



RFQ

# CATERING SERVICES

## ARCTIC ENERGY AND EMERGING TECHNOLOGIES CONFERENCE & TRADESHOW INUVIK NWT CANADA

JUNE 11 - 13  
**2018**

The Town of Inuvik is currently seeking a provider of catering services for the upcoming Inuvik Arctic Energy and Emerging Technologies (AEE) Conference & Tradeshow taking place June 11-13, at the Midnight Sun Complex in Inuvik, Northwest Territories, Canada.

This is not a request for tenders or an offer. The Arctic Energy and Emerging Technologies Show / 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 Monday, April 30

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# SCOPE & TERMS OF REQUEST

## Services Required:

The Arctic Energy and Emerging Technologies Show and the Town of Inuvik are looking for an organization to supply the Arctic Energy and Emerging Technologies Show 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    |
|------------------------|----------|------------------------|----------------------|
| Monday, April 30, 2018 | 5:00 pm  | Proposals Received     | Proponent            |
| Wednesday, May 2, 2018 | 5:00 pm  | Selection of Proponent | Town of Inuvik (TOI) |
| Friday, May 4, 2018    | 5:00 pm  | Contract Finalized     | Proponent & TOI      |

## Payment Terms:

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

# DELIVERABLES DETAILS & TIMELINE

| DATE             | TIME             | SERVICE         | LOCATION           | CLIENT GROUP     | MENU SUGGESTIONS   | Count |
|------------------|------------------|-----------------|--------------------|------------------|--|-------|
| Monday, June 11  | 7:00 – 8:30 am   | Breakfast       | Sundog Room        | Staff/Volunteers | Granola/Cereals/ Yogurt/Fruit/Cheese/ Juices/ Coffee/Tea   | 10    |
| Monday, June 11  | 10:00 – 10:30 am | Nutrition Break | Sundog Room        | Staff/Volunteers | Muffins, Fruit, Cheese, Coffee/Tea   | 20    |
| Monday, June 11  | 11:45 – 12:45 pm | Lunch           | Sundog Room        | Staff/Volunteers | Sandwiches, Soup, Chips, dessert, Sodas/Coffee/Tea   | 20    |
| Monday, June 11  | 3:00 – 3:30 pm   | Nutrition Break | Sundog Room        | Staff/Volunteers | Meat, Cheese & Crackers, Veggies & Dips, Juice/Coffee/Tea  | 20    |
| Monday, June 11  | 5:00 – 7:00 pm   | BBQ Dinner      | Inuvik Golf Course | Attendees        | BBQ (Burgers & Smokies) 3 Sides, Dessert, Sodas/Water  | 200   |
| Tuesday, June 12 | 7:00 – 8:30 am   | Breakfast       | Sundog Room        | Staff/Volunteers | Breakfast Sandwiches, Hashbrowns, Fruit, Juice/Coffee/Tea  | 20    |
| Tuesday, June 12 | 7:00 – 9:00 am   | Coffee Service  | Community Hall     | Attendees        | Coffee & Tea   | 200   |
| Tuesday, June 12 | 7:30 – 8:30 am   | Breakfast       | Curling Arena      | Attendees        | Hot & Cold Buffet (eggs, hash browns, sausage, bacon, french toast/pancakes, fruit, cereals, yogurt) Juice/Coffee/Tea  | 150   |
| Tuesday, June 12 | 10:00 – 10:30 am | Nutrition Break | Tradeshow Arena    | Attendees        | Selection of Muffins & Pastries, Fruit, Cheese, Coffee/Tea/Water   | 200   |
| Tuesday, June 12 | 10:00 – 10:30 am | Nutrition Break | Sundog Room        | Staff/Volunteers | Muffins, Fruit, Cheese, Coffee/Tea   | 20    |
| Tuesday, June 12 | 10:30 – 11:00 am | Coffee Service  | Community Hall     | Attendees        | Coffee & Tea   | 200   |
| Tuesday, June 12 | 12:00 – 1:30 pm  | Lunch           | Curling Arena      | Attendees        | Hot & Cold Buffet (Main, Side, 2 Salads, Selection of cold cuts, cheese, breads/buns, veggies, Dessert Soda/Coffee/Tea | 200   |
| Tuesday, June 12 | 12:00 – 1:00 pm  | Lunch           | Sundog Room        | Staff/Volunteers | Chili/Stew, buns, veggies & dip, dessert Soda/Coffee/Tea   | 20    |
| Tuesday, June 12 | 1:30 – 3:00 pm   | Coffee Service  | Community Hall     | Attendees        | Coffee & Tea   | 200   |
| Tuesday, June 12 | 3:00 – 3:30 pm   | Nutrition Break | Tradeshow Arena    | Attendees        | Meat, Cheese & Crackers, Veggies & Dips, Soda/Coffee/Tea   | 200   |
| Tuesday, June 12 | 3:00 – 3:30 pm   | Nutrition Break | Sundog Room        | Staff/Volunteers | Meat, Cheese & Crackers, Veggies & Dips, Soda/Coffee/Tea   | 20    |
| Tuesday, June 12 | 3:30 – 5:00 pm   | Coffee Service  | Community Hall     | Attendees        | Coffee & Tea   | 200   |
| Tuesday, June 12 | 5:00 – 6:00 pm   | Dinner          | Sundog Room        | Staff/Volunteers | Lasagna, Salad, Garlic Bread, Dessert, Soda/Coffee/Tea   | 20    |
| Tuesday, June 12 | 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 13 | 7:00 – 8:30 am   | Breakfast       | Sundog Room     | Staff/Volunteers | Breakfast Sandwiches, Hashbrowns, Fruit, Juice/Coffee/Tea  | 20    |
| Wednesday, June 13 | 7:00 – 9:00 am   | Coffee Service  | Community Hall  | Attendees        | Coffee & Tea   | 200   |
| Wednesday, June 13 | 7:30 – 8:30 am   | Breakfast       | Curling Arena   | Attendees        | Hot & Cold Buffet (eggs, hash browns, sausage, bacon, french toast/pancakes, fruit, cereals, yogurt) Juice/Coffee/Tea  | 150   |
| Wednesday, June 13 | 10:00 – 10:30 am | Nutrition Break | Tradeshow Arena | Attendees        | Selection of Muffins & Pastries, Fruit, Cheese, Coffee/Tea/Water   | 200   |
| Wednesday, June 13 | 10:00 – 10:30 am | Nutrition Break | Sundog Room     | Staff/Volunteers | Bannock/Doughnuts, Fruit, Cheese/Yogurt, Coffee/Tea  | 20    |
| Wednesday, June 13 | 10:30 – 11:00 am | Coffee Service  | Community Hall  | Attendees        | Coffee & Tea   | 200   |
| Wednesday, June 13 | 12:00 – 1:30 pm  | Lunch           | Curling Arena   | Attendees        | Hot & Cold Buffet (Main, Side, 2 Salads, Selection of cold cuts, cheese, breads/buns, veggies, Dessert Soda/Coffee/Tea | 200   |
| Wednesday, June 13 | 12:00 – 1:00 pm  | Lunch           | Sundog Room     | Staff/Volunteers | Soup/Chowder, buns, salad, dessert Soda/Coffee/Tea   | 20    |
| Wednesday, June 13 | 1:30 – 3:00 pm   | Coffee Service  | Community Hall  | Attendees        | Coffee & Tea   | 200   |
| Wednesday, June 13 | 3:00 – 3:30 pm   | Nutrition Break | Tradeshow Arena | Attendees        | Meat, Cheese & Crackers, Veggies & Dips, Soda/Coffee/Tea   | 200   |
| Wednesday, June 13 | 3:00 – 3:30 pm   | Nutrition Break | Sundog Room     | Staff/Volunteers | Meat, Cheese & Crackers, Veggies & Dips, Soda/Coffee/Tea   | 20    |
| Wednesday, June 13 | 3:30 – 5:00 pm   | Coffee Service  | Community Hall  | Attendees        | Coffee & Tea   | 200   |
| Wednesday, June 13 | 5:00 – 6:00 pm   | Reception       | Curling Arena   | Attendees        | Selection of appetizers  | 100   |
| Wednesday, June 13 | 5:00 – 6:00 pm   | Dinner          | Sundog Room     | Staff/Volunteers | Meat, Side, Salad, Dessert, Soda/Coffee/Tea  | 20    |
| Wednesday, June 13 | 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 11<sup>th</sup> BBQ Dinner will be held at the Inuvik Golf Course. Proponents will have access to the Town of Inuvik BBQ's upon request.
- All "Nutrition Breaks" for Attendees will be held within the Tradeshow Arena
- All meals for Attendees will be served in the Curling Arena
- All meals for Staff/Volunteers will be served in the Sundog Room
- AEET requests 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 12<sup>th</sup> and Wednesday, June 13<sup>th</sup>
- 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 delegates
- 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 10<sup>th</sup>. The proponent and all related goods, materials, service equipment, and belongings must be removed from the site no later than 5:00 pm on Thursday, June 14<sup>th</sup>. The Town's equipment must be returned clean and clear of all belongings and refuse.
- 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 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.

## 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)

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