

THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON



**SENIORS PROGRAM CATERING
REQUEST FOR TENDER**

Date of Issue:

Monday November 29th, 2021

Proposal Submission Deadline:

Friday, December 10, 2021, at 2:00pm EST

Address for Submissions:

The Corporation of the Township of Wollaston
90 Wollaston Lake Road, PO Box 99
Coe Hill, ON K0L 1P0

Contact:

Jennifer Peplinski, Office Assistant

office@wollaston.ca

Phone: 613-337-5731

Fax: 613-337-5789

**THE CORPORATION OF THE TOWNSHIP OF WOLLASTON
TENDER 2021-01-SG
SENIORS PROGRAM CATERING**

1. GENERAL

The Corporation of the Township of Wollaston is inviting tenders for catering services, for approximately 1 day each week for a total of 12 weeks beginning in January 2022 until March 2022. The meal or light refreshments offered for each course should be of a similar nature, and cater for 12 people. There should be at least one vegetarian option, one diabetic option and one gluten-free option available should someone indicate they have a diet-restriction. Please note in the Form T-1 what options exactly will be offered, or attach a separate menu.

This may be split between a total of two Contractors, to offer variety to those who attend the programs, at the discretion of the Township. Sealed tender bids will be received until **Friday, December 10th, 2021, at 2:00pm EST**, and shall be clearly marked with the following:

<p>Seniors Program Catering Tender 2021-01-SG The Corporation of the Township of Wollaston Attention: Jennifer Peplinski, Office Assistant 90 Wollaston Lake Road Coe Hill, ON K0L 1P0</p>

2. TENDERING REQUIREMENTS

2.1 Sealed tenders, plainly marked as to the contents, must be received prior to closing date specified.

2.2 The following must be completed and submitted:
Tender form T-1 (3 pages)
Addendum(s) (if any)

2.3 Tenders that do not comply strictly with our terms and conditions or tenders which are incomplete, obscure or made subject to further conditions or qualified may be rejected as informal or disqualified by the Corporation of the Township of Wollaston.

2.4 Tenders must be signed by an authorized official of the business.

2.5 Individual items unit prices and accumulated sub-totals must be exclusive of the Harmonized Sales Tax required to be paid by the Township.

2.6 The successful bidder must have a valid Food Handlers Certificate as well as a recently passed food safety inspection report.

2.7 The Township reserves the right to reject any or all Tender or to accept any Tender should it be deemed to be in the best interest of the Municipality to do so.

2.8 The Township is not bound to accept the lowest or any tender.

2.9 The Township may hire more than one Contractor to fulfill the needs of the contract, to offer more variety to those attending the program.

3. INSURANCE

The successful bidder shall carry a commercial general liability in the minimum amount of \$2,000,000. The successful bidder must provide a valid Certificate of Insurance with the Corporation of the Township of Wollaston listed as an additional insured prior to execution of the contract.

4. EMPLOYEES

The contractor agrees that the Corporation of the Township of Wollaston is not to be deemed the employer of the contractor nor its personnel under any circumstances whatsoever.

5. LOCATION

The Limerick Community Centre, located at 7645 Hwy 620, Coe Hill, ON K0L 1P0

6. PAYMENT

Payment at the tendered price shall be deemed to be compensation in full for all work, materials, labour, and equipment necessary to complete the work in accordance with the provisions of this tender. Terms shall be forty-five (45) days net from the date the Contractor's invoice is received by the Township of Wollaston. The Contractor may invoice per event, or collectively for the number events they are hired for.

**THE CORPORATION OF THE TOWNSHIP OF WOLLASTON
TENDER 2021-01-SG
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FORM T-1

Name of Tenderer (The Contractor)

Address of Tenderer, including Postal Code

Telephone Number

Fax Number

Email

Name and Position of Person Signing for Contractor

Tender: Seniors Program Catering

Location: Limerick Community Centre, 7645 Hwy 620, Coe Hill ON K0L 1P0

Tender Closing Date: Friday, December 10, 2021, at 2:00pm EST

Address for Submissions:

Jennifer Peplinski, Admin Assistant
The Corporation of the Township of Wollaston
90 Wollaston Lake Road, PO Box 99
Coe Hill, ON K0L 1P0

In accordance with the Provisions, Specifications and Conditions set out in the Request for Tender 2021-01-SG document, the Tenderer hereby offers to complete the work specified herein for the following unit prices, please complete at least one row on Table 1. You may attach a separate sheet if additional space is required.

Table 1 – Menu Options

Menu Option	Description	Number of Participants	Cost Per Participant	Total
1		144 (12 Days, 12 Portions per Day)		
2		144 (12 Days, 12 Portions per Day)		
3		144 (12 Days, 12 Portions per Day)		
4		144 (12 Days, 12 Portions per Day)		

Table 2 - Additional Options (if applicable)

Item	Item Description	Quantity	Price per Item	Total
1				
2				
3				
4				

Notes

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STATEMENT BY BIDDER

SENIORS PROGRAM CATERING

1. I/We have read and understand all terms and conditions of the forms included as part of this tender package.
2. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at _____ this _____ day of _____, 20____.

Signature of Authorized Person

Witness

Position
