



DISTRICT OF VANDERHOOF
REQUEST FOR PROPOSAL #20190411
OK Café Food Services
PROPOSAL OPENING DATE: April 11, 2019
CLOSES: April 25, 2019 at 2:00PM

INTRODUCTION

The District of Vanderhoof (herein after referred to as “the District”) is a rural community located in central British Columbia. The District requests the services of a contractor to provide food services at the historic OK Café located at 478 1st St, Vanderhoof, BC during the 2019 operating season.

The District completed major renovations in the OK Café in 2017 including installation of industrial appliances and a fire suppression system. Services are required to occupy the space from May 17, 2019 to September 2, 2019 for set hours to serve café-style foods of the contractor’s choosing.

The lease is based on a flat rate. The fee will be due on a seasonal basis payable by October 1, 2019; advance payment can be made in installments throughout the season.

REQUIRED SUBMISSION DOCUMENTS

1. Cover Letter

A cover letter is required describing the respondent; the name and address of the entity submitting the proposal; the date the entity was established; and the name, address, and telephone number of the entity’s principal contact person who will liaise with the District. Your organization must be willing and able to perform the commitments contained in the proposal.

2. Business Plan

Provide a plan that outlines how the café will be run and how service will be delivered and marketed. The plan must include a proposed menu and the hours of operation.

3. Lease Proposal

Provide a flat rate lease amount your organization is willing to pay for rental of the space for the duration of the season.

4. Documentation

Proposals must include a Criminal Record Check. The successful proponent will be required to provide copies of:

- Proof of liability insurance, at a minimum inclusive limit of \$5,000,000 liability, with the District of Vanderhoof named as an additional insured party with respect to liability
- All permits required by Northern Health to provide food services in BC
- District of Vanderhoof Business License
- WorkSafeBC coverage

CRITERIA FOR EVALUATION OF PROPOSALS

- **20 points:** Qualifications of Applicant - experience operating a restaurant or similar business
- **20 points:** Business Plan - menu and hours meet the museum’s needs
- **10 points:** Lease Proposal - rate fits in District of Vanderhoof budget
- Documentation - submissions will not be accepted without the Criminal Record Check, or proof a Criminal Record Check request has been submitted to the RCMP

The District of Vanderhoof reserves the right to accept or reject any and all proposals. The lowest bidder will not necessarily be awarded the project.

Only sealed proposals received by the Municipality will be accepted; proposals submitted by telephone, email, and facsimile machines are not acceptable.

Responses to this RFP are due to:

Hilary Irvine
Deputy Director of Community Development
District of Vanderhoof
160 Connaught Street
PO Box 900
Vanderhoof, BC V0J 3A0

To be received no later than 2:00 p.m., April 25, 2019.