



# Request for Quotation

**Project Title:** Catering Services – Volunteer Appreciation Night 2026

**Request#** 2026-16

**Issue Date:** October 21, 2026

**Closing Date:** Friday, November 6, 2026

## Municipality of French River

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## Municipal Procurement Statement

The Treasury Department is responsible for the coordination of fair and transparent procurement processes for the acquisition of goods, services and construction in support of the operations of the Municipality, in accordance with Purchasing [By-law 2015-54](#), as amended. The Municipality will acquire goods and services in a manner that complies with this By-law and appropriate purchasing principles for the public sector, reflects a high standard of business ethics, does not favour or discriminate, is cost-effective and results in the best value for the Municipality.

## Submission Details

### Submission Deadlines and Methods

All submissions to respond to this request must be submitted to our office no later than  
**November 6, 2026, at 2 pm Local time (Closing Date).**

Submissions may be in paper format. We will also be accepting electronic submissions (fax, or email) in response to this Request.

### Submission Delivery Address, Submission Questions and Clarifications

You may contact the following Lead Person if you have any questions or require clarification on any topics covered in this Request document.

**Carlie Bigras, Deputy Clerk – [deputyclerk@frenchriver.ca](mailto:deputyclerk@frenchriver.ca)**

### Submission Opening

Quotes will **NOT** be publicly opened. Two staff members will open the quotes. Staff will then review the submitted quotes, and the successful candidate will be contacted.

### Amendment and Withdrawal of Submission

Requests for withdrawal of a submission shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed in writing to the Lead Person, and prepared by a Senior Official of the company, with a signed withdrawal confirming the details of the bid submitted. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

### Addendums

The Municipality of French River may, at its discretion, amend or supplement the documents for this request by addendum at any time prior to the closing date for receipt of Quotations. Changes to the request documents shall be made by ADDENDUM ONLY.

The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well Any expenses incurred by the Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the Municipality.

## Introduction

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small Municipality feel make French River the community of choice to live, work, visit and vacation.

## Scope of Work

The Municipality of French River invites qualified caterers to submit quotations for catering services for the annual **Volunteer Appreciation Night – Wine & Cheese Event**, scheduled for **Wednesday, December 9, 2026, at 6:30 p.m.**, at the **Alban Community Centre**. This event recognizes local volunteers, with an anticipated **attendance of 120 guests**.

### Required Catering Services:

- Provide full catering service for approximately 120 guests.
- Offer a grab-and-go charcuterie menu featuring cheeses, meats, crackers/breads, fruits, and desserts.
- Complete Setup, food service, and cleanup.
- Prepare all food in the Alban Community Centre kitchen.
- Coordinate with municipal staff for setup and event timing.

## Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for responding Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

The successful Proponent will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Proponent will make good any such damage or injury.

The successful Proponent will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful Proponent will ensure all services and products provided in respect to this request are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The information, reports, documentation, plans, etc. that are a product of this award by the successful Proponent, will become the exclusive property of the Municipality of French River.

## Insurance

The successful Proponent will, within (7) calendar days after the receipt of the Municipality's notice of award, and throughout the term of the contract and at its own expense, obtain and maintain in force the following:

1. Commercial General Liability Insurance, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$1,000,000 per occurrence for any negligent acts or omissions by contractor relating to their obligations under this Contract. At a minimum, the policy shall provide coverage to indemnify and hold harmless the Municipality of French River against any liability arising from bodily injury, and property damage including loss of use; personal injury (including death); contractual liability; premises, property & operations; non-owned automobile; broad form property.

Such insurance shall add the Municipality of French River as additional insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

## Terms and Conditions

### Relating to the Successful Candidates:

- **Contract** – The successful proponent may, within ten (10) days after being advised that they are the successful proponent, execute a contract in duplicate to the Municipality.
- **Notice of Acceptance** – Notice of acceptance may be made by email or telephone, with written confirmation of same to follow, to the successful proponent at the number given by the proponent.
- **Purchase Order** - purchase order issued by the Municipality must be obtained prior to commencement of any work or ordering of materials. The Municipality will not be held liable for any work/materials that do not comply to the details specified on the purchase order.
- **Price** - The Proponent shall abide by the total price stated in the submission document. No further payments beyond the quoted amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the proponent that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.
- **Payment** – All invoices submitted must show the project name, and the project reference number. Payment shall be made upon receipt of invoice following the event to the satisfaction of the Municipality (net 30 days).
- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- **Public Record** – Any personal information required on the proposal form is received under the authority of the Municipality. This information will be an integral component of the quotation submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

- **Conflict of Interest** - Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Municipality, its elected officials, officers, employees and/or the present Bid Solicitation. Where, in the Municipality's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Municipality reserves the right to disqualify the Proponent from participating in the Bid Solicitation.

## Health and Safety

**General** – Supplier must comply with the Occupational Health and Safety Act (OHSA), the Regulations for Public Health and Food Safety, the Municipality of French River Safety Policy.

**Competent person** – Supplier is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of French River Safety policy.

**Equipment & tools** – All equipment and tools used by the supplier shall conform to Canadian Standards Association (CSA) or manufacture specifications. The Municipality of French River reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.

**Safe Food Handling** – At least one certified food handler or supervisor must be present during every hour that the food service is operating. All workers must adhere to safe food handling best practices and help create protection from hazardous foods from the numerous potential sources of contamination that may occur during transportation, preparation and handling of food.

**Reporting** – Supplier must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses. The Supplier shall also report accidents/incidents to the Ministry of Labour (MOL) or any other appropriate authority required by legislation.

**WSIB** – Prior to commencement of any work herein, the successful proponent shall provide the Municipality with a current WSIB Clearance Certificate within seven (7) days of contract award. The successful proponent shall maintain its good standing and shall provide the Municipality current Certificates of Clearance when requested.

## Selection Criteria

The successful caterer will be selected based on a combination of quality, relevant experience, and price. Submissions will be evaluated based on the following criteria:

- The caterer's overall experience, including experience providing services for events of a similar size and nature.
- The caterer's ability to meet all requirements, terms, conditions, and event schedule set out in this Request for Quotation.
- The quality, suitability, dietary accommodation, and presentation of the proposed menu and service approach.
- The best overall cost and value to the Municipality.

Schedule "A" – Vendor Bid Form

1. Vendor Information

Business Name:

Contact Person:

Address:

Phone:

Email:

2. Required Documentation

Please attach copies of the following (required for eligibility):

☐ Food Handler Certification

3. Pricing Summary

|                                | QTY | Unit Price | Total |
|--------------------------------|-----|------------|-------|
| CATERING SERVICES              |     |            |       |
| OTHER CHARGES (PLEASE SPECIFY) |     |            |       |
| Subtotal                       |     |            |       |
| HST                            |     |            |       |
| Total                          |     |            |       |

4. Service Overview

| DETAIL                                      | RESPONSE |
|---------------------------------------------|----------|
| Proposed Menu Summary<br>(Attach If Needed) |          |
| Dietary Accommodations<br>Offered           |          |

5. References

| ORGANIZATION / EVENT | CONTACT NAME | PHONE / EMAIL |
|----------------------|--------------|---------------|
|                      |              |               |
|                      |              |               |
|                      |              |               |

6. Declaration

I do hereby declare that the information provided is true and complete. I have read and understood the RFQ requirements and agree to provide the services as described. I understand that the lowest or any quote may not necessarily be accepted.

I understand and accept that the prices set forth in this Bid Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I agree to indemnify and save harmless the Municipality of French River, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract.

No person, firm or Municipality other than the Respondent, has any interest in this proposal or in the proposed services/goods for this submission.

This submission is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Schedule “B” – Examples of Options

