

**East Selkirk Recreation Centre.
RFT Reference No. ESRA-Canteen-09
Request For Tender
Canteen Leasing Opportunity**

1. Scope:

The East Selkirk Recreation Centre, located in East Selkirk, MB is accepting bids for the leasing of canteen space within the East Selkirk Recreation Centre.

It is the intent to enter into an Agreement with one bidder. The Canteen shall be leased out initially for one term. If the East Selkirk Recreation Association Board (ESRA) is satisfied the period may be extended by up to two more years after review by the ESRA. It is anticipated that the Agreement will be effective on or about September 1, 2009. The ESRA will permit the Canteen Contractor to utilize the electrical, plumbing, kitchen equipment and fixtures, for the purpose of carrying out their obligations under this Agreement. Upon request, access to the canteen facility will be available for socials or special events arranged or held by the ESRA.

Bidders not familiar with the East Selkirk Recreation Centre Canteen space are encouraged to attend a site visit. Arrangements can be made with Blake Burnett at 785-2364.

3. Instructions to Bidders and Conditions

3.1 Bid Submission Time and Location

Bids should be received no later than **4:00 pm Central Time on Friday, August 21, 2009** (the "Closing Date"). Bids received after this time will not be considered.

The Bid should be received by:

East Selkirk Recreation Centre
East Selkirk, Manitoba
Attention: ESRA Board
Email: info@eastselkirk.com

It is the Bidder's responsibility to ensure that its Bid is received by the ESRA, by the date and time specified and at the email address noted above

3.2 Number of Copies and Format

Bidders must submit one (1) copy of their Bid that should be clearly marked RFT # **ESRA-Canteen-09 Canteen Leasing Opportunity**.

3.3 Irrevocable

Bidders acknowledge that their Bids shall be irrevocable after the Closing Date, and shall remain open for acceptance by ESRA for a period of sixty (60) days following the Closing Date.

3.4 Enquiries and Clarifications

It is each Bidder's responsibility to ensure its complete understanding of the requirements and instructions and specifications in this RFT.

Any questions pertaining to this RFT may be sent by e-mail to ldefense@mts.net attention: Gina Petrasko, not less than two (2) days prior to the Closing Date.

ESRA will review any comments and questions as appropriate. All responses or information provided that contains further information not already contained within the RFT, will be shared with everyone that had requested a copy of the tender documents.

All enquiries and other communications regarding this RFT throughout the solicitation period are to be directed **ONLY** to the contact person for the ESRA noted above.

3.5 Amendment or Withdrawal of Proposal

Bids may be amended prior to the Submission Deadline by submitting an amendment clearly identifying the change or by submitting a new Bid that clearly indicates that it is to replace the Bid previously submitted by the Bidder. Amendments submitted after the Submission Deadline will not be considered by ESRA

3.6 Cancellation

This lease agreement may be terminated by either the ESRA or the Canteen Contractor with one month's notice if it feels necessary to do so. In such case the Canteen Contractor shall forego the monthly lease amount.

4. Selection Process

- 4.1 Bidders will be evaluated on the basis of their bids submitted in response to this RFT as per the Evaluation Criteria as outlined in Section 5.. Bidders will not be allowed to formally meet with ESRA to present their bids unless specifically requested by ESRA.
- 4.2 Once the award decision has been determined, all Bidders will be advised in writing as to the successful Bidder(s) once the notification of award to the successful Bidder(s) has been issued.

5. Evaluation

5.1 Evaluation Process

Bid Evaluation

Bids will be evaluated on the basis of the following evaluation criteria and assigned point scores (to the maximum shown for each criteria or criteria grouping):

Evaluation Criteria	Maximum Point Rating
Profile of Bidder, including past experience and qualifications	30
Menu offering	30
Ability to meet the obligations of the ESRA	30
Pricing	10
TOTAL	100

As a result of the above bid evaluation, a point score will be assigned to the criterion to the maximum allowable for that criterion. The total score will be calculated.

5.2 Determination of Selected Bidder

The highest scoring Bidder from the Evaluations will be deemed by the ESRA as the Selected Bidder.

5.3 Notification of Bidders

Once a Selected Bidder has been selected all Bidders will be advised in writing regarding the status of their Bid.

6. Bid Contents and Requirements

6.1 Bidder Information

Bidders shall provide bidder information and should complete Schedule “A” – Bidder Information.

6.2 Qualifications

Bidders shall respond to Schedule “C” adhering to the instructions that form part of this Schedule.

6.3 Obligations

Bidders shall respond to Schedule “B” adhering to the instructions that form part of this Schedule.

6.4 Menu Offering

Bidders shall respond to Schedule “D” adhering to the instructions that form part of this Schedule.

6.5 Lease Bid Price

Bidders shall complete Schedule “E” –Lease Bid Price with the following information:

- a) A submission of their Bid on the basis of a fixed term of one Season; failure to indicate will be deemed to be fixed for the duration of the term. Preference may be given to pricing that remains fixed for the duration of the term. Pricing quoted shall be considered net, in Canadian Funds, exclusive of GST and PST, unless otherwise indicated in the Bid submission;
- b) An option to extend the awarded Agreement for two (2) additional Seasons of one (1) year each.

7. Acceptance of Bid

7.1 Agreement and Negotiation

The final Agreement, if any, will be entered into by ESRA and the Selected Bidder and will consist of the terms and conditions substantially in the form found within Section 3 of the RFT that includes by reference the RFT, the Selected Bidder’s Bid and the Award Letter. The Award Letter will be issued to the Selected Bidder(s) once an award decision has been determined. The Bidder agrees to be bound by the RFT, the Bid, the and the Award Letter, unless other terms are agreed to by ESRA and the Selected Bidder(s), in writing.

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**SCHEDULE "A" – BIDDER INFORMATION
(to be completed by Bidder)**

Bidder's Legal Name _____
Bidder's Business Name _____
(if different than above)

Bidder's Main address _____

Contact Number : _____
Fax. Number: _____
Email Address: _____

IF THERE ARE ANY QUESTIONS PERTAINING TO YOUR BID, ESRA IS TO CONTACT:

Name: _____

Contact Number: _____

As authorized signing officer for my company, I agree to adhere to the terms and conditions that form part of this RFT.

SIGNATURE: _____ Date _____
Must be an authorized signing officer for Bidder

Name (please print) Phone Number

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SCHEDULE "B" – Obligations

Requirement	Agree	Disagree	Comments
The monthly lease charges should be paid by the contractor on or before 5th of every month as per the invoice issued by the Office of the ESRA, failing which the canteen shall be locked. The opening of the leased space shall be restored on payment of penal charges levied by the ESRA.			
The Contractor should not transfer the canteen management to any other individual or agency. The manager of the Canteen should be present at the premises and supervise the day-to-day affairs of the Canteen and shall not give scope for any complaints from customers.			
The Canteen should be open beginning September 1, 2009 and will continue until the March 2010 or until hockey playoffs are finished.			
The Canteen should be run during the timings from 6.30 A.M. to 7.30 P.M for Youth Hockey timeslots and some slated Rivermen games. The ESRA reserves the right to revise the time frames.			
The Canteen Contractor shall pay the cost of damage, if any caused to the premises, fixture, fittings etc., during the period of contract.			
The Canteen Contractor shall maintain the standards of cleanliness and food handling care prescribed in the Food and Food Handling Establishment Regulations for Manitoba.			
The Canteen Contractor shall carry insurance that is consistent with the requirements for a Canteen Operator. Proof of insurance may be required by the ESRA.			
The Canteen Contractor is to have all applicable licenses required for running a Canteen; Proof of licensing may be required by the ESRA.			

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SCHEDULE "C" Qualifications

Bidders must respond to this schedule answering the questions as noted in the table below. Responses will be evaluated based on the information provided below. Failure to respond to a question will result in a score of zero 0" for that question.

	Question	Response
(a)	State your qualifications for running a Canteen;	
(b)	State how many years of experience you have in providing the sale of food in a retail venue;	
(d)	State your experience in managing a retail food outlet;	

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SCHEDULE "E" Lease Bid Price

Bidders are to submit their Bid for the Leasing of the Canteen Space based on a monthly basis. Pricing is to be the Net price, in Canadian Funds.

Monthly Bid Price for the Leasing of the Canteen Space:	\$ _____
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Does Bidder confirm that their pricing is fixed for the initial one year term: (Yes/No)

If the answer is no to the above answer, how long is the pricing fixed for: _____

Option Terms: Bidders should indicate whether pricing quoted is or is not fixed (unchanged) for the available two option terms of one (1) term each.

Option Term #1

Yes, Pricing will remain fixed _____ No, Pricing will not remain fixed _____ Comment _____

Option Term #2

Yes, Pricing will remain fixed _____ No, Pricing will not remain fixed _____ Comment _____