

**Request for Expressions of Interest
Catering Services
City of Morden, Manitoba**

The City of Morden operates the Access Event Centre, which is a recreation and conference facility, and one of the main areas of activity in the city. As such, the City of Morden is seeking expressions of interest (EOI) from interested suppliers for the provision of catering services.

The City is seeking a list of catering services that would be interested in working in the Access Event Centre. Submissions will contain a description that will include:

1. Catering Business name, operators and license;
2. One page summary of catering experience;
3. Three letters of reference;
4. Any other information considered necessary for the City's selection and evaluation process.

Submission

The City will receive and process expressions of interest and is open to any and every supplier with interest in engaging the City in the selection process. The final selection of the preferred supplier will be for implementation in the 2017 budget year.

Submit expressions of interest as follows:

Deadline is 5 December, 2016.

Submit electronically or in hard copy:

City of Morden
Clare Agnew
100–195 Stephen Street
Morden, Manitoba R6M 1V3
Email: cagnew@mordenmb.com
204-822-5431 ext 222

Key Dates

1. Requests for expressions of interest due 5 December, 2016;
2. Completed selection process as of 30 December 2016;
3. Implementation beginning 1 January, 2017.

In addition, the City reserves the right to:

- a. Accept or reject any proposal;
- b. Cancel the proposal process entirely and without any compensation, liability, or obligation to any proponent, in any way;
- c. Further negotiate terms, conditions, pricing, and any other details that the City considers is within its interest in entering into an agreement with a supplier for the delivery of the proposed system.