



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**REQUEST FOR QUOTATIONS**

**Volunteer Appreciation Dinner**

**Closing Date & Time:** July 29, 2022 at 2:00pm

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**1. BACKGROUND**

The Municipality of the County of Kings (Municipality) is seeking to identify interested and qualified organizations to host and prepare the Annual Volunteer Appreciation Dinner.

**2. REQUIREMENTS**

The following is an overview of **minimum** requirements only.

- **Scope of Work:**
  - *Please note: submissions are welcomed from venues, food service providers/caterers or organizations able to provide both.*
  - Submission of written quotation for total cost of event (catering, facility rental, etc.) Full onsite service including:
    - Venue providers must be located in the Western Zone of the County of Kings (see appendix A – Zoning Map). Quotes from food service providers/caterers are welcomed from throughout Nova Scotia.
    - Full sit down meal service for 125-250 people (possibly in partnership with a separate entity);
    - Seating for 125-250 people
    - Clean up; and
    - Space for entertainment
    - Priority will be given to nonprofit organizations
- **Safety Certification:**
  - Food Handlers Certification

*Note: During the quotation process, submitting organizations should only rely on Municipal staff resources for information necessary to prepare the proposal document.*

**3. SUBMISSIONS**

Phone: 902-678-6141 or 1-888-337-2999  
Monday - Friday 8:30 a.m. - 4:30 p.m.  
[inquiry@countyofkings.ca](mailto:inquiry@countyofkings.ca)

181 Coldbrook Village Park Drive,  
Coldbrook, N.S. B4R 1B9



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- i. Proposals will be received up to 2:00 p.m., local time, Friday, July 29, 2022.
- ii. Submissions shall be emailed as a single document to [ngilbert@countyofkings.ca](mailto:ngilbert@countyofkings.ca)
- iii. **This shall be the only accepted method of quotation submission.**
- iv. Late proposals shall not be accepted.
- v. All proposals shall be and remain valid for acceptance for 60 days from the date of quotation closing, unless withdrawn prior to the designated closing time.

**4. PROJECT TIMELINE**

This project is expected to be awarded by August 5, 2022

The event must take place between September 19-30, 2022.

**5. CONTACT INFORMATION**

For questions concerning specifications, requirements or application, contact:

**J. Nichole Gilbert**

Coordinator of Recreation Services

Municipality of the County of Kings

181 Coldbrook Village Park Drive

Coldbrook, NS B4R 1B9

[ngilbert@countyofkings.ca](mailto:ngilbert@countyofkings.ca)

t: (902) 690-6124

c: (902) 670-8352

Phone: 902-678-6141 or 1-888-337-2999

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**Policy PARS-08-002**

**Schedule A**










**Road**

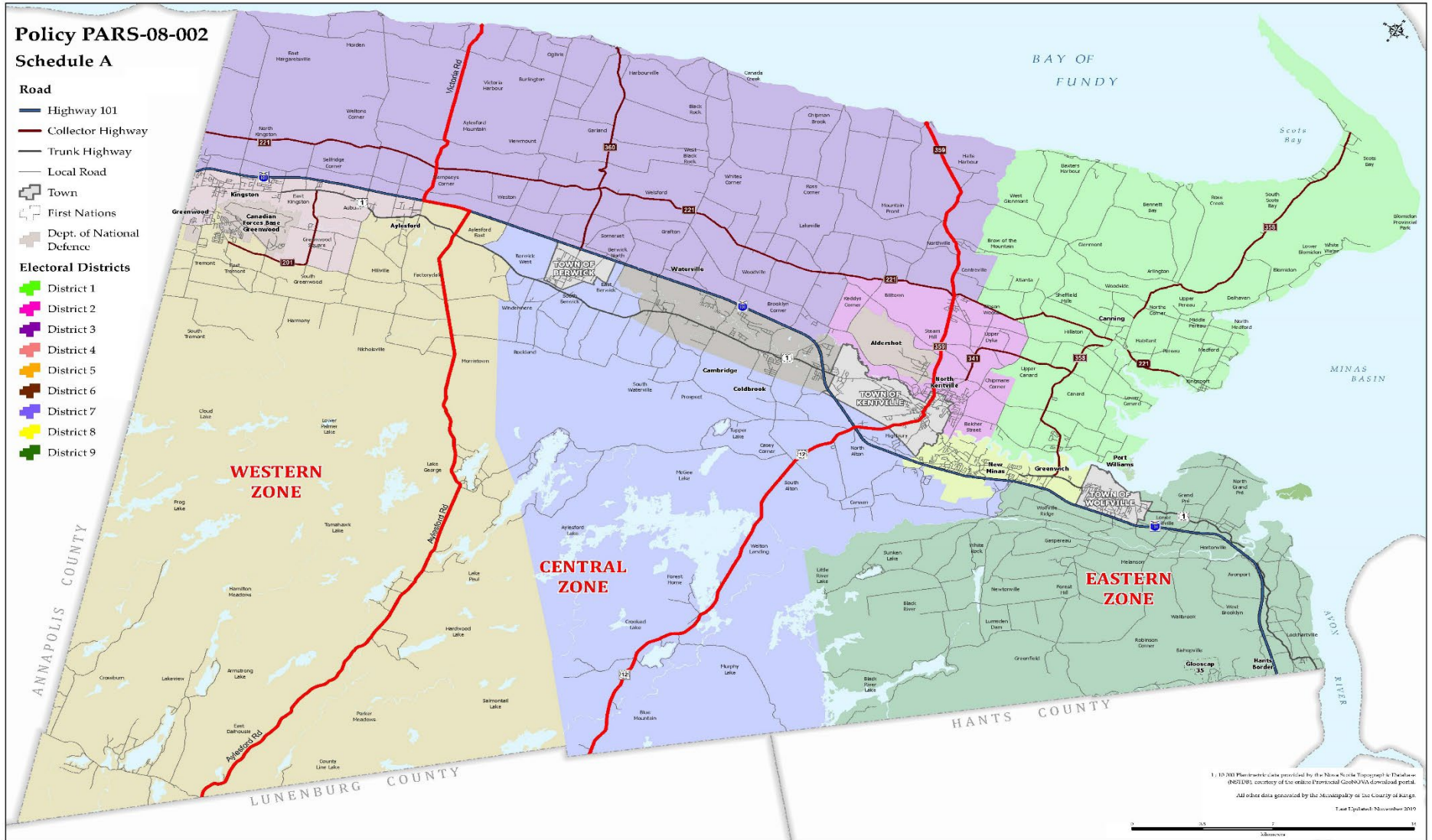
-  Highway 101
-  Collector Highway
-  Trunk Highway
-  Local Road

**Town**

-  First Nations
-  Dept. of National Defence

**Electoral Districts**

-  District 1
-  District 2
-  District 3
-  District 4
-  District 5
-  District 6
-  District 7
-  District 8
-  District 9



1: 10,000 Planimetric Data provided by the Nova Scotia Topograph to Database (NSGDB), courtesy of the online Eponomical GeoNVA download portal.  
 All other data generated by the Municipality of the County of Kings.  
 Last Updated November 2019

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