



REQUEST FOR PROPOSALS
CONCESSION SERVICES AT THE LAKESIDE MULTIPLEX

Issued: 2023-09-12

CLOSING DATE AND TIME:

Submissions must be received at the Closing Location on or before:

4:00 PM Local Time on 2023 September 28

Village of Burns Lake contact for questions:

Lewis Jones – Director of Recreation Services

OR

Sheryl Worthing – Chief Administrative Officer

Telephone: 250-692-7587

Email: village@burnslake.ca

Questions are requested to be submitted at least three (3) business days before the closing date.

Proponents' Information meeting:

No formal meeting will be held. Proponents wishing to view the site should contact Director of Recreation Services, Lewis Jones, to schedule a site visit.

Proposals will not be opened in public



Instructions to Proponents

Closing Date/Time/Location

Submissions must be received on or before 4:00 PM, Local Time, on September 28, 2023.

Select one (1) of the Submission Methods below:

1. By Email: With "Lakeside Multiplex Concession Services 2023" as the subject line at the following address: village@burnslake.ca
2. By hand/courier delivery: One (1) copy of the Proposal should be enclosed and sealed in an envelope clearly marked: "Lakeside Multiplex Concession Services 2023" delivered to:

Village of Burns Lake
15-3rd Avenue
PO Box 570
Burns Lake, BC, V0J 1E0

Amendment to Proposals

Proposals may be amended in writing and sent via email at village@burnslake.ca on or before the closing date. Such amendments should be signed by the authorized signatory of the Proponent.

Addenda

If the Village of Burns Lake (VILLAGE) determines that an amendment is required to this RFP, the VILLAGE will post the Addendum on the Village of Burns Lake website (www.burnslake.ca). Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Village of Burns Lake. It is the sole responsibility of the Proponent to check and ensure any and all amendments are included prior to submitting their final Proposal submission.

Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to village@burnslake.ca on or before the closing date.

Unsuccessful Vendors

The Village of Burns Lake will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.



1. INTRODUCTION & SCOPE

1.1. Purpose of the Work

The Village of Burns Lake (“the Village”) invites qualified Proponents with the capabilities and experience to submit proposals to enter into an agreement for concession services at the Lakeside Multiplex. The Village is seeking a concession operator who can add to the services at the Lakeside Multiplex by offering consistent, highly competent concession management and a product offering which responds to the expected clientele.

1.2. Location

The concession is located at Lakeside Multiplex, 106A Park Street, Burns Lake, BC. The concession kitchen space is approximately 456 square feet located on the main floor lobby adjacent to the Burns Lake Curling Rink ice surface and is equipped with counters, dish sink, grease trap, serving windows, and fryer ventilation. In addition, equipment is supplied as listed in **Appendix 1: Equipment List**.

1.3. Facility Operations Summary

Typically, the Lakeside Multiplex operates year-round. In the winter season September – March, the Village provides user group access to the facility for approximately 12 hours per day. User groups include minor hockey, the Burns Lake Curling Club, recreational leagues, gym members, and recreational program and drop-in participants.

Seasonally, the Lakeside Multiplex and adjacent Spirit Square host special events such as hockey tournaments, curling bonspiels, and community events such as National Indigenous People’s day, Burns Lake show & Shine, Canada Day, tradeshow, and the Fun Frost & Family fireworks. The Lakeside Multiplex removes the ice from both the curling rink as well as the arena usually in April, at which time various dry-floor activities take place in the building.

2. REQUIREMENTS

2.1. Scope of Work

The agreement term shall be up to three (3) years commencing as early October 1, 2023 (Start date and term negotiable). The Proponent must provide food services within the Lakeside Multiplex, and maintain the facility related to the operations of the concession. The Village will endeavor to maintain regular building operations and make decisions in a reasonable manner based on the available information. The Village and the successful proponent will work cooperatively to resolve situations. However, the Village will always remain the final decision authority in all facility matters.

2.2. Proponent Responsibilities

Proponents must provide a turnkey concession operation, including but not limited to all equipment, (except as noted in **Appendix 1: Equipment**) supplies and personnel necessary to provide the food items outlined in their proposal. The concession must provide competitive, market driven food and beverage service. All costs of operating the concession will be to the



account of the successful proponent. The Proponent will assume the full risk and responsibility for any loss or damage to the equipment.

Rental payments to the Village of Burns Lake shall be monthly, **payable on the first calendar day of each month.**

The Village will work cooperatively with the successful proponent regarding hours of operation. The successful proponent will be expected to open and operate the Concession for the duration of all public skating sessions, special events, tournaments, and bonspiels. Additional hours of operation will be congruent with the day-to-day activities and client flow within the facility.

Proponents are advised that there may also be food and beverage vending machines in the main lobby and there will be no restrictions on the type of products available for sale by the vending machine operator.

Proponents will be required to ensure that the concession complies at all time with any regulatory bodies which govern such operations, including but not limited to any federal, provincial or local government bodies.

If services to be executed includes the hiring of sub-contractors, this must be clearly stated in the proposal.

Available storage space is restricted to within the concession area. No other storage space is available.

Any and all permits required by the various agencies with jurisdiction is the responsibility of the successful proponent with copies provided to the Village.

The successful proponent shall provide proof of general commercial liability insurance coverage in an amount of not less than two million dollars (\$2,000,000). The successful proponent shall be required to add the Village to the policy of insurance as an additional named insured. Additionally, the tenant is required to carry their own contents insurance.

Any proposed alterations or renovations are at the cost and responsibility of the Proponent and require Village approval prior to construction.

Signage for the concession must be approved by the Village. No additional wall hanging or decoration is to be installed without approval from the Village.

2.3. Village of Burns Lake Responsibilities

The Village will provide equipment space, power, natural gas and water to the concession location. Proponents should review the existing space for accurate measurements. Proponents are entirely responsible for determining whether the locations can accommodate their



equipment. The Village will in its sole opinion determine whether it is prepared to permit adjustments or reconstruction of the existing space which shall in all cases be at the proponent's sole cost.

The Village is responsible for the semi-annual inspection services for the commercial kitchen hood system and replacement of any lighting.

The Village will provide and maintain any recycling containers for recyclable items from the concession operation and shall retain all recyclable containers to its own account.

The Village will be responsible for the security of the main entrances to Lakeside Multiplex at all times. The Village will provide to the successful proponent an orientation in regards to the policies and procedures that are in place at Lakeside Multiplex for the safety of the staff and the public.

The Village will make available detailed information on scheduling of the Lakeside Multiplex and shall endeavor to keep the successful Proponent informed of any changes, additions, cancellations of programs, functions or activities.

3. EVALUATION CRITERIA AND EVALUATION PROCEDURES

3.1. Mandatory Criteria

A completed proposal has been received on or before the noted submission date.

3.2. Non-Mandatory Evaluation Criteria

Proposals will be assessed against the following criteria, which are not intended to be exhaustive and are not ranked in order of preference or priority:

3.2.1. Company (30 Points)

- Short corporate background, history, overview, and experience of the Company.
- Key Corporate personnel and their role as it relates to the Village's account.
- Nearest local branch and the branch's role.
- Key contacts and their roles and responsibilities.
- The list and location of equipment to be supplied in the concession.
- Product portfolio available now and products contemplated to be added in the future complete with estimated timelines.
- Financial management & reporting.
- Provide details on how your company will manage the concession operation.
- Proposed hours of operation.
- Anything else the proponent may wish to include enhancing this section.

3.2.2. References (20 Points)

- A separate section for references: THREE (3) references from locations where similar services have been provided. Indicate the term of contract, and provide a name, address and telephone contact numbers.



3.2.3. Financial Information (30 Points)

- Proposed monthly rental payment to the Village, such as:
 - Fixed-rate payment
 - Percentage of sales
 - Combination of the above
 - Other proposed rental fee structure
- An outline of any value-added concepts such as non-monetary support, partnerships or marketing programs or any other information which the proponent believes is relevant to their proposal.
- Anything else the proponent may wish to include.

3.2.4. Menu Options (20 Points)

- A separate section outlining: the types of food and beverages to be provided, competitive pricing, strategic pricing to encourage sales of healthy choices, a pleasing product presentation style, display signage on vending machines which reflects healthier choices, and awareness of current trends in the healthy choices and environmental fields.

3.3. Evaluation Process

Subsequent to the submission of proposals, interviews may be conducted with a short list of proponents, but there will be no obligation to receive further information, whether written or oral, from any proponent.

The Village of Burns Lake will not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed.

At the option of the Village of Burns Lake, proponents may be required to make a presentation to assist in the evaluation process. Proponents acknowledge without conditions of any kind, that the Village of Burns Lake is under no obligation to provide an opportunity for a presentation by any proponent, and may select a successful proponent without presentations by others.

3.4. Financial Stability

The successful proponent may be required to demonstrate financial security and must be legally able to conduct business in BC.



4. PROPOSAL FORMAT

4.1. Format

Evaluation of proposals is made easier when proponents respond in a similar manner. The following format and sequence should be used to provide consistency in proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered.

- Title page, showing Request for Proposal title, closing date and time, proponent's name, address, telephone number, and contact name.
- One page letter of introduction identifying the proponent and signed by the person or persons authorized to sign on behalf of, and bind the proponent to statements made in the proposal.
- A short one or two page summary of key features of the proposal.
- The body of the proposal addressing items in the order noted above under section 3.2 Non-Mandatory Evaluation Criteria.

5. GENERAL CONDITIONS

5.1. No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

5.2. Privilege Clause

The lowest or any proposal may not necessarily be accepted.

5.3. Acceptance and Rejection of Submissions

This RFP does not commit the Village, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The Village reserves the right in its sole discretion to cancel this RFP, up until award, for any reason whatsoever.

The Village may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the Village may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

5.4. Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the Village, its elected officials, appointed officials or employees.



5.5. Solicitation of Board Members and Village Staff

Proponents and their agents will not contact any member of the Village Council or Village Staff with respect to this RFP, other than the Village Contact named in this document.

5.6. No Claim for Compensation

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the Village. The Village will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Proponents agree that by participating in the RFP process they have no claim for compensation.

5.7. Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the Village in response to this RFP become the property of the Village.

5.8. Freedom of Information

All submissions will be held in confidence by the Village. The Village is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the Village will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.

5.9. Currency and Taxes

Any prices quoted are to be noted in Canadian dollars (CAD) and Exclusive of Provincial and/or Federal Sales Taxes (PST, GST) .



Appendix 1: Equipment Schedule

All equipment and items listed remain the property of the Village of Burns Lake and their daily maintenance requirements shall be the responsibility of the successful Proponent. All repairs to the equipment listed that are the direct result of daily use, shall be the responsibility of the Village.

1. Deep fryer and two (2) baskets
2. Chest Freezer
3. Upright Freezer (2019)
4. Fridge (2017)
5. Ice cream cooler
6. Pop cooler
7. Dishwasher
8. Grill (2022)
9. Oven
10. Hand sink and dispenser
11. Garbage cans
12. Prep fridge (2020)
13. Wall mount TV
14. Two-burner gas unit
15. Six (6) concession tables and twenty-four (24) folding chairs