



## **Request for Proposals Food Services - Catering**

**2026 Saskatchewan Winter Games Flying Dust & Meadow Lake is looking for proposals for food services for the event.**

### **About the 2026 Saskatchewan Winter Games**

2026 Saskatchewan Winter Games – Flying Dust & Meadow Lake is a non-profit, volunteer-based organization whose mission is to provide athletes an opportunity to excel in an environment that ensures high level competition, care, and comfort in a community that will come together to celebrate sport and culture.

The games will take place in Flying Dust and Meadow Lake February 15-21, 2026 and will feature over 1800 athletes from across the province participating in 16 sports+.

Participants will compete under one of the nine Sport, Cultural, and Recreation Districts: Northern, Parkland Valley, South West, Lakeland, Prairie Central, South East, Regina, Saskatoon, and the home region of Rivers West. Another 5000 spectators and 1000 community volunteers will be a part of the event. Through hosting the 2026 Saskatchewan Winter Games Flying Dust & Meadow Lake will:

- Develop collaborative partnerships within the community and province to enhance sport for young athletes.
- Provide opportunity for participants to develop themselves as athletes and people.
- Ensure the community enjoys a legacy of facilities, equipment, and volunteerism to assist in sport development for future generations.
- Demonstrate leadership through fiscal responsibility, accountability, and mentorship.
- Create an opportunity to showcase Flying Dust, Meadow Lake and region to the province of Saskatchewan, thus enhancing the economic impact.
- Celebrate a spirit of inclusion.

## **Tender Proposal Guidelines and Specifics**

Wherever possible, 2026 Saskatchewan Winter Games Flying Dust & Meadow Lake is looking for sponsorships/gifts in kind in order to maximize our funding, providing the best possible experience for the athletes, and ensuring that a positive legacy is left behind for the host community. While this is not the only consideration in selecting a vendor, it will be of some importance. Benefits of sponsorship are outlined in full in the attached package. We want to provide a positive relationship with all of our suppliers and sponsors. If you wish to discuss sponsorship, please contact us.

Prior to the acceptance of a proposal the committee reserves the right to seek clarification from one, some, or all the Bidders, should it be deemed necessary. To clarify, this relates to information submitted by Bidder in its submission to this RFP only. It does not allow for addition of information that may have been omitted from the RFP submission. Any proposal received may be accepted in whole or in part. All proposals must be open for acceptance for a period of ninety (90) days from the closing date of the RFP.

Any questions regarding this RFP are to be directed to Brittani Dunsing, Games Manager at [bdunsing@saskgames.ca](mailto:bdunsing@saskgames.ca).

## **Scope of Work and Specifics**

The 2026 Saskatchewan Winter Games committee is looking for proposals for food services at the Games. The successful vendor will submit a detailed plan and budget breakdown based on the following scope of work and details:

- Provide 7 days of food services featuring quality, nutritious food throughout February 15-21, 2026 for approximately 800-900 games participants per meal.
- Food sensitivities will have to be accommodated.
  - Meal hours are tentatively set for:
    - Breakfast: 06:00 – 09:00
    - Lunch: 11:30 – 14:30 (some box lunches to go to venues are required)
    - Dinner: 16:30 – 20:00 (hot meals may need to extend under a few circumstances)
- Some volunteer support throughout the week can be secured through the host if needed but expectations should be outlined in the proposal.
- A suggested menu has been created based on a previous Games (Appendix B) This may not be the final menu, but the host committee will work with the successful vendor(s) to confirm that throughout planning.
- The host committee is looking to ensure that the athletes' competitive experience is as smooth and successful as possible. The successful vendor will be the one that

best caters to and aligns with the athlete centered philosophy of the host organization.

The location of “Cafeteria” will be the Meadow Lake Civic Centre, this building includes 1 industrial stove top, 3 ovens and cooking utensils. To meet the needs of the food quantities there is the option for the food preparation to take place at the Northwest College with a full industrial sized kitchen, which is located 1.5KM from the Civic Centre. If you desire to bring in equipment please include that in your application.

Pictures are attached in Appendix A of both kitchens.

### **Proposal Evaluation Criteria**

The evaluation committee (EC) will evaluate the submissions on the basis of the information provided.

The criteria shall include but will not be limited to the following:

#### **Criteria Weighting**

Experience	35%
Fee Proposal	35%
References	20%
Submission Quality and other value-added considerations	10%
Total Possible Score	100%

- Experience - The EC will evaluate the documented evidence on the experience of the vendor providing catering services for large scale events
- Fee Proposal - The EC will expect the quoted fee to reflect all costs as defined
- References - The EC will consider comments from the provided references as part of this evaluation. The EC will focus on service quality, reliability of service and working relationship with the references as the main considerations. The ability to deliver on promises will also be taken into consideration
- Submission Quality - The EC will consider the written quality of the submission. This will include clarity and conciseness of the proposal and any other value-added considerations.

## **Timeline/Schedule of Events**

### RFP Timeline

RFP Posted –May 15, 2025

Deadline to request a site visit –June 13, 2025

Deadline for Questions –June 20, 2025

Deadline for issuing Addenda –June 23, 2025 5:00PM

RFP Closes –June 27, 2025

Recommendation taken to Board –July 8, 2025

Anticipated Execution of Agreement –Mid July

The RFP Timetable is tentative and may be amended by the Host Committee at any time.

### Schedule of Events

Proposal A: Groceries supplied by Catering Service

Draft Menu confirmed– August 31, 2025

Final Menu completed – September 30, 2025

2026 Saskatchewan Winter Games – February 15-21, 2026

(first meal is dinner on February 15)

Proposal B: Groceries ordered by Host Committee

Draft Menu confirmed for Grocery RFP – August 15, 2025

Final Menu completed – September 30, 2025

Final Grocery list confirmed – TBD by the Grocery Vendor

Groceries ordered – TBD by the Grocery Vendor

2026 Saskatchewan Winter Games – February 15-21, 2026

(first meal is dinner on February 15)

**Please complete the attached form and submit a proposal via e-mail by June 27, 2025 (5:00 pm (CST) deadline) to:**

2026 Saskatchewan Winter Games Flying Dust & Meadow Lake  
Brittani Dunsing, Games Manager at bdunsing@saskgames.ca

We thank all businesses for their submissions. Only the successful supplier will be contacted.

Selected vendor will be expected to provide evidence to the host society of proof of valid insurance and registration, commercial insurance and any other information requested by the society.

*The 2026 Saskatchewan Winter Games Flying Dust & Meadow Lake reserves the right:*

- *to cancel or alter the RFP process as described in this document at any time.*
- *to include conditions to be offered by and/or negotiated with the successful vendor, which are not specifically contained in this Request for Proposal as part of the evaluation.*
- *to select a proposal that is most beneficial to 2026 Saskatchewan Winter Games – Flying Dust & Meadow Lake*

*The proposed rates and charges may be subject to negotiations with 2026 Saskatchewan Winter Games Flying Dust & Meadow Lake prior to final award of this contract.*

## ***Appendix A: Kitchen Pictures***



North West College Industrial Kitchen



Civic Centre Kitchen



Civic Centre Kitchen



Civic Centre Kitchen

## Appendix B: Sample Menu from 2024

\*Please Note: We will work with Caterer to develop a dietitian approved menu.

July 21	July 22	July 23	July 24	July 25	July 26	July 27
	<b>Breakfast 6:00 - 9:00</b> Fruit Cocktail Yogurt Scrambled Eggs Ham Toast Cereal Milk Juice Asst. Jams	<b>Breakfast 6:00 - 9:00</b> Fruit Cocktail Yogurt Pancakes Canadian Bacon Toast Cereal Milk Juice Asst. Jams	<b>Breakfast 6:00 - 9:00</b> Fruit Cocktail Yogurt Scrambled Eggs Ham Toast Cereal Milk Juice Asst. Jams	<b>Breakfast 6:00 - 9:00</b> Fruit Cocktail Yogurt Scrambled Eggs Ham Toast Cereal Milk Juice Asst. Jams	<b>Breakfast 6:00 - 9:00</b> Fruit Cocktail Yogurt Pancakes Canadian Bacon Toast Cereal Milk Juice Asst. Jams	<b>Breakfast 6:00 - 9:00</b> Fruit Cocktail Yogurt Scrambled Eggs Ham Toast Cereal Milk Juice Asst. Jams
	<b>Lunch 11:30 - 14:30</b> Italian Wedding Soup Roast Chicken Oven Roast Potato Peas w/ Dill  Pasta w/ Tomato Sauce Salad Bar  Fresh Fruit	<b>Lunch 11:30 - 14:30</b> Tomato Veg Soup Chicken Drums Rice Steamed Peppers/Onions  Pasta w/ Alfredo Sauce Salad Bar  Fresh Fruit	<b>Lunch 11:30 - 14:30</b> Build your own Sandwich Fruit Granola  Salad Bar  Fresh Fruit	<b>Lunch 11:30 - 14:30</b> Italian Wedding Soup Roast Chicken Oven Roast Potato Peas w/ Dill  Pasta w/ Tomato Sauce Salad Bar  Fresh Fruit	<b>Lunch 11:30 - 14:30</b> Tomato Veg Soup Chicken Drums Rice Steamed Peppers/Onions  Pasta w/ Alfredo Sauce Salad Bar  Fresh Fruit	<b>Lunch 11:30 - 14:30</b> Build your own Sandwich Fruit Granola
<b>Dinner 16:00 - 18:00</b> Minestrone Pork Chops Dinner Buns Coleslaw  Salad Bar  Assorted Fruit	<b>Dinner 16:30 - 20:00</b> Lemon Rice w/ Poulet Lasagna Assorted Rolls Peppers Onions  Salad Bar  Assorted Pudding	<b>Dinner 16:30 - 20:00</b> Beef Barley Roast Turkey Mashed Potato Mixed Veg w/ Dill  Salad Bar  Assorted Fruit	<b>Dinner 16:30 - 20:00</b> Vegetable Soup Grilled Chicken Breast Rice Mixed Veg  Salad Bar  Assorted Pudding	<b>Dinner 16:30 - 20:00</b> Lemon Rice w/ Poulet Lasagna Assorted Rolls Peppers Onions  Salad Bar  Assorted Pudding	<b>Dinner 16:30 - 20:00</b> Beef Barley Roast Turkey Mashed Potato Mixed Veg w/ Dill  Salad Bar  Assorted Fruit	
<b>Grazing 06:00 - 23:00</b> Apples Oranges Cookies Cheese & Cracker Pack Assorted Pudding Juice Water Milk	<b>Grazing 06:00 - 23:00</b> Apples Oranges Cookies Cheese & Cracker Pack Assorted Yogurt Juice Water Milk	<b>Grazing 06:00 - 23:00</b> Apples Oranges Cookies Pretzels Assorted Pudding Juice Water Milk	<b>Grazing 06:00 - 23:00</b> Apples Oranges Cookies Cheese & Cracker Pack Assorted Yogurt Juice Water Milk	<b>Grazing 06:00 - 23:00</b> Apples Oranges Cookies Cheese & Cracker Pack Assorted Yogurt Juice Water Milk	<b>Grazing 06:00 - 23:00</b> Apples Oranges Cookies Pretzels Assorted Pudding Juice Water Milk	



## **Request for Proposals for Food Services - Catering**

To be eligible for review vendors must attach this completed page along with the following information:

- Proposal A: An estimated cost breakdown. This must include all costs associated with the service including all food costs. If in-kind support is being proposed, please note that after the quoted price not as a reduction per item.
- Proposal B: An estimated cost breakdown. This must include the cost of food preparation and catering, without the cost of groceries.

Please ensure to outline in your proposal the following details:

- As detailed of proposal as possible outlining plans for all food services including three (3) full meals for approximately 800-900 participants each meal.

Some specifics to outline include:

- Proposed location(s) for meals to be prepared.
- The Host Committee will provide volunteers to act as both food servers, runners, table cleaners/garbage. If any additional volunteers will be required be sure to note that.
- Participants unable to return to the village for a meal will require a boxed lunch. Are you able to accommodate these needs and how?
- Participants with food allergies and special diets must be accommodated. Please explain your plan to ensure gluten free, celiac, vegetarian, vegan, lactose intolerant and nut allergies will be accommodated.
- Any other information you believe will be helpful to the host committee in making their decision.
- Examples of similar past projects that have been completed and contact information for references (maximum of 3).





### **Request for Proposal- Food Services- Catering Form**

(Please submit this form along with any further documentation)

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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