LLOYDMINSTER

Lloydminster Golf & Curling Centre Food and Beverage Operator

Checklist (Documents to include with your submission)

This checklist is intended to aid the Vendor. The Vendor is solely responsible for completely reviewing these bid documents and their Proposal for completeness, as well as the specifics of each requirement on the list.

WHEN SUBMITTING YOUR BID, PLEASE COMPLETE AND SUBMIT THE FOLLOWING:	
☐	Safety / Food Handling Certificates
☐	Insurance Requirements
☐	WCB
☐	Corporate Experience / References
☐	Business Plan (including hours of operation, staffing, etc.)
☐	Signed Addenda (if applicable)
☐	Consent Form
☐	Bid Form / Lease Offer
☐	Cleaning Schedule

Request for Proposal

Lloydminster Golf & Curling Centre

Department: Lloydminster Golf & Curling Centre **RFP Number:** RCSRFP 2021-02

Issue Date: September 16, 2021

Closing Time: October 5, 2021

Delivery of Proposals:

The City of Lloydminster (the City) will **ONLY** accept **EMAIL SUBMISSIONS** submitted via email to the Project Owner no later than 2:00:00 PM M.D.T., on **October 5, 2021,** unless the City has instructed otherwise by an issued Addendum.

The City reserves the right to: accept or reject any Proposal, to award a Proposal in whole or in part (for example, due to budgetary constraints), to award the Proposal that is in the City's best interest and not necessarily the best price, and the right to cancel this RFP at any time without obligation.

Project Owner:

Name: **Joel Turcotte**
Title: **Director; Recreation and Cultural Services**
Email: **jturcotte@lloydminster.ca**

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1 DEFINITIONS

Agreement	A written contractual Agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit, not including the sale of City owned land or assets.
Addenda	The documents designated as such in the RFP.
Bid	Means a Vendor's priced offer to the City for the performance of The Work in accordance with this Request for Proposal.
Change of Scope	Is a mutual decision between the Project Owner and the chosen Vendor to change features of the Project such as features, timelines, or expansion/reduction of deliverables.
"The City of Lloydminster" or "The City"	The corporation of the City of Lloydminster, or a duly authorized representative acting on its behalf.
Consultant	The successful Proponent that enters into an Agreement with the City.
Council	An individual elected pursuant to the Saskatchewan Elections Act 2015 as a Member of council
Day	Means a calendar day, unless otherwise noted.
Evaluation Team	A team, consisting of City representatives, including the Project Owner, used to evaluate all received Proposal documents submitted during a competitive process.
Mandatory	An essential requirement.
Product	The data, information, tangible property or any trade-mark, copyright, patent, trade secret, or other intellectual property which is a result of the Agreement.
Project Owner	The City employee, or its agent, responsible for overseeing the RFP.
Proposal	The submission received from a Vendor in response to this RFP.
Request for Proposal (RFP)	This entire document and any related Addenda issued before the RFP closing time.
Scope of Work	An accurate, detailed, and concise description of The Work to be performed by the Vendor, the owner, and all third parties in a project broken down into specific tasks and associated deadlines.
Service	The action of doing some or all of The Work, not including construction, that is supplied or is to be supplied to the City.
The Work	All activities required to carry out the Scope of Work described by this RFP.
Vendor	The person or firm submitting a Proposal in response to this RFP.

1.1 Proposed Project Schedule

The following table outlines the City's anticipated schedule for this RFP. The schedule is subject to change at the City's discretion.

Table 1 - Request for Proposal Schedule

ACTIVITY	DATE	TIME (M.S.T.)
Close of Questions	September 27, 2021,	4:00:00PM
Final Issue of Addenda	September 29, 2021	5:00:00PM
RFP Closing Date	October 5, 2021	2:00:00PM
Tentative Interviews	October 7-14, 2021	TBD
Notification of Results	October 15, 2021	N/A

*Selection and Notification Dates – pending

1.2 Proposal Mandatory Requirements

Vendors must declare on the consent form provided in Appendix A that they can comply with the following Mandatory requirements to be considered by the City:

- The Vendor must be capable of providing **either**:
  - Confirmation of a safety program by providing the table of contents of the documents; or
  - If the Vendor does not have a Certificate of Recognition or safety program and **has less than twenty (20) employees**, the Vendor must be able to provide a hazard assessment and control process
- During the term of the Agreement, the Consultant must carry the following:
  - General liability insurance in an amount not less than five million dollars ($5,000,000) per occurrence for personal injury and/or third-party property damage.
  - City of Lloydminster Business License
  - All Safety and Food Handling certificates as required by applicable legislation
- The Vendor must be able to provide a Workers Compensation Board Coverage Clearance Letter (AB and SK) or Special Coverage Letter for the province in which the work is to be performed.
- The Vendor must be capable of adding the City of Lloydminster as an additional insured to their General Liability policy.

  Each Vendor must submit all Mandatory documents with their Proposal submission; however, if the Mandatory documents cannot be submitted with the Proposal a letter identifying the same, signed by a duly appointed representative of the Vendor, must be submitted with the Proposal with the understanding that within ten (10) regular business days of being notified as the selected Vendor and prior to executing an Agreement all documentation must be provided. If in the event the successful Vendor is unable to produce the Mandatory documents within ten (10) regular business days of being notified as the selected Vendor, the City reserves the right to choose the Vendor with the next highest submission score.

1.3 Term of Agreement

The Agreement will commence in Fall, 2021 for a three (3) year term, with an option to renew, subject to earlier termination as set out in Agreement.

2 DESCRIPTION OF WORK

2.1 Project Overview

2.1.1 Introduction

The City of Lloydminster is seeking Proposals for the provision of Food and Beverage Services at the Lloydminster Golf & Curling Centre, to serve user groups for a three (3) year period (see 1.3 "Term of Agreement"). The City is open to discussing several different business models including those who wish to operate seasonally. The City is interested in an organization that can be successful while providing a high level of customer experience to the many users of the facilities.

2.1.2 Background

The Lloydminster Golf & Curling Centre (LGCC) is home to an 18-hole course, a driving range, 8 sheet curling rink and squash courts. LGCC hosts many tournaments/bonspiels during the year as well as regular golf and curling leagues during the week. The large restaurant space includes a full kitchen and bar and a patio with a great deck.

2.1.3 Available Information

Site visits can be arranged with the Project Manager
Sample Menu – Appendix A
Current and available kitchen equipment – Appendix B

2.2 Scope of Work

2.2.1 Scope Requirements

Vendors shall provide **Business Plans** that address the terms of this RFP and the criteria outlined within. Proposals shall address how the Vendor will serve high volume events and peak hours of demand. In doing so, Vendor shall keep in mind the following requirements and negotiable considerations:

- Business Overview
- Staffing Structure and experience
- Customer Experience strategy (including meeting needs of tournaments/bonspiels, leagues and on course service)
- Safety/training program, including housekeeping regime
- Menu including menu for tournaments.
- Operational times and seasons

The City of Lloydminster is open to different food and beverage operating models within the facility. Business plans and proposals should include possible season of operations and hour of operations.

Cleaning and Janitorial Requirements
Acknowledgment of Required Janitorial Services will be required. The Proponent shall be responsible for ensuring that the restaurant area meets high standards of cleanliness, complies with all health and food handling, and liquor regulations, requirements, and legislation. The Proponent will also be required to ensure that the eating area, kitchen, bar and washrooms are properly cleaned.

Equipment
The Vendor will be required to properly care for and maintain all equipment to the condition that it was received in. Vendors shall provide and pay for all additional equipment (not provided by the City), supplies, manpower and associated costs, to fulfill the terms of the Agreement. All additional equipment must be pre-approved by the City of Lloydminster. Acknowledgment of City owned equipment, that will be provided at start of contract, is required.

Menu
Proposed menu must be able to provide hot/cold food, alcoholic and non-alcoholic beverage, and healthy options in the food items. Vendors shall also provide possible menu options for tournaments, league play etc. including pricing to tournaments.

Utilities
The City shall provide the utilities for the operation including heat, water, and power. The Vendor will be responsible to provide television and any other expenses.

Signage
The Vendor shall provide professional signage for the area at the Vendor's cost, identifying his/her business name and displayed in public view. Vendors may install sandwich boards with advertisement in certain areas throughout the building, with prior approval from the Project Manager. Advertisements for third party vendors shall not be permitted.

Access
The Vendor shall enter into a formal contract with the City of Lloydminster upon acceptance of the bid. The City of Lloydminster reserves the right to access the space at any time, with agreed upon notification and during monthly facility inspections.
The Vendor shall have a City of Lloydminster Business License and the applicable Provincial Health Authority Food Inspection certificate. All liquor licensing requirements shall be displayed in a public area on the first day of active service.

Service
Within the Proposal, Vendors shall provide an understanding of the following (if applicable):

- Operations of the restaurant
- Service for Golf Tournaments
- Service for Leagues (Men's night, Ladies night, Junior Days)
- On-course Service (beer carts)
- Service for Bonspiels
- Service for Evening Curling Leagues.

2.2.2 Risk Management

The successful proponent must adhere to all regulations (municipal, provincial, and federal). They shall comply with the City of Lloydminster's Safety Management System.

Vendors shall provide within their Proposal, a proposed daily, weekly and monthly cleaning plan. Vendors shall provide an outline of their safety management training for staff on all kitchen equipment.

The successful proponent shall provide their own First Aid Kit.

Emergency Response Plans for the facility will be reviewed with the successful proponent at the first site meeting, upon award.

All employees must have the following certifications/training prior to commencing Work:

- WHMIS Certification
- Food Safe Handling Course
- Trained for specific equipment
- Other training required according to Occupational Health and Safety and Saskatchewan Health
- Serve Right course and any other required under Saskatchewan Liquor and Gaming.

The Vendor shall:

- Be oriented in site specific training for the Lloydminster Golf and Curling Centre prior to work commencing
- Ensure workers are properly trained and attired for the Work
- Follow all applicable health and safety legislation

In the event of a crisis, including, but not limited to, a pandemic, a state of emergency, or otherwise, the successful Vendor will be solely responsible for creating, implementing, and maintaining a risk mitigation strategy that meets the minimum standards as identified by Occupational Health and Safety Legislation and Public Health Orders issued for the province in which the work will be completed. In the event the work is to be completed in two (2) provinces, the minimum standards followed shall be the more stringent. The risk mitigation strategy shall be appropriate to the job scope

and hazards and risks present at the site. The City of Lloydminster may require a copy of the risk mitigation strategy at any time during the duration of Work however the City of Lloydminster does not assume any liability or ownership as it pertains to the creation, implementation, and maintenance of the risk mitigation strategy.

2.2.3 Innovation and Value-Added Components

Vendors should provide any innovative and/or value-added items that demonstrate the Vendor's commitment to delivering a successful project. Vendors can include any additional optional items that may not have been included in the requested scope of Work.

3 PROPOSAL CONTENT AND EVALUATION

3.1 Proposal Evaluation Criteria and Weighting

Proposals meeting the requirements of this RFP will be evaluated in accordance with the criteria and weighting shown below in Table 3.

Table 2 - Evaluation Criteria and Weighting

ITEM	EVALUATION CRITERIA	WEIGHT
1	Qualifications and Experience	25
2	Business Plan	40
3	Financial Summary	35
	TOTAL	**100**

The Vendor's responses to Items 1-2 will be considered as the technical score of the Proposal and will be scored by the Evaluation Team using a scale between 0 and 10 as shown below in Table 4. The scores will be averaged and then multiplied by the weight specified in Table 3. Proposals not reaching a minimum technical score of thirty-nine out of sixty-five (39/65) will not be considered for award.

Each weighted score will be added to arrive at a total score for the Vendor. The City will evaluate and assign scores at the sole discretion of the Evaluation Team assigned to the project.

Vendors achieving or surpassing the minimum technical score, i.e., 39/65, will have their Financial Summary evaluated and references will be contacted. Please refer to Section 4.4 for Reference Requirements and Section 4.5 for Financial Summary Requirements.

Interviews: At the conclusion of evaluation of the Proposals, the highest ranked Proposals may be shortlisted to participate in an interview process and will be scored according to the interview criteria, or the Evaluation Team will recommend award of the contract to the highest scoring submission. The Interview criteria will be made available to the invited parties only.

Cumulative Score: At the conclusion of the interview (if necessary), both scores will be weighted and added with the highest-ranking respondent to be selected to enter into negotiations. At its discretion, the City reserves the right to commence negotiations with other respondents if they are unsuccessful in reaching an Agreement on contract and commercial terms with the highest ranked respondent.

Table 3 - Rating Scale

SCORE	RATING	DESCRIPTION	STRENGTHS RELATIVE TO REQUIREMENTS	WEAK-NESSES	CONFIDENCE IN PROPOSAL

9-10	Excellent	The Proposal addresses all requirements completely, exhibits outstanding knowledge, creativity, innovation or other factors beneficial to the RFP	Surpasses requirements with numerous strengths	None	Very High
6-8	Good	The Proposal addresses all requirements completely and addresses some elements of the requirements in an outstanding manner	Meets requirements with some strengths.	Minor weaknesses	High
5	Moderate	The Proposal addresses all requirements	Meets requirements with minimal strengths	Moderate – does not outweigh the strengths	Moderate
3-4	Marginal	The Proposal meets some of the requirements	Meets some requirements with some clear strengths	Outweigh the strengths	Low
1-2	Unacceptable	The Proposal meets few of the requirements	Meets few requirements with few strengths	Significant	Poor
0	Unqualified	The Proposal meets no requirements	Meets no requirements and no strengths	Weaknesses in all areas	No Confidence

4 PROPOSAL FORMAT REQUIREMENTS

Proposals' content (not including revisions) shall be limited to twenty (20) pages single sided, minimum size 9 font, one-inch margins, and should be organized in the following format to ensure proper evaluation:

- Cover Page
- Mandatory Requirement Documentation (if available)
- Qualifications and Experience
  - Project Profile
  - References

  Business Plan
- Additional Features / Value Added

All sections identified above, excluding the cover page, table of contents, and appendices, will be included within the page count of the Vendor's submission.

4.1 Cover Page

The cover page must include the City's RFP name and number.

4.2 Qualifications and Experience

Vendors are to explain why they are the best choice to deliver the Scope of Work as described in the RFP. Key strengths should be clearly identified. Other pertinent information demonstrating the Vendor's experience and past performance should be included.

Vendors should discuss their future direction where it may positively impact and increase Service capabilities offered to the City over the life of this project.

Provide a summary and related references for at least one (2) example of service. These references should:

1) Demonstrate the Vendor's ability to perform the Work;
2) Be related to services in the food industry; and
3) Have been performed by same owners as the one proposed for this project.

The summary for each project should include:

1) Name, location, and brief description of the service; and
2) Length of Service (dates)

Additional Experience:
1) Experience with high volume events; and
2) Client's and other participants' commendations.

4.3 Business Plan

Vendors shall provide a clear understanding of the objectives and critical issues that could affect the outcome of the project. The Vendor should include a clear explanation of their proposed approach including a task by task breakdown. The Vendor should also include any innovative solutions, comments, and ideas pertaining to the project that may not have been addressed in the RFP as they see fit.

Information regarding how the work described in Section 2.2 will be accomplished and any safety considerations will be assessed as part of the proposed methodology.

4.4 References

Vendors are fully responsible to ensure the contacts provided as references are willing or able to provide a reference. Vendors must provide a minimum of two (2) references but may provide more in the order of preference to be contacted. Vendors are to include information with regard to their references including the reference's name, title, company, location, phone number, and a brief description of Services provided. References provided in this section may be the same as those provided as corporate references.

The City reserves the right to contact two (2) or more references provided but will only score based on the first two (2) references contacted. References will be contacted by phone during regular business hours (8:00am to 5:00pm MST) on weekdays only. If less than two (2) references can be reached, this will be considered a negative reference and the overall score of the Proposal will be adjusted down by two and a half (2.5%) percent for each, to a maximum penalty of five (5%) percent.

Reference checks will entail a predetermined set of generic questions intended to help assess key staff qualifications, corporate qualifications, past performance and customer service. Questions will focus on primarily:
1) Quality of Service;
2) Cleanliness
3) Customer Services.
4) Adherence to Schedule.

4.5 Financial Summary

Vendors are to provide a monthly rent offer for each of the first three years of the Agreement. Vendors may provide different rent options for seasonal operations or annual operations.
Proposals will be evaluated based upon the defined Scope of Work. The City may opt to include any proposed or optional innovative ideas in the Vendor's Proposal to the Scope of Work and the estimated cost provided will be included in the Bid Price.

The financial evaluation will be calculated using the following formula:

$$\text{Financial Summary Score} = \text{Max Points} \times \frac{\text{Bid Being Evaluated}}{\text{High Bid}}$$

The Bid price will be used to enter into an Agreement with the Vendor. If there are any clarifications to be made or additional items that should be included in the project scope, the Vendor must notify the Project Owner.

4.6 Additional Content

Vendors may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation.

5 APPENDICES

Bid Form is optional. Vendors are to place best offer for monthly rent for the full term of the Agreement.

5.1 Appendix A – BID SUBMISSION FORM

HIGH SEASON	LOW SEASON	MONTHLY LEASE RENT
Deposit of $1,000 will be required from the successful Vendor.		$1,000.00 flat rate
	GST	
	TOTAL COST	

5.2 Appendix B – Sample Menu

Suggested:

Food:
Fries, Burger, Breakfast Sandwich, Pancakes, Chicken Burger, Chicken Fingers, appetizers, Hot Dogs, Nachos, Chips, Candies, Chocolate Bars, Beef Jerky, Sandwich, Subs, Wraps, Paninis, Soup, Chili and healthy options

Beverage:
Coffee, Tea, Hot Chocolate, Cappuccino, Pop, Juices, Water, Sports Drinks, Slush Drinks, hard liquor, beer, wine, coolers.

The sale of tobacco, vape and cannabis products shall not be permitted.

The City of Lloydminster currently has an exclusive agreement with Pepsico Canada Beverages expiring in 2022. All Pepsi product will be required to be ordered directly through the City's beverage provider.

5.3 Appendix B – Equipment

City will provide initially, but will not provide maintenance service or replacement of the following used items if required:

**Some of these items are subject to change.*

- Omcan bar hand wash sink
- Moyer Diebel Bar glass washer with plumbed in pressure washing sprayer
- 4 Draft pump and handles actively working
- Hot Dog Roller (Lil Diggity)
- True Single Door Fridge Model #GDM-23
- 4 door cabinet style bar fridge made by foster refrigeration 10'8" with compressor
- Walk in beer fridge with 2 forward facing upper access doors and one walk in door with access from the kitchen 8' wide 4'7" deep 7'8" tall with a Keep Rite Compressor system and secure CO2 tank stand and motor housing on kitchen side of the fridge.
- 2 Double door Pepsi Fridges owned by Pepsi but used as part of the contract agreement.
- MKE 6' Line warmer and 6' bar height pass through window
- True Stand Up Single door Freezer model #T-19F
- Delfield 3 bottom door single top opening sandwich fridge 6'
- Prep plating cabinet with stainless top (on the line) 4'5"
- South bend 3 in 1 gas Stove. 4 burner gas stove + flat top gas grill + 2 gas ovens - 5' wide whole unit
- Garland 4 burner gas indoor grill with stand 2' wide
- 2 x Fry master gas double basket deep fryers
- Exhaust hood 12' with maintained and serviced fire suppression system
- 2 Blodgett stacked double door commercial electric ovens
- Hatco Cook and Hold Oven Chef System single door electric oven with stainless stand
- Chefmate by Globe 10" meat slicer on 4' metal prep table with butcher block top
- 24" Mini Sandwich cooler 1 door 1 lift top opening 2'4"
- Endura by MB Master build Refrigeration solutions 2 door upper and lower kitchen fridge
- Kitchen are storage rack 4' and a 2'5" on east wall
- Cold-matic Walk-in Freezer 7'7" deep 6' wide 7;3" tall with storage racks on both sides and a bakers rack in the middle at the back
- Keep rite Walk-in Refrigerator 7'7" deep 6'3" wide and 7'3" tall with storage racks on both sides and a bakers rack in the middle at the back
- Jackson Kitchen Dish Washer single tray pass through with sink and stand 10'9"
- 3 sink wash area 8'1"
- Stainless steel Prep Table 6'

- Maitowoc Ice Maker (2)
- 5' prep table with butcher block top, single drawer
- 8' prep table with butcher block top, two drawer
- Kitchenaid stand mixer
- Cayenne soup warmers
- Tray insert steam table
- Tables
- Chairs
- Crown Verity Inc. 10 burner direct line gas BBQ
- Patio Furniture - 18 Chairs, 3 Cast Aluminum Tables, 2 Bistro sets and Lazy boy conversational set
- 2 Beer Carts
- Other Small ware to be negotiated.