponent will have access to necessary plates, cutlery from the TOI prep kitchen and be will responsible for busing and clearing tables and returning all plates and cutlery clean.

The proponent will be able to take use some of the Town's equipment (cooler, chaffing dishes, portable oven) as of 4:00pm Saturday March 23, 2019.

The proponent and all related goods, materials, service equipment, and belongings must be removed from the site no later than 12:00 pm on Sunday March 24, 2019. The Town's equipment must be returned clean and clear of all belongings and refuse.

No leftover food shall be stored after the event; therefore, all leftover food is to be donated to the Homeless Shelter or other community organization or disposed of.

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.

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, Incorporation of Local Foods

PRICE 50%

Provides pp prices, reasonable cost based on menu request

DEMONSTRATED CAPACITY 25%

The proponent provides previous service history and demonstrates that they contain the appropriate supports (staffing, time, equipment)