

**REQUEST FOR PROPOSAL
CANTEEN OPERATOR
SERVICES**



Municipality of Greenstone

ISSUE DATE:

October 4, 2017

DEADLINE FOR ENQUIRIES/CLARIFICATION:

October 11, 2017

PROPOSAL SUBMISSION DEADLINE:

October 18, 2017 at 4:00 p.m

RETURN TO: **Canteen Operator Services – RFP**

Municipality of Greenstone,

1800 Main St.

PO Box 70,

Geraldton ON POT 1M0

Attn: Gabrielle Lecuyer, Clerk

or

gabrielle.lecuyer@greenstone.ca

THE MUNICIPALITY OF GREENSTONE

NOTICE OF REQUEST FOR PROPOSAL

SUMMARY AND BACKGROUND

The Municipality of Greenstone was created in January 1, 2001, by the amalgamation of the former municipalities of the Town of Geraldton, the Town of Longlac, the Township of Nakina and the Township of Beardmore, and an extensive area of unincorporated territory (Caramat, Jellicoe, MacDiarmid and Orient Bay).

Greenstone is located in the District of Thunder Bay and is 3,172 sq km (1224 sq mi) making it one of the largest incorporated municipalities in Canada.

The Municipality operates Community Centres in four of its Wards—namely the Beardmore Community Centre, Geraldton Community Centre, Longlac Sportsplex and Nakina Community Centre.

The Municipality is interested in procuring the services of Canteen Operators for the provision of food services at its Community Centres. We invite proposals for service provision in any or all of our Community Centres and request that proposals clearly indicate which facility you are interested in.

PROPOSAL SUBMISSION REQUIREMENTS

SCOPE

The Canteen Operators will assist the Municipality in ensuring the availability of food and beverages to residents during the winter operational months of its Community Centres. The following are deliverables that must be addressed in quotations.

- Verification that food preparation will be supervised by an individual who has completed a Safe Food Handling Course.
- ***Clear indication of which Community Centre(s) you are requesting to be considered for with bid amounts identified individually for each.*** Bid amounts are to indicate monthly fees that will be paid to the Municipality exclusive of HST.
- Outline of hours of operation to coincide with the winter schedule for each of the Centres and have provision for enhanced service during tournaments or special events. Please refer to Appendix “A” for schedules for each facility.
- Provision of a menu that identifies food and beverage items to be regularly available including healthy food choices. Menus are to include all pricing.

The Municipality intends to enter into an agreement with the selected Operator(s) allowing them to become the Municipality's agent(s) for Canteen operations. The agreements will outline specific requirements in regards to adherence to Municipal, Provincial, and/or Federal guidelines or legislation. The selected Operator(s) will also be required to provide verification of the following:

- Proof of Comprehensive General Liability Insurance Coverage with an inclusive limit of not less than \$2,000,000.00 and naming the Municipality of Greenstone as an additional insured. Insurance Certificate must be signed by an Insurance Agent and must contain a clause stating that such insurance shall remain in force and not be amended, cancelled or allowed to lapse without thirty (30) days prior written notice being given to each of the named insured.
- Copy of an updated Certificate of Clearance with a CAD 7 Report from the Workers Safety Insurance Board (WSIB) OR an INDEPENDENT OPERATOR LETTER from the Workers Safety Insurance Board (WSIB).
- Proof of Completion of a Safe Food Handling Course for anyone who will be working in the Food Preparation area.
- Payment of a TWO HUNDRED (\$200.00) DOLLAR refundable cleaning and damage deposit on the signing of the lease agreement.

PROPOSAL SUBMISSION FORM FOR THE SUPPLY OF CANTEEN OPERATOR SERVICES

1. LEASE FEES

Prices should be stated in the form of a monthly lease amount exclusive of HST. If submitting a proposal for more than one location, the lease amounts must be indicated separately and identified as to which location they apply to.

Prices shall be considered firm for the length of any agreement which might be entered into as a result of this request.

2. EXPERIENCE

Proposals should include examples of similar services provided by the applicant.

Proposals should also outline the experience and qualifications of the applicant and any other personnel who will be directly involved in the operations.

3. METHODOLOGY

Proposals should include a description hours of operation and staffing. If the applicant will be supplying any equipment or resources this should be indicated in the proposal.

4. LIST OF REFERENCES

Proposals should list companies, organizations or individuals who might supply a reference to the level and quality of service provided by the operator. Please supply a minimum of three (3) such references and enter them in the appropriate area in the Proposal Form document.

List of References		
Name of Company/Individual	Address	Phone Number

.....

I/We, the undersigned, herewith propose to supply Canteen Operator services, in accordance with the specifications issued by the Municipality of Greenstone.

Name of Operator/Organization: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Contact Name and Title _____

Authorized Signature: _____

Date: _____

GENERAL TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

It is the intention of this request to select an operator who can demonstrate a superior level of service, performance and experience in Canteen operations at a reasonable price.

Proposals are to be submitted to the Municipality of Greenstone Municipal Office on or before October 18, 2017 at 4:00 p.m. local time as follows:

1. One copy of the complete proposal in a sealed envelope clearly marked as follows:

Canteen Operator Services – RFP
Municipality of Greenstone,
1800 Main St.
PO Box 70,
Geraldton ON POT 1M0
Attn: Gabrielle Lecuyer, Clerk

or

2. Email the complete proposal clearly marked in the subject line **Canteen Operator Services – RFP** to gabrielle.lecuyer@greenstone.ca

PROCESS SCHEDULE

The Municipality of Greenstone intends to utilize the following schedule in completion of this process. The Municipality reserves the right to amend the schedule should it be deemed necessary:

1. Issuance of RFP October 4, 2017
2. Deadline for Enquiries/Clarification October 11, 2017
2. Deadline for Submission October 18, 2017

CLARIFICATION

Should a Proponent find discrepancies in or omissions from the proposal documents, or should there be any doubt as to their meaning, inquiry should be including contact name and information. Should a correction, explanation, or interpretation be necessary or desirable, a written addendum will be issued and posted on the Greenstone website at www.greenstone.ca

Any addenda issued during the bidding period, are part of these Proposal Documents.

All inquiries and clarification shall be directed to:

Nancy Proteau
Director of Community Services
1800 Main Street, PO Box 70
Geraldton, ON POT 1M0
Ph: 1-807-854-1100 ext. 2009
Email: nancy.proteau@greenstone.ca

RESERVATIONS

The Municipality reserves the right to reject any and all requests for proposals for any reason whatsoever. The Municipality shall not be responsible for, and respondents shall not be entitled to reimbursement for any liabilities, costs, expenses, loss or damages incurred, sustained or suffered, including loss of profit or consequential loss, by any respondent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Municipality or by reason of any delay in the acceptance of a request for proposals.

QUALIFICATION OF PROPONENT

The Municipality expects that all proponents will be able to provide satisfactory evidence that they have the ability, experience, and marketing plan to enable them to execute and complete the contract successfully. The bidder must be authorized to do business in the Province of Ontario.

PROPOSAL EVALUATION CRITERIA

The Municipality will compare and evaluate each Proposal to determine the Proposal which is most advantageous and best overall value to the Municipality, using the following criteria (not listed in any order of priority):

- a) Proponent's experience and qualifications in the delivery of canteen services (20%)
- b) Proponent's approach and methodology in providing the Services required by this RFP (including hours of operation, menu choices, staffing practices and pricing); (30%)
- c) Proponent's references; (15%)
- d) Quality, completeness and organization of the Proponent's Proposal submission; (20%) and
- e) Lease amount proposed (15%).

The Municipality reserves the right, in its sole discretion, to consider other additional criteria in the evaluation of the Proposals. The Municipality reserves the right to not complete a detailed evaluation of a Proposal if the Municipality concludes, having undertaken a preliminary review of the Proposal, that the Proponent or Proposal as

compared to all the Proposals is not in contention to be the selected Proposal.

CONTRACT NEGOTIATION

The Municipality will negotiate a contractual agreement with the preferred proponent. If the Municipality is unable to negotiate an acceptable contractual agreement with the preferred proponent, then the second preferred proponent may be selected and a contractual agreement developed. The Municipality of Greenstone at any time and without liability, may withdraw from negotiations with any potential proponent.

FREEDOM OF INFORMATION

The Municipality is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. As a result, the Municipality cannot guarantee that any information forwarded to the Municipality can be held in confidence.

Respondents must identify in their submission any information which they feel is confidential and which should remain confidential. Respondents must specify their reasons and those sections of the Act which support the confidentiality.

Confidential information must be included in a separate section of the submission. This will facilitate the ability to make other parts of the submission available to the public.

In all circumstances the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* will prevail.

ACCOMMODATION FOR PROPONENTS WITH DISABILITIES

The Municipality of Greenstone is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the Ontario Human Rights Code, Ontarians with Disabilities act, 2001 (ODA) and Accessibility for Ontarians with Disabilities act, 2005 (AODA), the Municipality will accommodate for a disability, ensuring full and equitable participation throughout the RFP process.

If a proponent requires this RFP in a different format to accommodate a disability, the proponent must contact the Municipal Contact as soon as possible and in any event prior to the Submission Deadline. The RFP in the different format will be issued only to the requesting proponent and all addenda will be issued in such different format only to the requesting proponent.

APPENDIX “A”

FACILITY WINTER SCHEDULES

Beardmore Community Centre
November 21, 2017 to March 17, 2018

Geraldton Community Centre
October 10, 2017 to April 1, 2018

Longlac Sportsplex
October 10, 2017 to April 1, 2018

Nakina Community Centre
November 3, 2017 to March 17, 2018