



**Nottawasaga Valley Conservation Authority**

**REQUESTS FOR QUOTE (RFQ) 05/2022  
FOR SERVICE PROVIDER FOR  
EVENT AND WEDDING RENTALS**

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 Rental Service Provider".

**The completed proposals will be received until 2:00 p.m. EST on Wednesday October 5<sup>th</sup>, 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](mailto: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 [admin@nvca.on.ca](mailto:admin@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 an Event and Wedding Rental Service Provider for rentals servicing the Tiffin Conservation Area.

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

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

Pricing must include:

- Individual (per event) pricing which includes:
  - One pre-event consultation with couple and/or NVCA staff;
  - Delivery prior to scheduled Friday set-up time (Friday 4:00 p.m.) (alternate date/time may be coordinated depending on the event);
  - Any associated transportation cost to/from the Tiffin Conservation Area; and
  - Separate pricing of rental packages for weddings groups sizes 25-50 and 50-100 (identified separately in bid form, below).
- a) Dinnerware
  - White/round
  - Soup/salad/pasta
- b) Flatware
  - Dinner Fork, Salad/Dessert Fork, Dinner Knife, Teaspoon, Tablespoon, Bread Side Knife
- c) Glassware
  - Water, wine
- d) Table Linens – To fit round tables (60" across), rectangle tables (30" x 72"), cruiser tables (confirm size)
  - White table cloths
  - Various table runner colour options
- e) Coffee/tea
  - Mugs
  - Tea cups & saucers

**\*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.

**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:

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Business Name (if applicable)

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Name of Contact

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Address

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City/Town and Postal Code

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Email and phone

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Date of Submission

## Description of services:

1. Wedding groups size 25-50 people (2<sup>nd</sup> group size is next page):

Item	Cost per unit	Quantity per bin (if applicable)
Dinnerware (standard dinner white, round)		
Dinnerware (soup/salad/pasta)		
Flatware (Dinner Fork, Salad/Dessert Fork, Dinner Knife, Teaspoon, Tablespoon, Bread Side Knife)		
Glassware (water)		
Glassware (wine)		
Glassware (coffee/tea mug)		
Table Linens to fit round tables (white, various options for table runners)		
Table linens to fit rectangular tables (white, various options for table runners)		
Misc. (salt & pepper shaker)		
Misc. (creamer & sugar dish)		
Delivery to the Tiffin Conservation Area		

## 2. Wedding groups size 51-100 people:

Item	Cost per unit	Quantity per bin (if applicable)
Dinnerware (standard dinner white, round)		
Dinnerware (soup/salad/pasta)		
Flatware (Dinner Fork, Salad/Dessert Fork, Dinner Knife, Teaspoon, Tablespoon, Bread Side Knife)		
Glassware (water)		
Glassware (wine)		
Glassware (coffee/tea mug)		
Table Linens to fit round tables (white, various options for table runners)		
Table linens to fit rectangular tables (white, various options for table runners)		
Misc. (salt & pepper shaker)		
Misc. (creamer & sugar dish)		
Delivery to the Tiffin Conservation Area		

Nottawasaga Valley Conservation Authority

**SUBMISSION FORM**

Event and Wedding Rental Service Provider RFQ 05/2022

I/We \_\_\_\_\_

**SIGNATURES**

For the Rentals Service Provider

Consultant/Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

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