

RFQ MOCR201802 - "Volunteer Recognition Event - Catering Services"

The Department of Recreation, Leisure and Community Relations of the Municipality of the County of Richmond will be hosting their annual Volunteer Recognition Event on Thursday, April 12, 2018 at 6:00 pm at the D'Escousse Civic Improvement Centre.

We are looking for a catering service for this event for approximately 230 individuals for the following (or a similar) buffet menu:

- Choice of 2 meats, plus a fish option
- At least 4 different salads (i.e. potato, garden, Caesar, pasta, etc.)
- At least 4 other side dishes (i.e. rice, potatoes, stuffing, etc.)
- Variety of fresh vegetables
- Rolls and/or biscuits
- At least 2 choices of desserts
- Coffee/Tea (served)

Please note that the above menu must be comprised of homemade food (pre-packaged salads/desserts are not acceptable) and must be plentiful.

This quote for catering services must include the supply of all required table linens/skirting (white), tableware and associated clean up.

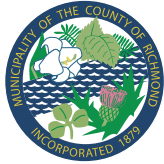
The successful bidder will:

- be expected to accommodate guests with dietary restrictions (i.e. allergies, gluten-free options, etc.) and will be notified of such restrictions in advance
- provide proof of insurance and applicable food handling safety courses (up to date)
- be responsible for any kitchen fees associated with the venue location

If you are interested, please fill out Bid Sheet no later than Monday, March 5, 2018 at 2:00 pm and send it to:

Laurier Samson
Department of Recreation, Leisure and Community Relations
P.O. Box 120,
2357 Highway 206,
Arichat, NS B0E 1A0
lmsamson@richmondcounty.ca

If you have any questions or concerns, please contact Laurier at 902-226-3981 or lmsamson@richmondcounty.ca.



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Suggested Menu

Large empty rectangular box for the suggested menu.

Price per person (including HST)

Bidders are reminded to complete the pricing section shown above in order to be considered.

Name of bidder: _____

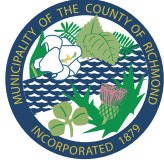
Authorized signature _____ Print Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email address: _____



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

The undersigned **BIDDER**, having carefully examined the Documents, including the locality and timeline of the proposed work, and having full knowledge of the materials to be furnished, hereby agrees to provide all necessary materials, and fulfill everything that is set forth in strict accordance with Request for Quotations MOCR201802, for the prices stated in this Bid Submission Form.

Except as expressly and specifically permitted in these Instructions to Bidders, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Quotations, and by submitting a quote, each proponent shall be deemed to have agreed that it has no claim.

The undersigned has carefully examined the documents for the Municipality of the County of Richmond MOCR201802.

Company Representative (signature)

Name/Title: _____ Date: _____