

Request for Proposals

Badlands Community Facility Town of Drumheller

Food and Beverage Services Vendor

November 12, 2019

Proposals are to be submitted on or before December 5, 2019 at 2:00 pm Local Time in a sealed envelope clearly marked:

Town of Drumheller

224 Centre Street, Drumheller, AB, T0J 0Y4

“Attention to Purchasing Department: Request for Proposal – Food and Beverage Services Vendor”

A. BACKGROUND AND DESCRIPTION OF THE OPPORTUNITY

The **Town of Drumheller** requires the services of and is seeking an experienced Food and Beverage Services Vendor to submit a proposal for the purpose of providing food and beverage services within the Town owned facility referred to as the **Badlands Community Facility (BCF)**. The objectives of the Vendor will be to operate a quality facility providing food and beverage services to the Badlands Community Facility and its many clients.

This strategic decision provides an opportunity for an arm's length vendor to manage and operate the BCF Kiosk, providing high quality food and beverage services to facility users and facility events.

The successful Vendor will be expected to operate under its own distinct established brand, to manage and operate the BCF Kiosk within the Town's facility. The BCF consists of a large banquet hall, fieldhouse, fitness area, fitness studio, meeting spaces, public library and pottery studio. It is also within walking distance to the Aquaplex, Memorial Arena and Curling Club.

The BCF is a hub of activity all year round with many special events, banquets, conferences, recreational activities, fitness programs and meetings. The facility is open throughout the year except for scheduled facility closures which occur on many (but not all) statutory holidays. The standard operational hours for the facility are as follows:

- 6:00 am to 9:00 pm (Monday - Friday)
- 8:00 am to 7:00 pm (Saturdays and Sundays)

It must be noted that the Kiosk opening hours do not necessarily have to match the Facility's but would like to serve the best interest of the facility clientele. In addition, numerous special events and rentals attract a wide audience at the facility.

The BCF has one kiosk space of approximately 290 Square Feet. Fixed equipment to be included in the lease as listed at the end of this document.

- This is to invite prospective vendors and interested applicants to make submissions through an **Request for Proposal (RFP)** which must be submitted on or before **Thursday, December 5, 2019 at 2:00 pm**.
- RFP decision notifications are anticipated on or before **December 20, 2019**. Note that the Town of Drumheller at its sole discretion reserves the right to alter or cancel this invitation or change timelines.
- The Town will not be responsible for the costs incurred by the applicant in the preparation and submission of any proposal.
- Tours will be available Monday, November 18 between 8:00 am and 3:00 pm but must be scheduled in advance by contacting Darren Goldthorpe at 403-823-1364.

All inquiries regarding this opportunity should be directed to:

Darren Goldthorpe, Manager Recreation, Arts and Culture

403-823-1364

dgoldthorpe@drumheller.ca

The deadline for inquires is **Thursday, December 5, 2019.**

B. SUBMISSION METHOD AND DELIVERY

Proposals are to be submitted in a sealed envelope to:

Town of Drumheller

224 Centre Street, Drumheller, AB, T0J 0Y4

Attention to Purchasing Department: Request for Proposal – Food and Beverage Services Vendor

Ensure that your submission arrives on time as late submission will not be accepted.

C. TARGET SCHEDULE

Item	Date
Call for RFP posted	November 12, 2019
Deadline for submission of Inquiries	November 21, 2019
Deadline for RFP Submissions (2:00 pm)	December 5, 2019
Review of Submissions	December 9-13, 2019
Interviews (if necessary and as required)	December 16-17, 2019
Selection, notification and contract award	December 20, 2019
Access to concession facility by successful Vendor	February 3, 2020
Start of Operations (as agreed upon)	February 7, 2020

D. REQUIREMENTS

This Request for Proposal (RFP) will be used to identify your interest in participating in this opportunity and should include the following:

A detailed Business Plan outlining the following at the minimum:

- I. General background and overview of your organization
- II. Understanding of the opportunity
- III. Statement of qualifications for the opportunity
- IV. Branding of the business – company name, logo, signage
- V. A sample menu plan with detailed pricing including heart healthy choices and other alternatives should be considered
- VI. Maintenance plan
- VII. Staffing plan and key personnel
- VIII. Hours of operation
- IX. Proposed annual leasing fees for three (3) years with possible extension for an additional two (2) years
- X. Relevant and proven experience as operators
- XI. Unique offering, skills or ability to meet the needs of community
- XII. References – minimum of 2 (with full contact information)

A brief concluding paragraph should restate interest in this opportunity and indicate the contact within your organization responsible for answering any related questions.

In addition, proof of the following must be provided:

- I. Certification of Level 1 Food safe Training.
- II. WCB Coverage.
- III. Town of Drumheller Business License or eligibility for the same.
- IV. General liability insurance policy, with a limit of not less than \$ 2,000,000 inclusive per occurrence for bodily injury and property damage. Additionally, the Tenant is required to carry their own content insurance. The Town of Drumheller is to be named as an additional insured.
- V. The preferred Vendor and all employees will need to submit a Criminal Record Vulnerable Sectors Check.
- VI. The preferred Vendor will be required to adhere to all regulations related to food and beverage operations.

Applicants who fail to provide the required information and mandatory attachments will not be considered.

E. PROPOSED FORMAT

Prospective Vendors are expected to have their Request for Proposal (RFP) organized and presented as outlined below:

1. TRANSMITTAL

Part 1 of the RFP must include and it shall

- Concisely identify services offered
- State that the RFP will remain in effect for a period of 30 calendar days after the deadline for submission
- Include the name, title, address, telephone number and email address of one or more contact individuals
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract
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2. UNDERSTANDING OF OPPORTUNITY

In this section, the RFP shall provide a concise presentation of its understanding of the BCF Food and Beverage Services Vendor opportunity. The RFP should notify the Town of Drumheller of potential difficulties that might arise in implementing their Business Plan.

3. BUSINESS PLAN

Refer to Section D above – REQUIREMENTS.

4. WORK PLAN

In this section a list of the deliverables shall be provided along with milestones dates of delivery for the various components identified in this opportunity.

5. PROPOSED TEAM AND CORPORATE PROFILE

In this section, key personnel that will be involved in the start-up and operation of the BCF Kiosk should be identified, as well as their title, experience, category and roles in carrying out the proposed Work Plan. The Corporate Profile and resources available should also be included. This section should highlight why the selected team members are ideally suited for this work.

6. RELATED EXPERIENCE AND REFERENCES

In this section, a description of relevant work experience is to be provided, detailing the timeframe over which services were provided to specific clients. The RFP should provide a minimum of two (2) references and indicate the name of company, contact person, address, telephone number and role of the contact person in relation to the services provided. Information of relevance to this opportunity should be presented to allow the Town to assess the company and contact person's experience.

7. CONSENT AND DECLARATION OF APPLICANT

By submitting this RFP, including any supporting documentation, I, in my capacity as the authorized representative of the Vendor, legally represent for and on behalf of the Vendor that:

- The Vendor acknowledges, understands and agrees to the disclosure of non-confidential information and aggregate information as identified above, in their sole discretion;
- The Vendor Representative is legally authorized to submit this for and on behalf of and has the requisite power to legally bind the Proponent;
- The Vendor Representative has read and confirms proper understanding of this opportunity;
- All information contained in this RFP is true and accurate;

The Vendor acknowledges that failure to provide true and accurate information in the RFP will

- result in automatic rejection of the RFP;
- If the RFP is approved, the Town and the Vendor must execute an Agreement which provides additional contractual terms and conditions governing this opportunity.

8. PROPOSED LEASE TERMS AND MONTHLY FEES

The Vendor must provide the proposed lease amount as a monthly lease excluding gst.

F. PROPOSAL EVALUATIONS

For the Selection Process, submissions will be evaluated based on the selection criteria listed below:

1. Business Plan including
 - 1.1. Hours of operation
 - 1.2. Proposed lease
2. Proposed branding
3. Experience and qualifications of key personnel
4. Proposed menu and pricing
 - 4.1. Variety
 - 4.2. Affordability
5. Ability to meet timelines of RFP
6. References
7. Examples of related work in similar sized communities

RATING	EXPLANATION
5 -Excellent	Exceeds Requirement/Adds Value
4 - Above Average	Exceeds Minimum Requirements
3 - Average	Meets Minimum Requirements
2 - Below Average	Falls Short of Expectations. Lacking Innovation
1 - Poor	Falls to Meet Minimum Requirements
0 - Non Responsive	Did Not Attempt to Address Requirement

G. TERMS AND CONDITIONS

1. This RFP is not legally binding and is only intended as a reflection of the intention of the Vendor to participate in this opportunity and neither the RFP nor its acceptance shall constitute or create any legally binding or enforceable obligation on any Party.
2. The **RFP** will only allow the Vendor to make contact with the Town and initiate dialogue. The dialogue itself will not be **legally binding**. A signed contract between both parties (the Town of Drumheller and the successful Vendor) will be the only **legally binding** commitment.
3. The contract will be awarded upon a selection of the preferred Vendor. Contract terms and conditions will be negotiated with the selected Vendor.

4. As part of the contract or agreement, the Town will require the successful Vendor to provide evidence of all certifications and licenses required to undertake the proposed contract.
5. If the Vendor submitting an RFP outsources or contracts any work to provide the deliverables of this opportunity, the particulars must be clearly stated in their submission.
6. The lease agreement for the BCF Kiosk will be for (3) three years. Subject to meeting all existing terms, the Vendor will have an option to renew for a further two (2) years. In their submission, the prospective Vendor must present their proposal for the structure and amount for the monthly lease fees.
7. Vendors may elect to withdraw their RFP from this opportunity at any stage in the due diligence process.

TOWN OF DRUMHELLER KIOSK ASSETS

Part/Description	Quantity
3 Stage Sink and Tap	1
Sink and Tap – large	1
Sink and Tap – hand wash	1