



Nottawasaga Valley Conservation Authority

REQUESTS FOR QUOTE (RFQ) 06/2022 FOR FULL-SERVICE PROVIDER FOR EVENTS AND WEDDINGS

Proposals will be received by the undersigned on behalf of the Nottawasaga Valley Conservation Authority (NVCA) as follows:

Bidders are required to email a PDF submission with the subject line "Confidential – RFQ 05/2022 Event and Wedding Service Provider".

The completed proposals will be received until 2:00 p.m. EST on Friday, December 9, 2022 by:

Kyra Howes
Manager, Lands & Operations
Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON, L0M 1T0
via email at: khowes@nvca.on.ca

This time and date will be deemed to be the closing of the submission. Late submissions will not be considered.

Note that the lowest proposal will not necessarily be successful or accepted. NVCA reserves the right to accept any submission or to reject any or all submission.

Only the successful submission will be contacted.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or khowes@nvca.on.ca.

OVERVIEW

The Nottawasaga Valley Conservation Authority (NVCA) hosts weddings and events throughout the year at the Tiffin Conservation Area and the Fort Willow Conservation Area. NVCA is looking for a Service Provider to offer full-service wedding package for the Tiffin Conservation Area. Full-service catering companies may be best suited for this service request.

The Event and Wedding Services are for clients who have purchased the Tiffin Wedding Services Package only and will not be the exclusive service provider for all weddings or events hosted at Tiffin.

The service provider must be legally registered, have appropriate training and certification to work in Ontario and have insurance appropriate for the services provided.

Pricing must include:

- Per-person (per-event) pricing for up to 100 guests for an all-inclusive wedding service package including the following:
 - Pre-event consultation(s) with couple and/or NVCA staff;
 - Any associated transportation cost to/from the Tiffin Conservation Area;
 - Rentals (delivery time to be coordinated with NVCA staff)
 - a) Cutlery
 - b) China
 - c) Water glasses
 - d) Wine glasses
 - e) White table linens and napkins
 - f) Coffee/tea
 - Venue setup (Friday 5:00 – 8:00 p.m.)
 - a) Tables, chairs, linens
 - b) Placement of favours, table numbers, place cards, and centre pieces;
 - Bar service¹
 - a) Smart Serve certified bartender;
 - Catering²
 - a) Hors d'oeuvres
 - b) Dinner (sit down or buffet)
 - c) Late night services (coffee and tea)
 - DJ Services (reception only);
 - Option for upgraded all-inclusive package or package add-ons.

***NVCA will not be responsible for any lost/damaged items.**

Cancellation of Request for Proposal

NVCA reserves the right to cancel the RFQ at any point in the process without liability.

Form of the Proposals

All Proposal submissions must be upon the Bid Form contained herein and be signed by an individual who has the authority to make the bid on behalf of the business/individual and able to bind the business to the contents of the proposal.

1 Alcohol for bar and SOP/liquor licence is not to be included in costing. This can be negotiated separately with the client as an additional cost.

2 Additional or alternate food service items can be negotiated separately with the client as an additional cost.

Event and Wedding Rental Service Provider Request for Quote Bid Form

I/We, hereby confirm that I/we have authority to make this declaration on behalf of _____ (company name/ proponent) and to bind the Company to the contents of the Proposal.

I/We hereby confirm, having carefully reviewed the Request for Quote that we are able to provide the services as specified in accordance with the RFQ.

I/We do hereby quote to supply all necessary labour, material and equipment to fulfil the contract obligations at the fee provided within our proposal:

Proposal submitted by:

Business Name (if applicable)

Name of Contact

Address

City/Town and Postal Code

Email and phone

Date of Submission

Event and Wedding Service Provider RFQ 05/2022

Name (if different than above): _____

Signature: _____

Description of services:

Item	Cost Per Person
All-Inclusive Wedding Service Package (As described above)	

Please note if your company is not able to provide all services requested or if your services differ from requested. Please use the space below if you will be providing tiered pricing (1-25 guests, 26-50, etc.).

Addition information about all-inclusive package offerings:

Optional upgraded package or add-ons available: