REQUEST FOR QUOTATIONS

RFQ 2026-012

CATERING SERVICES FOR
TOWN STAFF CHRISTMAS DINNER

Close Date: November 25, 2026

1 Introduction

The Town of Watson Lake (the "Town") invites catering service providers to submit a menu and quotations for catering the Town of Watson Lake's annual Staff Christmas Dinner.

2 Event Details

The Staff Christmas Party event details are as follows:

Date: Saturday, December 19, 2026

Cocktail Hour: Doors open at 5:30pm

Appetizer: Available at 6:00pm

Dinner Service: Dinner served at 6:30pm

Location: Recreation Centre, Curling Lounge

Estimated Attendance: Approximately 60 people. The Town reserves the right to adjust the final guest count based on attendance confirmations. The successful bidder will be notified of the final number of meals required no later than 10 days prior to the event.

3 Scope of Services

The successful bidder shall provide all labour, preparation, serving, and kitchen clean up services necessary for the catered event, including dinner dishes. Proponents are asked to provide proposed menu options for appetizers, salads, and desserts.

The menu shall include:

Appetizers:
Three (3) appetizers with a minimum of one (1) vegetarian option (Caterer's choice)

Salads:
Two (2) salad with a minimum of one (1) vegetarian option (Caterer's choice)

Main Course:
Prime rib or roast beef (would like quotes for both options – please use Appendices "A" & "B")
Mashed Potatoes
Yorkshire pudding or alternative
Two (2) seasonal vegetable options
Gravy
Accompanying condiments (horseradish, butter, etc.)

Desserts:
Two (2) desserts (Caterer's choice)

4 Food Procurement

The Town of Watson Lake will supply the food required for the event. Food shall be ordered by the successful bidder through the Town of Watson Lake's account with Watson Lake Foods. If items are unavailable through Watson Lake Foods, or items are found at a significantly lower cost elsewhere, the successful bidder may propose alternate suppliers and payment arrangement for Town approval prior to purchase.

The successful Bidder will be responsible for:

a. Preparing the food;
b. Coordinating food orders;
c. Picking up food and supplies where necessary;
d. Transporting food, supplies and equipment to the venue;
e. Setting up and serving the meal (warming tray available); and,
f. Cleaning the kitchen and washing dinner dishes.

4 Kitchen Facilities

The successful bidder may utilize Recreation Centre kitchen facilities at no cost for food preparation, staging, warming, and serving activities associated with this event. The Town will also make available its cooking equipment, pots, pans, utensils, serving equipment and other available kitchen related resources at no charge.

The successful bidder shall be responsible for:

- Booking required kitchen spaces and equipment;
- Cleaning and returning all facilities and equipment to their original condition following use;
- Reporting any damage or maintenance concerns to the Town immediately.

Bidders may arrange a site visit prior to submitting a quote, to inspect kitchen facilities, equipment, and serving areas.

5 Pricing Requirements

Bidders shall provide:

a. A price per plate for the two main course options (Roast Beef or Prime Rib)
b. A breakdown of any other costs associated

The quotation provided shall clearly identify all costs that will be invoiced to the Town.

Bidders shall breakdown pricing on the attached Appendices "A" & "B".

6 Submission Requirements

Proposals must include:

a. Business/caterer name and contact information (as per Appendix "C");
b. Proposed Menu;
c. Price per plate;
d. Breakdown of additional costs (if any); and,
e. Any assumptions, exclusions, or special requirements.

Quote submissions must be received no later than **Wednesday, November 25, 2026, at 4:00pm.**

Quotes shall be emailed to Tiffany Lund at cdo@watsonlake.ca or delivered in a sealed envelope, in person to the Town Office, located at 710 Adela Trail.

7 Evaluation

Quotations will be evaluated based on:

a. Total cost and value;
b. Proposed menu offerings; and,
c. Overall suitability for the event.

The Town reserves the right to accept or reject any quotation, in whole or in part, and is not obligated to accept the lowest quote.

8 General

By submitting a quotation, the catering service provider, if selected as the preferred provider, will execute the Contract. This Request for Quotation or any portion thereof, may form part of the Contract at the Town's discretion.

The successful Proponent should direct all invoices to Town of Watson Lake, Accounts Payable. Invoices should be submitted electronically in pdf format to info@watsonlake.ca.

Any contract entered into will be subject to payment terms provided. All terms and conditions on the part of the successful Proponent have been complied with, for payment of each invoice or progress payment within 30 calendar days after receipt of the invoice, or 30 calendar days after delivery of goods or services whichever is later.

APPENDIX "A" QUOTE FOR ROAST BEEF DINNER

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN QUOTATION SUBMISSION

All prices submitted shall be in Canadian dollars and shall include all costs, and no additional costs will be chargeable to the Town unless indicated below.

If a sub-total or total amount is indicated, and a price has not been entered for any payment items that forms part of the sub-total or total amount, that payment item shall be deemed to have been included in the other prices that make up the sub-total or total price(s), as applicable.

ITEM #	DESCRIPTION	PRICE/PLATE	TOTAL PRICE
1	Roast Beef Dinner w/ menu as outlined in section 3 of this RFQ document	$ *Per plate	$ *Based on 60 plates ** Subject to change based on number of attendees
2	OTHER CHARGE (if applicable - please specify)	$	$
3	OTHER CHARGE (if applicable - please specify)	$	$
4	OTHER CHARGE (if applicable - please specify)	$	$
	SUBTOTAL		$
	GST		$
	TOTAL		$

APPENDIX "B" QUOTE FOR PRIME RIB DINNER

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN QUOTATION SUBMISSION

All prices submitted shall be in Canadian dollars and shall include all costs, and no additional costs will be chargeable to the Town unless indicated below.

If a sub-total or total amount is indicated, and a price has not been entered for any payment items that forms part of the sub-total or total amount, that payment item shall be deemed to have been included in the other prices that make up the sub-total or total price(s), as applicable.

ITEM #	DESCRIPTION	PRICE/PLATE	TOTAL PRICE
1	Prime Rib Dinner w/ menu as outlined in section 3 of this RFQ document	$ *Per plate	$ *Based on 60 plates ** Subject to change based on number of attendees
2	OTHER CHARGE (if applicable - please specify)	$	$
3	OTHER CHARGE (if applicable - please specify)	$	$
4	OTHER CHARGE (if applicable - please specify)	$	$
	GST		$
	TOTAL		$

APPENDIX "C" SCHEDULE OF SIGNATURES

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN THE QUOTATION SUBMISSION

Name of Contractor/Corporation **(PLEASE PRINT)**

Legal Status: Corporation, Partnership, or Sole Ownership **(PLEASE PRINT)**

Mailing Address **(PLEASE PRINT)**

Telephone Number

Email Address

By signing below I/we accept all terms and conditions of this Request for Quotations and acknowledge the terms and conditions of this Request for Quotation.

Signature by Authorized Representative:

Signature

Name of Representative **(PLEASE PRINT)**

Title of Representative (**PLEASE PRINT)**

Date

Signature of Witness:

Signature

Name of Witness (**PLEASE PRINT)**

Date