



**REQUEST FOR QUOTE – CATERING SERVICES**

The Upper Ottawa River Race & Paddle Festival is seeking quotes from individuals or firms for catering services for the 2018 event taking place August 10-12, 2018. The Catering Vendor must be qualified to provide a large amount of quality food, presented in a professional manner and supply excellent service at a reasonable price. Dietary restrictions must be accommodated.

**SCOPE OF SERVICES**

**A. Background**

The Upper Ottawa River Race & Paddle Festival is entering its fourth year of operation. This festival is a joint initiative with the City of Pembroke and the Town of Petawawa. The Festival is run by an organizing committee comprised of staff from the two municipalities. The event draws paddling enthusiasts from across Ontario & Quebec as well as the United States. Our attendance has tripled since year one and we anticipate a very successful event in 2018. Disciplines include kayak, canoe, stand up paddle board and outrigger. Our participants are active, healthy lifestyle folks of a wide range of ages including many children. The festival offers several events between two locations over a three day period:

Friday August 10 <sup>th</sup> , 2018	Reel, Kayaks & Real Heroes Race Registration	Petawawa Point Beach Pembroke Riverside Park
Saturday August 11 <sup>th</sup> , 2018	Kayak Fishing Derby 13k Race 4k race Kids race	Petawawa Point Beach Petawawa Point Beach Pembroke Riverside Park Pembroke Riverside Park
Sunday August 12 <sup>th</sup> , 2018	Heritage Paddle Paddle for CHEO	Petawawa Point Beach Petawawa Point Beach

**B. Summary of Services Requested**

The following catering services are required for the festival:

Day	Location	Meal	Details
Friday	Petawawa Point Beach	Lunch	<ul style="list-style-type: none"> <li>• Food for 12 to 15 people</li> <li>• Noon hour</li> <li>• Injured Veterans will be participating in a kayak fishing event all morning</li> <li>• Cold lunch ie: sandwich and salad with beverages</li> <li>• Served outside under a 10 x 10 tent with tables. Can be self serve – no staffing required</li> </ul>



Saturday	Pembroke Riverside Park	Lunch	<ul style="list-style-type: none"> <li>• Lunch for aprox. 150 people</li> <li>• Cold, hot or mixed lunch with healthy choices, including beverages</li> <li>• Staggered service in main tent from 12:30 to 2:00 PM, buffet style, service staffing required</li> <li>• Racers and Kayak fishing derby participants plus companions who have paid for meal</li> </ul>
	Pembroke Riverside Park	Dinner	<ul style="list-style-type: none"> <li>• Dinner for aprox. 150 people</li> <li>• Hot meal with sides/salads, dessert and beverages</li> <li>• Prefer a theme – last year was BBQ</li> <li>• Served in main tent at 6:00 PM, buffet style</li> <li>• Volunteers to assist with serving, some service staffing required</li> </ul>
Sunday	Off-site	Lunch	<ul style="list-style-type: none"> <li>• Box lunch for 40 people</li> <li>• Cold lunch pre-packaged with a beverage * traditional heritage food component would be a bonus</li> <li>• Paddlers on Heritage paddle will eat lunch on shore along their journey</li> </ul>
	Petawawa Point Beach	Lunch	<ul style="list-style-type: none"> <li>• Lunch for aprox. 70 people</li> <li>• Hot, cold or mixed lunch with beverages</li> <li>• Under 10 x 10 tent with table, buffet style, service staffing required</li> <li>• Paddlers doing fundraising paddle for CHEO in morning</li> </ul>

### C. Service

In addition to servers where required and food, the festival requires the following:

- Service ware including plates, cutlery, cups, bowls, napkins, etc. Compostable/recyclable materials preferred.
- Serving utensils, chafing dishes, warmers, etc.
- Condiments as required ie: salt, pepper, sauces, dips, etc.

### D. Pricing

Prices quoted should be based on per person numbers that can be adjusted based on registration. A breakdown on per person pricing per meal is requested. Meal pricing has been budgeted between \$8 pp and \$15 pp depending on meal, day and number of people with the high end for Saturday dinner.



## E. Evaluation

Evaluation of quotes received shall be based on the following criteria:

- Price – overall pricing for complete catering services for entire festival
- Menu – well-rounded, varietal, healthy menu options to appeal to a wide range of tastes
- Experience – past clients and demonstrated excellence in catering large events
- Unique Value Proposition – standards or offerings that differentiate winning quote from others

## F. Requirements

The selected Catering Vendor shall be required to carry Commercial General Liability Insurance, structured on a “per occurrence” basis, and motor vehicle liability, in the amount of no less than one million dollars (\$1,000,000.00). WSIB coverage shall be provided as required by, or available under law. Policies shall be kept in full force during the complete festival period.

## G. Timelines

RFQ issued	April 4, 2018
Deadline to submit questions	April 25, 2018
Deadline for responses to questions	May 2, 2018
<b>Deadline to submit quotes</b>	<b>Wednesday May 16, 2018 at 4:00 PM EST</b>
Review of submitted quotes	May 18, 2018
Notification of successful vendor	May 25, 2018

## H. Contacts and Submission Guidelines

Please submit detailed quotes, and all questions or requests for clarification to:

Cyndy Phillips,  
 Economic Development Officer  
 Town of Petawawa  
 1111 Victoria Street, Petawawa, ON K8H 2E6  
[cphillips@petawawa.ca](mailto:cphillips@petawawa.ca)  
 (613) 687-5536

All submissions may be made either electronically or in hard copy. All electronic submissions should be followed up by an acknowledgment of receipt. The Festival committee is not responsible for quotes that are not received electronically prior to the deadline. This includes email that may have been deemed spam or otherwise filtered. All Catering Vendors are responsible to ensure the committee has received their proposals.