



Request for Proposals

RFP No. P&R-24-06

Esquimalt Parks & Recreation Concession Services

at the

Archie Browning Sports Centre

SUMMARY OF KEY INFORMATION

Proposals will be received at:

Township of Esquimalt

c/o Parks & Recreation Administration – Archie Browning Sports Centre

1151 Esquimalt Rd

Esquimalt, BC V9A 3N6

OR at the following email

jeff.byron@esquimalt.ca

(Refer to section 2.4 of this RFP)

On or before 12:00 pm local time on **July 5, 2024**

RFP documents may be obtained from the Township's website: www.esquimalt.ca or by email request: jeff.byron@esquimalt.ca

Proponents are required to check the Township of Esquimalt's website for any updated information and addenda issued, before the Closing Date and Time at the following website address: <http://www.esquimalt.ca>

The Township of Esquimalt ("the Township") is interested in receiving proposals for the operation of the seasonal concession located in the Archie Browning Sports Centre. The Township is seeking an independent contractor that best demonstrates the ability to provide affordable, high quality, safe and reliable food services. The facility includes an ice arena, a six-sheet curling rink, lounge area and meeting space.

Located at 1151 Esquimalt Road, Esquimalt B.C., the concession space is approximately 150 square feet and located in the lobby between the Arena and Curling facility.

The Township will provide several pieces of commercial kitchen equipment which is detailed in this RFP.

Proponents are required to satisfy themselves as to the existing conditions of the site and available equipment. A site inspection will be available on **Wednesday, June 26, 2024, at 5:30pm** at the Archie Browning Sports Centre.

The term of the service shall be for one season, approximately mid-September 2024 through mid-March 2025.

The parties may extend the agreement on a year-to-year basis subject to mutual agreement.

PROPOSAL SUBMISSION

Proposals must be received by the Township:

- (a) in hard copy at the following address:

Jeff Byron, Manager of Recreation Services

Township of Esquimalt

c/o Parks & Recreation Administration – Archie Browning Sports Centre

1151 Esquimalt Rd

Esquimalt, B.C. V9A 3N6

PERSONAL & CONFIDENTIAL - RFP NO. P&R-24-06

OR

- (b) in electronic form at the following email address:

jeff.byron@esquimalt.ca

Proposals submitted electronically by email (b) above will be deemed to be received when displayed as new email on the Township's electronic equipment. The Township will not be responsible or liable for ensuring that any electronic email system being operated for the Township is in good working order, or for any delay for any reason to electronic submissions,

including technological delays, spam filters, firewalls, job queue, file size limitations, etc. As stated in Section 2.3, proposals received after the Closing Date and Time will not be accepted.

2.5 Number of Copies

Proponents submitting hard copies of their Proposals should submit the original proposal unbound and three (3) hard copies, **4 in total**, of their proposal clearly labelled with the name of the proponent and marked **“RFP No. P&R-24-06 – “Esquimalt Parks and Recreation Concession Services”**. The Township prefers not to have submissions in ring type binders.

SERVICE EXPECTATIONS

1. The Proponent shall provide a concession service from the concession space located at the Archie Browning Sports Centre.
2. The Proponent will outline the hours they will have the concession open which can include:
 - a. During minor hockey usage from September to March:
 - b. Monday to Friday, from approximately 5:00pm to 8:30pm.
 - c. Weekends - hours will vary based on user group needs.
 - d. During Victoria Cougars Games.Times are approximate and will be dependent on scheduling.
3. The Proponent will be required to move all belongings out of the concession during times when the concession is booked for use by others. Township staff will provide necessary notice to ensure adequate time is provided to proponent.
4. The Township will supply power, water, and garbage disposal services to the concessions and provide use of the following Township-owned equipment:
 - a. Hot dog roller
 - b. Two-basin sink
 - c. Display fridge
 - d. Small freezer
 - e. Small Microwave
 - f. Popcorn machine
 - g. Hard wired coffee machine with hot water spigot for hot chocolate or tea
 - h. Safe

The Proponent is responsible for all other supplies and inventory required for operation. All costs of operating the concessions not specified above shall be the responsibility of the Proponent.

4. Any leased or owned equipment of the Proponent must have approval from the Township before installation. The Township reserves the right to disallow any installation. Any associated electrical, mechanical, or other works involving changes to a facility must be approved by the Township in advance.

5. The Proponent shall be required to clean and maintain all equipment in the same manner as a prudent owner during the term of the contract, including all grease traps (except when used by a third party renting the concession, in which case it shall be the responsibility of the Township to

ensure that the grease traps are cleaned by the third party renter). The Township will be responsible for the fire extinguishers, and repairs to the Township -owned equipment associated with normal wear-and-tear, but not damage caused directly or indirectly by the Proponent.

6. The Proponent agrees to obtain, at its sole cost and expense all permits, licenses and service contracts required for the operation of the business and to deal with the disposal of all grease as required by law.

7. At all times of operation, at least one staff person working in a concession must hold a valid Food Safe Certificate, in addition to the Proponent.

8. Prior to commencing operations, and within two weeks of award, the Proponent will develop a written Food Safety Plan and Sanitation Plan for approval by the Vancouver Island Health Authority (VIHA). Both plans must conform to VIHA's specifications and requirements. If the Proponent is unable to obtain the approval of VIHA within a reasonable amount of time, the Township reserves the right to select another Proponent.

9. The Proponent will be responsible for removing all belongings from the facility at the end of the season and providing a final cleaning.

10. The Proponent will provide timely, efficient, and courteous food service to patrons attending arena events. In addition will work with Esquimalt leadership and seasonal sport teams to accommodate event requests.

PROPOSAL CONTENT

All proponents must use the application on Appendix A. This includes:

1. Proponent Information – complete contact information for the Proponent.
2. Service Plan - including proposed or sample menu, pricing, and potential suppliers.
3. Prior Experience and References – include at least two references who have knowledge of prior work in food service or a related field.
4. Qualifications – inclusion of Food Safe Certification and proof of a business license.
5. Financial Proposal – provide a concession area fee based on a monthly rent or a percentage of gross sales.
6. Proponents may provide additional information pertinent to the proposal.

MANDATORY CRITERIA

All Proposals must demonstrate the Proponent's ability and reliability in delivering quality concession services meeting the terms of the RFP, which includes two reference checks. Any Proposal that cannot demonstrate the ability to meet the mandatory criteria will not be evaluated.

EVALUATION CRITERIA

The criteria to be used in evaluating the proposals include, but are not limited to, the following:

1. Qualifications and experience (40%)
2. Menu and Pricing (30%)
3. Financial proposal (30%)

The Township intends to evaluate proposals based on the best overall value to the Township, which may include non-financial, qualitative, values.

INQUIRIES

Please direct all inquiries to:

Jeff Byron, Manager of Recreation Services
250-412-8517
jeff.byron@esquimalt.ca

TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

1. Verbal discussion, instructions or explanations between Township staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the RFP unless expressly confirmed in writing as an RFP modification.
2. Responses to inquiries may be posted to the Township's website for the general knowledge of all Proponents, at the Township's sole discretion.
3. The Township may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
4. The Township may reissue, amend, cancel, or extend this RFP at its sole discretion, and reserves the right to defer, cancel, or phase awarding of the work.
5. As part of its evaluation process, the Township may request further information from a Proponent.
6. Under no circumstances shall this RFP be understood as a commitment for work, a contract, or a tender. The Township is not responsible for costs incurred by the Proponent in preparing a Proposal.
7. The Township does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
8. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the RFP or with a view to influencing the outcome of this process.
9. Proponents agree to advise the Township immediately of any real, perceived, or potential conflict of interest with an employee or officer of the Township, including an elected official.
10. The successful Proponent must obtain a valid Township of Esquimalt Business License prior to commencing work.
11. Proponents must confirm that they are active and in good standing with WorkSafeBC.
12. The Proponent agrees to serve as the Prime Contractor for the purposes of ensuring the health and safety of all persons working in the concessions, in accordance with WorkSafeBC requirements.
13. Proponents must carry a minimum of \$2,000,000 in liability insurance with the Corporation of the Township of Esquimalt as additional insureds.
14. Use of a subcontractor or assignment of the work may only occur with the written permission of the Township unless such use or assignment is explicitly referenced in the Proposal.
15. The Township is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the Township become records in its care and custody for the purposes of the Act.
16. All Proponents and the Township acknowledge that all Proposals are supplied in confidence and may reveal technical business information of a third party. Only the aggregate of the weighted score and the total cost for each Proposal will be made publicly available as a bid summary.
17. The Township will debrief a Proponent on the detailed score for their Proposal upon request.
18. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the Township are required to keep all such information confidential. This requirement will persist after the RFP process has concluded. Such information must not be disclosed without written authorization from the Township.

19. Proponents must provide the Township with a clear criminal record check prior to the commencement of operations. The proponent is required to ensure all provider employees and/or volunteers have a completed criminal record check.

APPENDIX A

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

REQUEST FOR PROPOSAL – **Esquimalt Parks & Recreation Concession Services**

Proponent Information

Company/Individual

Name:

Address:

Phone:

Email:

GST #:

(If applicable) WCB #:

Contact Name:

Title:

Service Plan

Describe services. Include a sample menu, pricing, and potential suppliers. Attach extra pages or samples if necessary.

How many years of experience do you have operating a concession or similar food premises?

References

1. Name of Organization: _____

Address: _____

Name of contact person: _____ Phone #: _____

Number of Years you worked with this reference: _____

Describe the services: _____

2. Name of Organization: _____

Address: _____

Name of contact person: _____ Phone #: _____

Number of Years you worked with this reference: _____

Describe the services: _____

Financial Proposal

The monthly lease payment to the Township for the use of the Arena concession during the ice season is \$_____ (excluding tax).

Start and end months will be prorated to user group schedules once seasonal scheduling is finalized.

OR

The Proponent shall pay the Township of Esquimalt _____% of all monthly gross concession sales, will use _____ Point of Sale system, and will provide the Township with a report or appropriate documentation to substantiate the payment.