



Township of Nipigon

Request for Proposal - 2023-06

Catering Services – Thunder Bay District Municipal League Conference

Issue Date: December 18, 2023

Deadline for Questions: January 15th, 2024, at 4:00 PM

Closing Date/Time: January 26th, 2024, at 4:00 PM

PROPONENT INFORMATION

BUSINESS NAME

MAILING ADDRESS

CITY

POSTAL CODE

()

TELEPHONE

EMAIL

SIGNATURE

NAME AND TITLE OF AUTHORIZED PERSON

DATE

Special Note: A signed copy of this form must be emailed along with the completed proposal to the Contact Person Debbie Rowley, Senior Administrative Assistant, at info@nipigon.net.

A. REQUIREMENTS

The Township of Nipigon is taking written quotations **from local suppliers** for the provision of catering services during the Thunder Bay District Municipal League Conference to be held February 29 and March 1, 2024.

Proposals may be submitted for meals required on one day only or for both days.

B. DESCRIPTION OF WORK

On February 29th and March 1st, 2024, Nipigon will host approximately 70 delegates to the community to attend the 2024 Thunder Bay District Municipal League (TBDML) Conference. A range of catering services are required over the course of the two days. Conference-related events and catering services will be required on site at the Royal Canadian Legion Branch 32 at 102 Fifth Street, Nipigon. Facilities will be provided to the successful proponent(s) at no cost, but will be subject to standard lessee requirements as noted in Section E.

All catering will take place in the main hall of the Legion and may be prepared on-site or outside of the venue.

C. BIDDING PROCESS

Closing Date, Time Location

Each Proponent must deliver their proposal **electronically**. Proponents will have the opportunity to submit questions to the Contact Person **via email only** until January 15th, 2023 at 4PM. All questions and answers will be distributed to Bidders as an addendum, via email, within one (1) business day of receipt of the questions by the Contact Person. All addenda will become part of the RFP. Proposals must be sent electronically to info@nipigon.net no later than January 26th at 4PM.

Late Proposals

It is the responsibility of each Proponent to ensure that their proposal is received by the Contact Person by the Closing Date and Time and the Proponent assumes the entire risk of failure of the Township of Nipigon to receive their proposal by the contact person by Closing Time. Proposals received by the Contact Person after Closing Time will not be considered and may be returned to the Proponent.

Proposal Preparation

Each proposal must include:

- All requirements for submission, as stated in this Request for Proposals and any Addenda;
- The first page of this Request for Proposals, completed and signed;
- A detailed description including full specifications of the proposed deliverables you will provide, including menu options, pricing noting gratuity and taxes if additional; and
- Any other information that you feel is relevant such as brochures, references and pictures.

D. PROPOSAL EVALUATION

Evaluation of proposals will be performed by a selection committee. Selection of the Proponent will be achieved through a formal evaluation process.

- Proponent must deliver a signed electronic copy of the RFP form (first page of this document) along with the Proposal to info@nipigon.net by the Closing Date/Time;
- The Proposal must **not** be mailed, delivered, or sent by facsimile.

The Successful Bidder will be determined using a Best Value Selection Criteria. Criteria will be scored out of a total score of **50 points**, broken down as follows:

1. Estimated individual or combined cost of proposed meals per plate/person (15 points)
2. Quality, creativity and appropriateness of proposed menu(s). (15 points)
3. Experience with large-scale events. (10 points)
4. Degree of staffing proposed for food service and clean up. (10 points)

The Contractor will be paid a 50% deposit based on the expected guest attendance number upon award. The balance will be paid upon receipt of final invoice.

E. SPECIFICATIONS AND DETAILED INFORMATION

- The provision of meals, setup of meal-specific service and equipment needs including buffets, chafers, service stations, etc.
- Clean up following and take down/clean-up of buffet/food service stations.
- Efforts to reduce/minimize waste using washable dishes and utensils is preferred.
- The Caterer(s) will immediately report any damages.
- The Caterer(s) is responsible for removing all personal belongings and ensuring the facility is left clean.

Key Dates, Times, and Meal Requirements

BREAKFAST on February 29 and March 1 from 8:00 – 9:00 a.m.

- Combination of hot and cold breakfast with any extra pastry, muffins, fruit, etc left over remaining out until after the first break at 10:30 a.m.
- Please ensure dairy free milk option if possible
- Granola and yogurt included if possible
- Coffee, tea, juices with breakfast and coffee/tea to be replenished at first break both days

LUNCH Day 1 (12:00 p.m. or 12:15 p.m., to be decided):

- Hot Buffet with 2 types of protein, 2 types of salad, 2 sides/starch, and variety dessert
- Vegetarian option included

AFTERNOON SNACK Day 1 only (2:30 p.m.):

- Lighter option - can include items that can also be carried over/used in the bagged lunches the following day (ie: baked goods, fruit/veg, granola bars)
- Coffee, tea, juices, water bottles

LUNCH Day 2 (12:00 p.m. or 12:15 p.m., to be decided):

- Bagged lunch - wraps/sandwich, baked good/granola bar, veggies & fruit, water bottle

Caterer is responsible for all serving equipment including serving dishes and serving utensils, as well as all items related to buffet setup including chafing dishes, sterno and condiments required for menu. Plates, bowls, cutlery, and urns for coffee/tea are available.

F. TERMS AND CONDITIONS

Irrevocability and Validity of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw their proposal prior to Closing Time. By submission of a Proposal, the Proponent agrees that, should the Proposal be successful, the Proponent will enter into a contract with the Township of Nipigon.

Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations, if any. Township of Nipigon will not be liable to any Proponent whether they accept a Proposal or reject all Proposals, for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with the Contract or any other matter whatsoever.

Acceptance and Rejection of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any Proposal will not necessarily be accepted. Township of Nipigon is not bound to enter a Contract with any Proponent.

Right to Amend or Cancel

Township of Nipigon reserves the right in their sole discretion at any time, and for whatever reason to, by addendum, modify, amend, or otherwise change this RFP.

Conflict of Interest

Township of Nipigon reserves the right to disqualify any submission due to a conflict of interest. Each Proponent must disclose any actual or potential conflict that may be occurring at time of bid or may occur during the project. If a successful Proponent fails to disclose an actual or potential conflict or where such a conflict cannot be resolved, Township of Nipigon has the right to terminate the contract.

Contract

Notice in writing will be provided to the identified successful Proponent, and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.

The 50% deposit will be paid back to the Township in full, within two weeks, if the contract is cancelled or the successful applicant fails to meet the required commitment.

Liability for Errors

While the Township of Nipigon has taken considerable care to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Firm Pricing

Prices will be firm for the entire Contract period unless specifically stated otherwise.

Sub-contracting

Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two or more Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly identified in the proposal.