



**Tender No. 21-006
Request for Proposal
Canteen Services**

Proposals must be hand delivered or couriered to the:

Village of Blacks Harbour
Deborah Johnson, CAO
65 Wallace Cove Road
Blacks Harbour, NB E5H 1G9

The proposal must be marked "Request for Proposal – Canteen Services" on the outside of the envelope.

Proposals will be received until 12:00 pm (local time), Friday, October 1, 2021, for the provision of services as per the specifications, terms and conditions contained in this document.

The lowest or any proposal not necessarily accepted.



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Introduction

The Village of Blacks Harbour is seeking proposals for the provision of Canteen Services at the Patrick Connors Recreational Complex located at 6 Arena Street, Blacks Harbour, NB.

Scope of Work

Vendors should have the resources, training and above all the ability to provide superior canteen services at the facility. (Utilities – heat, water, electrical, lights, and restrooms are provided on site. Garbage receptacles are located on site, but the vendor will be responsible for the removal from the canteen to the dumpster. Propane and any additional utilities ARE NOT PROVIDED.)

Basic Proposal Requirements

Vendors are to provide complete proposals detailing the services they would provide at this location. Information included in the proposal should include but not be limited to the following:

- Canteen Operating Plan
To include hours of operation, menu, any proposed novelty items and/or merchandise to be offered for sale, promotional/advertising strategy (signage), equipment to be used, staff sanitary policy/procedures, any additional equipment/fixtures to be provided to enhance the existing canteen, etc.

In addition, if the vendor plans to utilize any sub-contractors to deliver canteen services, that must be disclosed within the Canteen Operating Plan. Vendors will be held responsible for the performance of any sub-contractor utilized by them in the performance of these services.

- **Financial Incentive Proposal**

Vendors are to detail how the municipality will be compensated for granting exclusive rights to provide canteen services at the municipally owned recreational complex. To include the following:

- Proposed payment terms (ex. Fixed rental payment.)
- Frequency of payment (i.e. Weekly or monthly)
- Site improvement contribution

Financial incentives shall be in Canadian Funds and be exclusive of HST.

Any non-profit groups bidding on this scope of work shall detail their intended use of all profits

Evaluation Criteria

The following criteria and relative weighting will be used in evaluating proposals:

- **Quality and Completeness (15%)**
Has the vendor addressed all of the needs as raised? Is the proposal presented in an organized and professional manner?
- **Canteen Operating Plan (40%)**
Has the vendor provided a complete, concise and detailed operating plan, appropriate for the scope of work of this service?
- **Proponent's Experience (25%)**
Has the vendor demonstrated a level of expertise in keeping with the requirements of this service?
- **Financial Incentive Proposal (20%)**
Financial incentives will be a factor; however not the only factor and not the determining factor, in the evaluation of the proposal.

Vendor Interview and/or Presentation

In addition to the submitted proposal, the Village of Blacks Harbour reserves the right to invite one or more vendors for interviews and/or presentations to further clarify their proposal should it be deemed necessary.

Submission of Proposal

Proponents shall submit their proposal no later than 12:00pm, local time, Friday, October 1, 2021, clearly indicating the Proponent's name, address, and marked as follows:

Tender 21-006 – Canteen Services

Village of Blacks Harbour
Attention: Deborah Johnson, CAO
65 Wallace Cove Road
Blacks Harbour, NB E5H 1G9

All submissions must be:

- Signed by the bidder or their authorized representative.
- Be legible so that there can be no doubt as to the words or the figures.

Submission of a proposal implies acceptance of the terms and conditions outlined in this document.

Please note:

Late proposals, or proposals submitted by facsimile will be rejected.

The municipality assumes no responsibility for improperly addressed or delivered proposals.

All proposals submitted become property of the Village of Blacks Harbour.



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Standard Terms and Conditions

General

The Village of Blacks Harbour does not, by virtue of this tender call, commit to the award of this bid and not does commit to accepting the most financially beneficial or any proposal submitted, but reserves the right to award this proposal in any manner deemed to be in the best interest of the municipality.

The respondents shall bear all costs associated with the preparation and submission of the request for proposal and the Village of Blacks Harbour will not be responsible or liable for any related costs regardless of the conduct or outcome of this process.

Tender Opening

Immediately following the closing time, proposal packages there will be a public opening in Council Chambers. Only the names and addresses of the proponents will be made public at this time. No other information about the proposal will be disclosed until and only if the bid has been awarded. Proposals will then be forwarded to an evaluation committee for review and recommendation.

Inquiries

All inquiries regarding this request for proposal shall be submitted in writing to:

Village of Blacks Harbour
65 Wallace Cove Road
Blacks Harbour, NB E5H 1G9

Inquires must be submitted before 3:00 pm, local time, on Wednesday, September 29, 2021. Inquiries received after this time will not receive a response. Telephone calls will not be

accepted. If a respondent deviates from any of these restrictions, they will be subject to immediate disqualification from this request for proposal.

Interpretations, Errors & Omissions

Any bidder who is in doubt as to the true meaning or intent of any items in the contract documents, or who discovers any discrepancies, errors or omissions in the contract documents shall notify the Village of Blacks Harbour in writing and shall request clarifications or corrections thereof.

Site Conditions & Equipment

Please note the Village of Blacks Harbour will be providing a space for utilization, but the municipality will not be providing equipment for use at this site. Any equipment to be used on site must be provided and maintained by the occupant following the award of this contract.

Insurance

The successful vendor shall provide evidence of the following insurance coverage:

General Liability with a minimum limit of \$2,000,000.00.

The policy shall include:

- Operators of the contractor in connection with this tender submission
- Products and complete operations coverage
- Contractor liability with respect to this RFP
- The Village of Blacks Harbour added as an additional insured
- The insurers will give 30 days' notice of cancellation of this policy to the Village of Blacks Harbour

Food Premise License

The successful vendor shall be required to obtain the proper Food Premise License from the New Brunswick Public Health Department, post the certificate on premises and provide a copy to the Village of Blacks Harbour. A food premise license must be in effect during the agreement between the municipality and the successful vendor.

Explanation to Bidders

No verbal agreement or conversation with any officer, agent, elected official or employee of the Village of Blacks Harbour either before or after the execution of the contract shall effect or modify any of the terms or obligations contained in any of the documents comprising said contract.

Time Limit

Bids received after the time and date as shown on the request for proposals shall not be considered.

Worksafe NB

The vendor is to provide proof of current coverage from Worksafe NB (if required) prior to a contract or purchase order being issued. Failure to provide such coverage will result in the bid being rejected as non-compliant. This coverage is to remain in effect for the entire term of the contract.

Cancellation Clause

The Village of Blacks Harbour reserves the right to cancel this contract at its sole discretion with 30 days prior written notice.

Negotiation

The Village of Blacks Harbour reserves the right in its sole discretion to negotiate the final terms and conditions of the project contract with the most probable candidate for award prior to award of the project.