



**Request for Proposal
Food Catering Services
Youth Gathering 2014**

RFP CLOSING DATE, TIME AND LOCATION

August 29, 2014, 12:00 PM EST

CONTACT PERSON

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Aboriginal Liaison

Kapuskasing Economic Development Corporation

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Request for Proposal

Food Catering Services

Youth Gathering 2014

The Town of Kapuskasing is seeking catering services for the Youth Gathering 2014 to be held September 23-25, 2014 at the Centre de Loisirs.

Background:

We expect an audience of over 150 Youth delegates from different communities on the James Bay Coast and Hwy 11 Trans-Canada corridor that will take time away from High School in order to attend this thought-provoking Event along with a great number of Northern Ontario community, business and organization leaders.

Location:

To be held at Centre de Loisirs. Site tours are available upon request by contacting Centre de Loisirs (Bianca Gadoury, 705-335-8461)

Selection:

The selection process will be determined by factors such as: capability; quality; service; references; and price. The lowest tender may not necessarily be accepted.

Requirements:

1. Provision of trained, courteous staff with proper etiquette (dress code: black and white)
2. Staff on site at all times to meet all food catering services
3. All catering staff must be identified by Caterer ID Tag/Lanyard with Name
4. Provide cleaning after each setting to meet the turn-around of sessions/schedule
5. Update and meet before and after each setting for debriefing/evaluation
6. Provide all food related services for the duration of conference
7. Provide options for delegates with food allergies for all settings
8. Must provide allergy alert signage for all settings if menu contains:
 - a. Nuts, seafood, other common food allergens
9. Please state whether you will be using Centre de Loisirs' service inventory or providing your own; please reflect in proposal response

Settings:

1. PODIUM
 - a. Use location determined by Youth Gathering 2014 Committee
 - b. Preparation of Water Jugs & Glasses; Napkins available
 - c. **MUST provide timely and discreet service**

2. REFRESHMENT TABLE(S)
 - a. Preparation of Hot & Cold Drinks throughout the day/each setting
 - i. Coffee, Decaf Coffee, Tea, Cream, Milk, Sugar, Raw Sugar, Sweetener (Splenda & Twin Sugar); Juice (Orange, Apple, etc.); Bottle water, Cola/Soda Cans (and Diet)
3. CONTINENTAL BREAKFAST
 - a. Detailed menu
4. HEALTH BREAK
 - a. Detailed menu
5. LUNCH
 - a. Detailed menu
 - b. **Buffet**
6. DINNER
 - a. Detailed menu
 - b. **Served**
 - c. **MUST Provide options for delegates with food allergies**

IMPORTANT: It is imperative to meet the highest quality and standard in order to host this event. We require timely and discreet service and quality assurance. Hot meals must be served safely as well as hot. Any shortage will not be tolerated. Kapuskasing wants this to be a memorable event therefore we expect only the best in food and in service. It is our opportunity to showcase Kapuskasing in hosting a first-class event.

Conference Catering Schedule

Tuesday, September 23	Time
CONTINENTAL BREAKFAST	9:00 am – 10:00 am
LUNCH	12:00 pm – 1:00 pm
HEALTH BREAK	2:45 pm – 3:00 pm

Wednesday, September 24	Time
CONTINENTAL BREAKFAST	9:00 am – 10:00 am
LUNCH	12:00 pm – 1:00 pm
HEALTH BREAK	2:15 pm – 3:15 pm
DINNER	6:00 pm – 9:00 pm

Thursday, September 25	Time
CONTINENTAL BREAKFAST	9:00 am – 10:00 am
HEALTH BREAK	11:30 am – 12:00 pm
LUNCH	12:00 pm – 1:00 pm

Attendance:

Proposal costs must reflect the following attendance brackets:

- 50 to 100
- 101 to 150
- 150 to 200

Additional Measures:

Professionalism and presentation is priority, including the following:

- All menus should be appetizing for young people aged thirteen (13) to eighteen (18) and adults who may have a higher range of tastes versus younger eaters
- Water Jugs with Ice & Glasses available at PODIUM, REFRESHMENT TABLE(S), and TABLES
- Tea and coffee should be made available throughout the day on designated refreshment table(s)
- All condiments must be supplied for hot drinks, cold drinks, breads, and others
- A “tree nut” free zone is welcomed
- All and any suggestions are welcomed
- Additional on-site requests may be required as necessary
- **“Menu Ideas” are only suggestions; please feel free to make recommendations**

Proposal Submission Instructions

Submissions for this proposal will only be received by the **Kapuskasing Economic Development Corporation, 88 Riverside Drive no later than August 29, 2014 at 12:00 pm (Noon)**. The Corporation will not be responsible for any lost documents or for those documents that are not delivered to the proper location.

The submissions should be signed and placed in a sealed envelope, clearly marked with **“Kapuskasing Economic Development Corporation: Catering Services: Youth Gathering 2014”**

All submissions submitted shall become the property of the Corporation of the Town of Kapuskasing.

For all questions and comments, please contact: Terrence Sutherland at 705-337-4261; terrence.sutherland@kapuskasing.ca.

General Liability Insurance

General Liability Insurance shall be in the joint names of the Contractor and the Town with limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof, with a deductible of not more than \$5,000.

Workers Compensation

WSIB coverage must be provided by the contractor. A valid clearance certificate must be provided to the Town before any work is to commence.

Local Content

Tenderer is advised that price shall include Local Content with a minimum value of 25% of the total contract value. Local Content is defined as anything purchased within the Town of Kapuskasing municipal boundaries by the Tenderer, including sub-trades and staff, for use in this project or associated with the performance of this project, and may include any combination of labour, materials, equipment, rentals, goods and services.

Goods and services shall include lodging, laundry, meals, fuel, mechanics services, etc. The Tenderer shall be responsible for contacting vendors and service providers within the Town of Kapuskasing and setting out terms and conditions of the purchase of Local Content. Tenderers are encouraged to use local labour, materials, and equipment to the fullest extent.

The Tenderer shall fill out Schedule "D" attached.

All costs associated with the procurement of Local Content shall be all inclusive in the Tenderers unit prices for the various items of this contract.

Tenders that do not meet the minimum requirement of Local Content (as calculated in Statement A) will not be considered.

In the event of a Tenderer does not meet the minimum local content requirement as determined by the Tenderers submission of invoices, the Tenderer shall forfeit the difference which shall be deducted from the payment.

In the event that Local Content contracted during the tendering process becomes unavailable during this agreement, the Contractor shall make every effort to procure local content of the same value to the satisfaction of the Youth Gathering 2014 Committee and/or clauses and stipulations as per Local Content Schedule A. Contracted Local Content that is not available during this contract, does not relieve the Contractor of said obligation to meet the minimum requirement for Local Content.

Lowest or any bid may not necessarily be accepted



Local Business Requirements and Process

For the purposes of Quotations a business must be located within Kapuskasing and be a commercial property taxpayer or possess a current business license with the Town of Kapuskasing.

To benefit from *Local Preference*, the criteria of being a *Local Business* must be met.

Business Registration:

Businesses may register by completing the Application for License/Permit which can be obtained at the Civic Centre reception, approval of the application and payment of the appropriate fee. Please allow five (5) business days for application review and approval.

Registered Business Name: _____ # of years in present business _____

Street Address: _____ Telephone No. _____

Tax Roll No: _____

Category (*completed by Municipality*): _____

Kapusking Commercial property taxpayer and / or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Kapusking Registered business	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signature _____ Date _____

Print Name Address

Telephone: _____ Fax: _____ Cell: _____

Email: _____



REQUEST FOR QUOTATION

Purchase for: _____

Date:	Number:
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Contact Person	
Phone Number	
Fax Number	
Email Address	

Quote to be delivered before 4:30 p.m. on _____, _____
 Deliver to:

Terms	
Price Firm for	
Delivery Term	F.O.B. Kapusksasing

Vendor Information	
Name of Company	
Name of Person	
City	
Telephone Number	
Fax Number	
Email Address	

Local Preference will be given to qualified Kapusksasing businesses. Lowest or any bid may not necessarily be accepted.

Bidder Signature: _____ Date: _____

Quantity	Description	Unit	Unit Price	Total Price
			Sub Total	
			HST	
			Total	

To provide all materials, labour or equipment as specified.

LOCAL CONTENT FORM FOR TENDERS

All costs shall be real costs without mark-up, overhead, profit or taxes. The successful tenderer shall provide labour records, goods and services invoices for all local content prior to substantial completion.

GENERAL	
Labour	\$
Materials	

(a) Asphalt	\$
(b) Concrete	\$
(c) Gravel	\$
(d) Topsoil & Sodding	\$
(e) Building Supplies	\$
Equipment Rentals	\$
Goods and Services	
(a) Lodging	\$
(b) Meals	\$
(c) Fuel	\$
(d) Miscellaneous	\$
Sub-Total General	\$

	SUB-CONTRACTOR 1	SUB-CONTRACTOR 2
Name:		
Labour	\$	\$
Materials		
(a) Asphalt	\$	\$
(b) Concrete	\$	\$
(c) Gravel	\$	\$
(d) Topsoil & Sodding	\$	\$
(e) Building Supplies	\$	\$
Equipment Rental	\$	\$
Goods and Services		
(a) Lodging	\$	\$
(b) Meals	\$	\$
(c) Fuel	\$	\$
(d) Miscellaneous	\$	\$
Sub-Total	\$	\$

Total Local Content	\$
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Signature

Date

Print Name