REQUEST FOR QUOTATIONS

RFQ 2026-013

CATERING SERVICES FOR COMMUNITY CHRISTMAS DINNER

Close Date: November 25, 2026

1 Introduction

The Town of Watson Lake (the "Town") invites catering service providers to submit a quotation for catering the Town of Watson Lake's annual Community Christmas Dinner.

2 Event Details

The Community Christmas Dinner event details are as follows:

Date: Thursday, December 10, 2026

Dinner Service: Buffet style with servers (Mayor and Council to serve with support from catering staff). Dinner service begins at 5:30pm.

Location: Recreation Centre, Morgan Chaddock Community Hall

Estimated Attendance: Approximately 400 Attendees.

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.

The menu shall include:

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

Main Course:
Turkey
Ham
Stuffing
Mashed Potatoes
Two (2) seasonal vegetable options
Gravy
Buns
Accompanying condiments (cranberry sauce, butter, etc.)

Dessert:
One (1) or Two (2) desserts (Caterer's choice)

Supplies:
Napkins

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.

5 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.

6 Pricing Requirements

Bidders shall provide a total price to cater the Community Christas Dinner. The quotation provided shall clearly identify all costs that will be invoiced to the Town.

Bidders shall breakdown pricing on the attached Appendix “A”.

7 Submission Requirements

Proposals must include:

a. Business/caterer name and contact information (as per Appendix “C”);
b. Quotation;
c. Breakdown of additional costs (if any); and,
d. 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.

8 Evaluation

Quotations will be evaluated based on the total cost and value. 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.

9 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 COMMUNITY CHRISTMAS 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	TOTAL PRICE
1	Community Dinner as outlined in section 3 of this RFQ document (including clean-up)	$
2	OTHER CHARGE (if applicable - please specify)	
3	OTHER CHARGE (if applicable - please specify)	
4	OTHER CHARGE (if applicable - please specify)	
	SUBTOTAL	$
	GST	$
	TOTAL QUOTE	$

APPENDIX "B" 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