



REQUEST FOR PROPOSALS

**Northern Rockies Regional Recreation Centre
Concession Operation**

Reference No. 2018-30

Closing Date: December 10, 2018



Request for Proposals No. 2018-30
**Northern Rockies Regional Recreation Centre
Concession Operation**

Description of Work

The Northern Rockies Regional Municipality (NRRM) invites proposals to operate the concession at the Northern Rockies Regional Recreation Centre, 5500 Alaska Highway, Fort Nelson, BC. This opportunity includes a large fully functioning kitchen with quality equipment that is set up and ready for operations. The successful proponent has the option to operate vending machines within the complex for additional revenue opportunities. Proposals will be accepted for either a structured monthly fee or for a percentage of gross monthly sales or a combination of both. Interested parties are encouraged to view the space for more information.

RFP documents may be obtained from the NRRM Recreation Centre or the NRRM website at www.NorthernRockies.ca

Key Dates

Closing Date..... Monday, December 10, 2018

Closing Time 2:00 PM Local Time

SECTION A: BID CONDITIONS

A1. Delivery of Submissions

All submissions must be received in a sealed envelope clearly marked

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and must be received by the Northern Rockies Regional Municipality office at the address below no later than the RFP closing time, by one of the following acceptable methods of delivery:

i. In person or by courier

Deliver DIRECTLY AND ONLY to the following address. The submission being delivered should be in a sealed envelope marked on the outside with the Proponent's name, title of the project and reference number:

**Attn. Ross Coupé, Corporate Manager
Northern Rockies Regional Municipality
Bag Service 399, 5319 50th Avenue South
Fort Nelson, BC V0C 1R0**

ii. Email transmission

Contact the Fort Nelson Notary Public by phone at 250-774-2240 to confirm arrangements. A cover page marked with the Proponent's name, title of the project and reference number must be included. The Bidder assumes full risk for delivery to, and receipt of the faxed/emailed submission by, the Fort Nelson Notary Public.

Late submissions will not be accepted or considered, and will be returned unopened.

A2. Bid Inquiries

All inquiries in relation to this request for proposals can be directed to:

Krista Pearson, Recreation Program Manager
Email: kpearson@northernrockies.ca
Phone: 250-774-2541 ext.2082

A3. Confidentiality

Information pertaining to the Northern Rockies Regional Municipality obtained by the bidder as a result of participation in this Request for Proposal is confidential and must not be disclosed without written authorization from the Northern Rockies Regional Municipality.

A4. Freedom of Information

All Competitive Bids submitted become property of the Northern Rockies Regional Municipality. Proponents should be aware that the Municipality is a public body defined by, and subject to, the British Columbia *Freedom of Information and Protection of Privacy Act*, and may be required to disclose the contents of a bid pursuant to the Act. To request documentation or bid confidentiality under the Act, Bidders must submit a covering letter with their Bid detailing the specifics of the request.

A5. Negotiations

The lowest or any submission may not necessarily be accepted; acceptance will depend on meeting the Northern Rockies Regional Municipality's financial, operating and technical needs.

At its sole discretion, the Municipality reserves the right to reject any or all Responses received and to accept any response that it considers advantageous. Prior to awarding a contract, negotiations may be necessary with the successful bidder, whether or not you are the lowest priced Respondent, without any obligations to any other Respondents, to ensure services and contract costs meet the Municipality's requirements.

A6. No Obligation to Proceed

This RFP is not a call for tenders or a request for binding offers and no contractual or other legal obligations shall arise between the Municipality and any Bidder as a result of the issuance of this RFP.

SECTION B: EVALUATION PROCESS

B1. Bid Review

Successful proponents will be based on, but not limited to, the following criteria:

- Operational hours
- Lease amount
- Menu content
- Menu prices
- Healthy food options

B2. Submission Contents

i. All Proposals must include:

- *Section E Bid Form* completed and signed
- Proposed hours of operation (may be split into non-ice season/ ice season; can include additional hours for events)
- Any other information the proponent feels would be relevant to the submission
- A proposed menu including item prices
- The proposed monthly fee to be provided to the Regional Municipality

ii. All Proposals *should* include:

- A resume demonstrating relevant experience

SECTION C: CONTRACT CONDITIONS

C1. Contract Period

The contract term will be January 1, 2019 to June 30, 2020.

C2. Payment

The Contractor shall make monthly payments to the Regional Municipality, due on the 10th day of each month.

C3. Contract Document

By submission of a Bid, the Bidder agrees that should its Bid be successful, the Bidder will enter into a Contract with the Northern Rockies Regional Municipality in accordance with the terms of General Service Agreement; a copy of which is attached as **Schedule A**.

SECTION D: SPECIFICATIONS AND DETAILED INFORMATION

D1. The Northern Rockies Regional Municipality will provide the following:

- i. Space in the Northern Rockies Regional Recreation Centre to operate a food service operation.
- ii. Water, sewer, electrical, and a garbage receptacle.
- iii. Facility schedule and a calendar and/or timely notification of special events.
- iv. Cooperative consultation with the contractor regarding hours of operation. The Regional Municipality reserves the right to close the operation for periods of time, should events or circumstances warrant.
- v. Equipment as outlined in the attached Recreation Kitchen Equipment Schedule.

D2. General Requirements

- i. The Contractor shall supply all equipment necessary to operate the concession, except as noted in the attached Equipment Schedule.
- ii. The Contractor will hire competent, trained and polite staff to operate the Premises, keeping in mind that this is a public, family-oriented facility.
- iii. The menu and prices will require prior approval by the Regional Municipality. The NRRM strongly encourages healthy options as defined in the Guidelines for Food and Beverage Sales in BC Schools. Further, no energy drinks shall be sold on the premises.
- iv. The Contractor has the opportunity to operate vending machines located in the Northern Rockies Regional Recreation Centre.
- v. The Regional Municipality may from time to time permit other contractors to operate food services on a limited basis for special events and functions.
- vi. Structural changes to the kitchen, fixtures or equipment will not be permitted. The installation of moveable fixtures and small appliances will be subject to the approval of the Director of Recreation Services.

D3. Specific Requirements:

- i. Concession upgrades and repairs to any damage is the full responsibility of the Contractor. The NRRM will maintain and repair equipment that is provided as per the equipment schedule.
- ii. It shall be the responsibility of the Contractor to remove kitchen waste to a waste receptacle which will be provided by the Regional Municipality. The Regional Municipality shall bear the cost of the waste removal from this receptacle.

D3. Specific Requirements:

- iii. The Contractor shall be responsible for all janitorial services as required for the acceptable upkeep and cleanliness of the concession facility and associated seating and eating/tables area, and for all equipment in the concession facility including the combination grill/fry top. This further includes sweeping and mopping the concession lobby area.
- iv. The Contractor shall at its own expense provide the Regional Municipality a comprehensive general liability insurance policy in an amount of not less than two million dollars, naming the Regional Municipality as additional insured. The insurance shall be maintained during the term of this agreement and shall insure both the contractor and the Regional Municipality.
- v. The Contractor shall be held liable and responsible for the costs and repairing or making good any damage or marring of Regional Municipality property caused by their agents in fulfilling the terms of this contract, and shall at all times leave work areas clean and tidy.
- vi. The Contractor shall assume all risk of loss, damage or injury to their property, or to the persons or property of their servants, agents or employees.
- vii. The Contractor shall provide Worker's Compensation coverage for all workers on their payroll.
- viii. The Contractor shall provide at their expense all necessary licenses and permits and be solely responsible for observing and complying with all provisions Federal, Provincial and local regulations relating to the operation of a food service in this contract including a Northern Rockies Regional Municipality business license.
- ix. The Contractor is responsible for semi-annual professional cleaning of the range hood and exhaust fan as well as the draining of the oil vat in an environmentally responsible manner.
- x. Proposals will be accepted for either a structured monthly fee or for a percentage of gross monthly sales or a combination of both. Detailed financial statements are required if the proposal is for a percentage of gross monthly sales



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SECTION E: BID FORM

Request for Proposal:	Recreation Center Concession Operation 2018-30
Closing Date:	Thursday, December 10, 2018 at 2:00 PM Local Time
Firm Name:	
Address:	
Phone No:	Fax No:
Email:	

The undersigned Bidder has carefully examined the Conditions and Specifications for the work requested and will provide the goods and services required.

Signature of Authorized Signatory:

Print Name and Title:

This Proposal is valid for _____ days.

Total Price/Month (not including GST): _____

OR

Percentage of Gross Monthly Sales: _____



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SCHEDULE A: KITCHEN EQUIPMENT SCHEDULE

Description: Main Kitchen Concession

- | | |
|----------------------------------|--|
| 1. Hand Sink | 22. Griddle with oven |
| 2. Work Table | 23. Range with storage base |
| 3. Over shelf (2) | 24. Service counter (2) |
| 4. Microwave oven | 25. Sandwich unit |
| 5. Reach-in refrigerator | 26. Soup warmer |
| 6. Dish tables (2) | 27. Heated display |
| 7. Pre-rinse unit | 28. Hot dog cooker |
| 8. Disposal | 29. Warming drawer |
| 9. Dishwasher with booster | 30. Utility cart |
| 10. Condensate canopy | 31. Shelving – dry |
| 11. Detergent dispenser | 32. Walk-in assembly |
| 12. Under-counter hose reel | 33. Refrigeration system – cooler |
| 13. Dish rack (2) | 34. Refrigeration system – freezer |
| 14. Sink unit | 35. Compressor rack |
| 15. Slicer | 36. Shelving walk in |
| 16. Stainless steel service wall | 37. Condiment corner |
| 17. Exhaust hood | 38. Corner guards |
| 18. Fire suppression system | 39. Panini Grill ⁱ |
| 19. Convection oven | 40. Display Cooler, 36" ⁱⁱ |
| 20. Steam & stand (3 pan) | 41. Display Cooler, 60" ⁱⁱⁱ |
| 21. Fryer | 42. Stainless Steel worktable, 36"x24" ^{iv} |

ⁱ Added September 02, 2014

ⁱⁱ Added September 02, 2014

ⁱⁱⁱ Added September 02, 2014

^{iv} Added October 08, 2014