



The Request:

The Municipality of Sioux Lookout has issued this Request for Quotations (RFQ) to cater a Christmas Party for approximately 60 people on December 8, 2023 in Sioux Lookout. The Municipality of Sioux Lookout is looking to serve, salads, and one or two entrees (turkey to be one of the entrees). We are also seeking desserts, rolls, and condiments.

The successful bidder must provide everything, set up, and serve buffet style. Then take down and clean up.

The Opportunity:

To cater a buffet style meal for approximately 60 people at the Royal Canadian Legion, Branch 78, 86 Front Street, Sioux Lookout, ON.

The Municipality of Sioux Lookout is seeking Quotations from interested, qualified and appropriately licensed vendors who would wish to cater this Christmas Party on Friday December 8, 2023. Dinner from 6 – 8 p.m.

The Request for Quotation (RFQ) Submission:

Each submission shall address the following matters:

- Base cost, gratuity, taxes.
- Proposed food items to be served
- Proposed staffing levels
- Supply terms of their engagement (e.g., cancellation notice, require a down payment/full payment upfront.)
- Any value-added features you wish to offer
- The successful applicant will be required to supply proof of insurance and other appropriate licenses and permits including WSIB, Food Vendor Permit(s) from the Northwestern Health Unit and any other related requirement the Municipality may specify.

Submission Instructions:

Please submit your Quotation, quoting Reference No. Q016-2023 and clearly marked "Christmas Party" by **September 29 at 4:00 p.m. local time** to:

Brian P. MacKinnon
Municipal Clerk
25 Fifth Avenue., P.O. Box 158,
Sioux Lookout, Ontario P8T 1A4

OR

In Person at the Municipal Office,
25 Fifth Avenue,
Sioux Lookout, Ontario
At the Customer Service Desk

**** Faxed or e-mailed Expressions of Interest will not be accepted.***

Additional Information:

For more information, please contact Megan Pollard, Human Resources Manager:
737-2700 ext. 2235 or by e-mail at hr@siouxlookout.ca