

**Request for Food and Beverage Services Proposals
Atikokan Recreation and Wellness Complex**



Town of Atikokan Objectives

Individuals are invited to provide Food and Beverage services at Atikokan Recreation and Wellness Complex. The Town of Atikokan is offering a one year agreement (with the option of a 3-year extension) granting exclusive Food and Beverage rights to the successful individual. In return the Town requires a quality Food and Beverage Operator with a commitment to exceptional customer service.

Facility Description

Atikokan Recreation and Wellness Complex is open daily to the public throughout the year. The facility consists of an arena, pool, and multipurpose room.

Food and Beverage Service Operator Responsibility

1. Food & Beverage Service Plan

- Proposals shall include a food and beverage service plan which generally describes the nature of the food and beverage services to be provided at the facility.

2. Staffing and Hours of Operation

- Food and beverage service shall be provided during all hours of arena operations, unless otherwise agreed upon between the Town and Operator. Staff must be both qualified and of a sufficient level to meet customer needs.
- The general nature of the Food and Beverage services, to be provided at the facility shall be negotiated between the Town and the Operator set forth in the final agreement
- A Food and Beverage manager must be designated and on site or available by phone during all hours of operation

3. Menu

- Selection and pricing shall be the responsibility of the Operator; however a representative menu and price list shall be included in the proposal.

4. Equipment

- Equipment owned by the Town and used by the operator must be cleaned and maintained in good operating condition. Cost associated with equipment damages or failure due to Operator negligence shall be the responsibility of the Operator.
- Equipment owned by the Operator and utilized in the Food and Beverage service must meet Health Unit Standards.

- Food preparation and serving areas must be kept clean and in good repair/condition.
- Operator shall provide all cleaning supplies and food products necessary to operate.

5. *Banquets/ Special Events*

- Scheduling banquets and special events requires the advance approval of the Community Services Manager.
- Cleaning of the facility during these events is the Operators responsibility.
- Fee associated with this is to be negotiated with the Town.

6. *Police Reference Check*

- Any vendor, or subcontractor of a vendor, providing services that involve its employees working directly with or in the vicinity of children or vulnerable persons, may be required to have in place a process to obtain and review a Vulnerable Sector Police Reference Check for such employees assigned to those contracts with the Town.

7. *Payment*

- Operator shall pay rent to the Town of Atikokan by the 30th day of each month amount to be negotiated. The operator will pay the cost associated with canteen utilities (hydro).

Town of Atikokan Responsibility

1. Town will maintain and repair its equipment utilized in the food and beverage operation

Insurance

1. The Town will maintain appropriate insurance for the building and the personal property owned by the Town and liability coverage.
2. Operator will be responsible to insure its property and carry \$ 2,000, 000 in general liability insurance naming the Town as an additional insured.

Indemnification

The Operator shall hold the Town harmless and indemnify the Town for all cost, including attorney fees, incurred by the Town from any third party claims arising from services provided by the Operator pursuant to this agreement.

Agreement

1. The Town and the Operator shall enter into a three month agreement commencing in November 2016, setting forth, the specific terms and condition, as generally contained within this Request for Proposal, pursuant to which Operator shall provide food and beverage service.
2. Complete food and beverage operations shall be provided during the entire agreement.
3. The Town and Operator agree that during the term of the agreement, either party may give two weeks' notice in writing to terminate this agreement.
4. The successful Operator shall provide to the Town their Health and Safety policy and procedures.

Operator Selection Process

1. Sealed and written proposals will be accepted until 4:00pm, Friday September 22, 2017. Proposals shall be forwarded to the following address:

Town of Atikokan
Attention: Nicole Halasz
120 Marks St
PO Box 1330
Atikokan, ON
P0T 1C0
Phone: (807)597-1234 ex 232
Fax: (807) 597-6186
Email: nicole.halasz@atikokan.ca

2. Proposals will be evaluated to determine:
 - Consistency with the Statement of Objectives outlined within the Request for Proposal, including proposed services, menu and hours of operation.
 - Qualifications, experience, and financial capacity of the Operator
 - The conditions, if any, attached to proposal.
 - Other criteria as determined by the Town.

Depending on bids received, selected proposers may be invited to participate in an interview and formal presentation, at the sole discretion of the Town.

The Town Council at its sole discretion will select the Operator and reserves the right to reject any and all proposals. The Town reserves to itself and at its sole discretion the right to rescind its selection of any Operator under this Request for Proposal in the event that the Town cannot reach an agreement with the selected Operator.

Questions or requests for clarification should be addressed to:

Nicole Halasz
Community Services Manager
Phone: (807)597-1234 ex 232
Fax: (807) 597-6186
Email: nicole.halasz@atikokan.ca