

Invitation to Tender-Catering Services Palmer Rapids
Deadline for submission: Friday, May 1, 2020 11:59am

To: Community Resource Centre SALC
15 Lake St, Killaloe, ON K0J 2A0 Phone: 613-757-3108 Fax 613-757-0208
seniors@crc-renfrewcounty.com

INTRODUCTION

The Community Resource Centre (CRC) is a charitable organization which delivers community programming to all ages. The CRC Senior Active Living Centre (SALC) delivers community programs to rural seniors in Brudenell, Lyndoch & Raglan Township and Killaloe, Hagarty & Richards Township using a mobile service delivery model. As such they host a Seniors' Monthly Lunch program in the community of Palmer Rapids at the BLR Township Community Centre the last Tuesday of the Month.

AGREEMENT

- (a) The agreement will be for a period until March 30, 2021. Commencement date will be tentative Tuesday May 26, 2020, subject to advice regarding COVID-19 and social distancing. Caterer will be booked on a monthly basis.
- (b) The Caterer is to be responsible for obtaining all necessary approvals which may be required in connection with the use and conduct of the catering business.
- (c) The Caterer will be required to be responsible for cleanup of area and equipment and removal of rubbish.
- (d) The Caterer will be responsible for their own level of public liability insurance.
- (e) The Caterer will agree to provide: a luncheon which would appeal to approximately 50 plus seniors, which would include a menu of main entree, soup, beverages, dessert, service equipment (including table cloths), once a month in the BLR Community Centre/Arena located at 22 Burnt Bridge Rd, Palmer Rapids, ON.
- (f) The Caterer may be asked to provide special menus for special events.

SUBMISSION OF BID

This is a Blind Tender. Please do not have any identifying items on your bid including address name or phone numbers. Rather fill out this information on the **Blind Tender Identification Form**. Tenders received with identifying items may be disqualified from tender process or asked to resubmit.

Every applicant wishing to be considered for the provision of catering services for CRC is to submit a bid with **NO identifying items (name, company name, phone number address) as this is a blind bid**. The bid will illustrate the Caterer will be able to fill aspects of the Agreement, a sample menu for one monthly seniors luncheon, a cost per plate (keeping in mind there will be 50+ plates per event) and indicate whether taxes will be charged. This bid will be submitted in a sealed envelope with the Blind Tender Identification Form attached to the outside.

Please **mail** all of the above contained in an additional envelope and addressed to:

Community Resource Centre SALC
Attention: Catering Services Bid
Box 59 15 Lake St
Killaloe, ON K0J 2A0
And must be received by 11:59am Friday, May 1, 2020

Given the COVID-19 pandemic, bids will not be accepted in person.

Bids may be emailed to seniors@crc-renfrewcounty.com with Catering Services Bid in the subject line and will be processed by a designated CRC staff person.

Bids may be faxed to 613-757-0208 with Catering Services Bid on the fax cover sheet and will be processed by a designated CRC staff person.

Any enquiries concerning this invitation to tender should be addressed to “SALC Program Coordinator” at (613) 757-3108 x222 or seniors@crc-renfrewcounty.com

The CRC has an absolute discretion in its selection of the Caterer.

The person or organization whose tender is accepted will be informed of acceptance in writing, either by post, fax, or e-mail (at the option of the CRC).

EVALUATION CRITERIA

The evaluation criteria to be used for the evaluation of applications will include but will not necessarily be limited to:

- The applicant’s demonstrated ability to provide, operate, manage and maintain the provision of services as briefly outlined in this document.
- The CRC may require any applicant/tenderer to provide additional documentation and/or information as the CRC deems appropriate.

LIMITATIONS OF LIABILITY

The CRC reserves the right without advance notice and without explanation and for any cause whatsoever:

- (i) Not to proceed with seeking submissions for the catering
- (ii) To change the terms and procedures relating to the submission process
- (iii) To terminate negotiations with any tenderer prior to the dispatch of acceptance of the submission
- (iv) To reject or accept (as the case may be) any submission (including any alternative submission).

Before the completion of the tenderer’s submission, meetings, conversations and other contacts may have occurred between the tenderer and the CRC. Those meetings, conversations and contacts are not to form the basis of the documentation relating to the submission, which will be based only on this documentation.

Blind Tender Identification Form

Tender Manager: _____

Company Name: _____

Phone: _____

Email: _____

Fax: _____

Brief Description of experience and ability to provide the services requested in Tender: Catering Services

Professional Reference Name: _____

Phone: _____ Email: _____

to warrant bidding of tender I/we, _____ *[intending caterer]* of _____ (company) hereby offer to provide catering services to the Community Resource Centre in the manner described in the Invitation to Tender-Catering Services and agree that in the event of this offer being accepted I/we will promptly enter into an Agreement with the Community Resource Centre and will be able to provide services on May 26, 2020 and monthly thereafter in a form pertaining to the particulars described herein.

SIGNED this _____ day of _____ 20__

Signature of applicant/tender _____

for and on behalf of _____

For Office Use:

Code: _____

Date Received: _____ **Time Received:** _____

Received By: _____