REQUEST FOR PROPOSALS
RFP-MCC-2219

Dr Carson & Marion Murray Community Centre Canteen Services

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD, RR # 6
UPPER NAPPAN, NS B4H 3Y4

CLOSING: January 13, 2023

1) INVITATION AND GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for qualified food service operators who will provide concession and canteen services for the Dr. Carson & Marion Murray Community Centre.

Responsibilities include preparation of food and maintenance of the canteen and equipment. Canteen Operators are also responsible to ensure excellent food handling and safety practices are followed and that customers experience excellent customer service.

Submissions are for the canteen services until the end of August 2023. The Municipality will retender for canteen services for the period of September 2023-August 2024.

2) INSTRUCTIONS TO PROPONENTS

This request for proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed through the RFP, the Municipality is under no obligation to proceed with the purchase, or any other stage. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Municipality for the purchase of the equipment, service, or Work.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Any Proposals submitted by facsimile, or telephone will ***not*** be accepted under any circumstances.

Any corrections or additions to any submitted Proposal will not be accepted unless it is initialed by the person signing the Proposal.

All Proposals must be firm for 30 calendar days after the closing date. Price to include any/all delivery charges to Springhill, Nova Scotia.

Any Proposals that do not meet these criteria may be rejected.

The Municipality reserves the right to waive technicalities, reject any or all proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work.

This Proposal is not intended to exclude standard equipment or materials except where specified.

3) CLARIFICATION AND ADDENDA

Notify the Municipality not less than three (3) working days before Proposal closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Proposal documents.

Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Proposal.

Direct all Proposal questions and inquires:

To: Kellie Seaman
Phone: 902-664-9243
kseaman@cumberlandcounty.ns.ca

It is the responsibility of the Proponent to ensure all addenda have been received. Addenda will be posted on the Municipality website at www.cumberlandcounty.ns.ca and the Nova Scotia Public Tenders website at www.gov.ns.ca/tenders. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

4) PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than January 13, 2023 at 2:00 P.M. - ATLANTIC TIME.

5) PROPOSAL OPENING

Proposals will not be opened publicly.

6) SITE TOUR

Proponents are required to do a mandatory site tour. To arrange a site tour please contact:
Corey Skinner
cskinner@cumberlandcounty.ns.ca

7) PROPOSAL SUBMISSION

The Proposal shall be submitted by the following method:

a) in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals shall be delivered to the address on the cover of this Request for Proposals, no later than the Proposal Closing.

Proponents must submit the following items in the Proposal:

a) Details of menu options and pricing
b) Details of hours of operations
c) Proposed Rental Fee
d) Two references directly related to their ability to provide food services

e) Completed Proposal Form, and
f) Any other relevant information that would be helpful in the evaluation process.

8) EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following evaluation weighting system.

	Category	Points
1	Proposed Menu	40
2	Qualifications and Experience	35
3	Proposed Rental Fee	25

The Municipality reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality.

9) **PROPOSAL FORM**

See attached.

10) **SPECIFICATIONS**

a) The successful proponent will pay a flat rental fee for canteen services for the remainder of the ice rental season. HST will be applied to rental fee. 50% of rental fee will be due February 15, 2023 and remaining 50% will be due March 15th, 2023.
b) Mandatory that canteen services be open at the Dr. Carson & Marion Murray Community Centre for all Cumberland County Blues Games, Springhill Coal Miners Games, Saturdays and Sundays for Minor Hockey Games, Farmers Market, SIMCO Dog Show, Roller Derby, Island Pro Wrestling, Arm-Wrestling Championships and Tantramar Kennel Club Event. The proponent may, at their option, open the canteen for other events in the facility.
c) Proponent will be responsible for keeping the canteen clean and tidy which include all counter tops, food prep areas, and any food cooking equipment. Community Centre Maintenance Staff will be responsible for moping and cleaning of canteen floors.
d) The successful proponent will be responsible for customer accounts with all suppliers and purchasing any food, drinks, or consumables needed for canteen services.
e) Proponent will have the option to purchase the remaining inventory in the canteen from the Municipality of Cumberland County.
f) Concession rights do not include the sale of alcoholic beverages.
g) The staff shall be trained in food handling and industry sanitation programs to comply with all applicable federal and provincial laws and regulations.
h) Successful proponent is expected to meet or exceed the customer service expectations of the patrons and maintain good relations with the Community Centre staff for the duration of the agreement.
i) Proponent shall be responsible for processing, preparing, storing, and servicing all food and beverage items.
j) Proponent will be supplied with various food preparation equipment which include:

i) Microwave
ii) Popcorn Machine
iii) Hot Chocolate Machine
iv) Deep Fryers (2)
v) Grill
vi) Upright Fridge
vii) Freezers (2)
viii) Coffee Machine
ix) Chip/Chocolate Bar Rack
x) Dry storage shelving

k) Proponent shall protect canteen area the any equipment from damage which may arise as the result of the proponents' operations.

11. INSURANCE AND WORKER'S COMPENSATION

Prior to mobilizing to the site, the Proponent shall present to the Municipality or its designated representative the following:

a) Certificate of Insurance confirming coverage of Commercial General Liability Insurance in the amount not less than $1,000,000. The policy shall add the Municipality of the County as an Additional Insured

b) Certificate of Insurance confirming coverage of Public Liability and Damage Automobile insurance in an amount not less than $2,000,000 with an endorsement for coverage of all owned and non-owned vehicles

c) Current Clearance Letter from Workers Compensation Board of Nova Scotia

RFP-2219

Dr. Carson & Marion Murray Community Centre Canteen Services

Proposal Form

All prices to exclude HST

Contact Name _____

Contact Address _____

Menu:

_____

_____

_____

_____

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_____

_____

_____

_____

_____

_____

Planned Hours of Operation:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Proposed Rental Fee: _____

References:

1.
_____

2.
_____

The Proponent agrees to commence work within 15 days of written notification of award.

Addenda No. _____ to _____, inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF JANUARY 2023.

[Seal]

Name of Firm Proposing	Signature of Signing Officer
	Name and Title of Signing Officer (Printed)
Witness	Name and Title (Printed)
Witness	Name and Title (Printed)
Company Address	Telephone No.
	E-mail

**NOTE: *Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent of the Corporation.*