



REQUEST FOR PROPOSAL

PROJECT: RFP-CL17-55 Coffee Services

The City of Maple Ridge invites proposals for the provision of coffee, and other beverage services. The complete Request for Proposal document is available for download from BC Bid at www.bcbid.gov.bc.ca.

Response to be submitted on or before:

RFP Closing Date: August 31, 2017
RFP Closing Time: 2:00 pm local time
RFP Deposit Place: Proposal submissions should be uploaded electronically to the City's confidential file transfer service accessed at the following link: [RFP-CL17-55 Coffee Services](#)

The file name should be your “**Company Name**” followed by the “**File Number**” of this opportunity.

1. Upload files in .pdf format and send.
2. System will automatically acknowledge successful upload.

Submissions will be deemed successfully received when displayed as a new email in the inbox of the City email address.

The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages **associated with Submissions not received.**

Proposals transmitted by hand, facsimile or electronic mail may NOT be accepted. The City reserves the right to accept proposals received after the Closing Date and time but are under no obligation to evaluate. Proposals will not be opened in public.

All questions regarding this request for proposal are to be submitted via email to Daniela Mikes, Manager of Procurement, dmikes@mapleridge.ca Tel: 604-466-4343 Fax: 604-466-4328.

The City of Maple Ridge reserves the right to reject any or all Proposals or to accept the Proposal deemed most favorable in the interest of the City. The lowest or any Proposal may not necessarily be accepted and the City will not be responsible for any cost incurred by the Proponent in preparing the Proposal.

