

---

# District of Hudson's Hope

## Request for Proposal

### Arena Concession Operator

The District of Hudson's Hope (the District) is requesting proposals from persons who are interested in operating the Arena Concession for the District of Hudson's Hope located at 10010 Arena Road. The Operator will supply sufficient staff to properly run the Concession for all major winter events including but not limited to tournaments, figure skating carnivals, "double header" hockey games and special event skates, carnivals, etc. The Operator should also open the Concession during regular Arena hours at their discretion.

The Operator must comply with the *Health Act* and regulations as applicable and will need to ensure that all employees working at the Concession are aware of the *Health Act* regulations. The District of Hudson's Hope would like to encourage healthy menu choices be included in the proposed menu.

A copy of the Request for Proposal may be picked up during regular office hours 8:30 am to 4:30 pm at the District Office located at 9904 Dudley Drive, Hudson's Hope, BC, or on the District website at <http://hudsonshope.ca/business/tenders/>

Sealed Request for Proposals clearly marked "Arena Concession Operator" should be mailed or delivered to the following address by 04:00 pm, August 17, 2018.

Tammy McKeown, Corporate Officer  
District of Hudson's Hope  
PO Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

Request for Proposals will be evaluated on the basis of experience, references, completeness of the Proposal, price and other factors as determined by the District. It is the District's intent to enter into a contract for up to two years with the successful proponent.

The District reserves the right to arbitrarily accept or reject any or all submissions and to waive irregularities at its own discretion. The lowest or any submission will not necessarily be accepted and the District reserves the right to negotiate terms and conditions with the successful proponent.

---

For more information contact: Tammy McKeown, Corporate Officer, Telephone: 250-783-9901



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

**DISTRICT OF HUDSON'S HOPE**  
**REQUEST FOR PROPOSAL**  
**ARENA CONCESSION OPERATOR**

**Closing Date: 04:00 pm, August 17, 2018**

## Contents

GENERAL INSTRUCTIONS TO PROPONENTS .....	4
Statement of Request for Proposal .....	4
Request for Proposal Documents .....	4
District of Hudson’s Hope Representative.....	4
Review and Interpretation of Proposals .....	4
Addenda .....	5
Preparation of Proposals .....	5
Indemnity.....	5
Insurance.....	5
Submission of Proposals .....	5
Closing Date and Time .....	6
Incomplete Proposals .....	6
Withdrawal .....	6
Acceptance of Proposals & Contract .....	6
Conflict of Interest .....	7
Freedom of Information and Protection of Privacy.....	7
Proponent’s Responsibility .....	7
District Responsibility.....	8
Ownership of Documents .....	8
Intent to Submit Proposal.....	8
FORMAT OF PROPOSALS.....	8
Proponent Overview .....	8
Work Schedule and Fee .....	8
PROPOSAL EVALUATION AND SELECTION CRITERIA.....	9
APPENDIX A.....	10

---

## GENERAL INSTRUCTIONS TO PROPONENTS

### Statement of Request for Proposal

The District of Hudson's Hope (the District) is requesting proposals from persons interested in operating the Arena Concession for the District.

### Request for Proposal Documents

Copies of the Request for Proposal may be obtained from:

District of Hudson's Hope Municipal Office  
9904 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0  
Telephone: 250-783-9901

Website: <http://hudsonshope.ca/business/tenders/>

### District of Hudson's Hope Representative

The District's representative will be:

Tammy McKeown  
Corporate Officer  
District of Hudson's Hope  
PO Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
Phone: 250-783-9901  
Fax: 250-783-5741  
Email: [district@hudsonshope.ca](mailto:district@hudsonshope.ca)

### Review and Interpretation of Proposals

Each proponent will be solely responsible for examining all the RFP documents, including any Addenda and issues during the RFP period and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the Proposal, before the Proposal is submitted.

Each proponent will review all RFP documents and will promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted to the District's representative in writing, electronically or otherwise, no later than 2:00 pm, three (3) days before the closing date.

Where such requests result in a change or a clarification to the requirements of the RFP, the District will prepare and issue an Addendum to this RFP.

## **Addenda**

Written addenda issued by the District will be the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. The District reserves the right to issue Addenda up to the RFP Closing date and time. The date set for submitting Proposals may be changed if, in the District's opinion, more time is necessary to enable Proponents to revise their Proposals. Addenda will state any changes to the RFP Closing date and time.

## **Preparation of Proposals**

All proponents shall be solely liable for all costs incurred in the preparation of proposals in response to this RFP. The District shall not be held accountable for any such costs, however incurred.

The proposal submitted by each Proponent will be signed by an Authorized Representative of the Proponent.

## **Indemnity**

The Proponent will indemnify and save harmless the District, its elected and appointed officers, its employees, agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the District may sustain, incur, suffer or be put to at time either before, or after the termination of the Contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Proponent or of any agent, employee, officer, director or sub-contractor of the Proponent pursuant to this Contract, excepting always liability arising out of the independent negligent act of the District.

## **Insurance**

The Proponent shall obtain and continuously hold for the term of the Contract, a comprehensive general insurance policy, in an amount of not less than \$2,000,000.00 per accident or occurrence with the District of Hudson's Hope listed as "Additional Named Insured", to protect and indemnify it and the District against any claims occurring. The Proponent shall provide the District with written proof of having done so and the District shall reimburse the proponent for the cost of this insurance policy.

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work including Workers Compensation Board regulations.

## **Submission of Proposals**

Proponents shall submit two (2) hard copies and one (1) electronic PDF copy of the proposal. All shipping materials are to clearly identify the Proponent and their contents.

The proposal closing date shall be 04:00 pm, 17 August, 2018. It is the Proponent's sole responsibility to ensure that its Proposal is received on time. Submissions received after this date and time will be considered disqualified and will be returned unopened. Proposals will be opened privately after the closing time.

Each proposal shall be submitted to the office of the Corporate Officer in a sealed envelope clearly marked and addressed as follows:

**Proposal for Arena Concession Tender**

**CONFIDENTIAL – DO NOT OPEN**

Corporate Officer

District of Hudson's Hope

PO Box 330, 9904 Dudley Drive

Hudson's Hope, BC V0C 1V0

**Closing Date and Time**

- RFP Closing Date: 17 August, 2018
- RFP Closing Time: 4:00 pm (PST)
- Project will be awarded within approximately 2 weeks after the closing date.

**Incomplete Proposals**

The District expressly reserves the right to reject or accept any Proposal whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the District may request clarification where, in the opinion of the District, the Proponent's intent is unclear.

**Withdrawal**

Proposals may be withdrawn by written notice provided such notice of withdrawal is received prior to the closing date and time.

**Acceptance of Proposals & Contract**

Each Proposal will be valid for a period of sixty (60) days from the closing date and time for receipt of Proposals.

The District reserves the right to reject any or all parts of the Proposal and to waive any minor informality or irregularity in proposals without any obligation or any reimbursement to the Proponents. The District also has the right to accept the proposal that is deemed most advantageous to the District. The District reserves the right to award this Proposal in whole or part and at the sole discretion not to award at all.

By submission of a proposal, the proponent agrees that should its proposal be successful the proponent will enter into a Contract with the District of Hudson's Hope. This complete Proposal form, terms, conditions, instructions, specifications and any attachments will become part of a Contract entered into between the successful proponent and the District.

Proponents must demonstrate in their Proposal that they have a clear understanding of the RFP requirements. Proponents need to articulate their proposals, intentions and expectations indicating how they will fulfill the requirements of the RFP and what services they will provide. Proposal must

include the names, positions, and qualifications of staff members and any other resource staff pertinent to this proposal.

### **Conflict of Interest**

At no time during the Proposal stage, evaluation stage, after award, or during the preparation of the Scope of Work shall a District or Council Member or appointed Authority, Committees or Commissions be in any way connected with the Proponent. Proponents are to include, with their initial Proposal, and at any subsequent time where requested to do so by the District, full details of any employee, person firm or corporation that could be considered at conflict with the District.

### **Freedom of Information and Protection of Privacy**

Proponents are advised that parts or all of their Proposals may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act*. Proponents who wish to ensure that particular parts of their proposal are protected from disclosure under this Act should specifically identify any information or records provided with their Proposals that constitute trade secrets, that are supplied in confidence and the release of which could significantly harm their competitive position. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

### **Proponent's Responsibility**

It is the responsibility of the Proponent to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call at their own initiative. The District reserves the Right to share, with all Proponents, all questions and answers related to this proposal call. The Proponent will be responsible to:

- a) Operate the Arena Concession at the District of Hudson's Hope Arena located at 10010 Arena Road.
- b) Supply sufficient staff to properly run the Concession for all major events and during regular Arena hours at their discretion.
- c) Provide the items listed on their proposed menu, which should include healthy choices.
- d) Comply with the *Health Act* and regulations as applicable and ensure that the employees working at the Concession are aware of the *Health Act* regulations.
- e) Apply and retain a Health Department certificate.
- f) Provide confirmation of successful completion of the FOODSAFE program for all employees who work without supervision.
- g) Comply at its own expense with all laws, ordinances, regulations, requirements and recommendations of any and all Federal, Provincial, Municipal and other authorities and shall obtain and pay for all necessary permits and licenses, for example business licenses and FOODSAFE.
- h) Ensure that all employees treat all members of the public, the Arena staff and each other with respect as this is a community facility and service.
- i) Agree to thoroughly clean the Concession before the employees leave at the end of each day (including tables and chairs in the hall).

- 
- j) Repair and replace appliances and equipment that has been damaged through misuse or where routine maintenance has been neglected.

### **District Responsibility**

The District will be responsible for the following:

- a) Pay for any and all maintenance and repairs to the appliances and equipment within the Concession which arise from the Operator's reasonable use of the appliances and equipment.
- b) Provide at least one week's written notice to the Operator of all major events that will be hosted at the Arena.

### **Ownership of Documents**

All documents and materials submitted in response to this RFP shall become the property of the District.

### **Intent to Submit Proposal**

All Proponents are asked to complete the form attached as Appendix A, as a means of providing contact information for receipt of Addenda or other information pertaining to this RFP. This form should be returned to the District no later than three (3) working days following the date of issue of the RFP package received or picked up by the proponent. Failure to return this form may result in Proponents not receiving important information about this RFP.

## **FORMAT OF PROPOSALS**

Proponents should structure their proposals to provide, at a minimum, the necessary information required for a full Proposal and Selection Evaluation scoring.

### **Proponent Overview**

The proposal shall provide a general overview of the proponent(s), and the experience they have in the food industry. This section should specifically highlight recent and relevant job experience that demonstrates the proponent's suitability to undertake the scope of work. This section should be no more than one (1) page in length. A minimum of two (2) references relating to relevant project experience should be provided, including contact name and details for the projects.

### **Work Schedule and Fee**

The fee schedule should propose a monthly rent or percentage of gross revenue to be paid to the District of Hudson's Hope. A proposed menu with prices will also need to be submitted, along with proposed staffing and hours of operation.



## PROPOSAL EVALUATION AND SELECTION CRITERIA

The District will review all proposals with the successful proponent being chosen based on the evaluation format outlined below. The District reserves the right to accept or reject any or all of the Proposals. Proposals will be evaluated based upon the following selection criteria:

Relevant Experience	40	<ul style="list-style-type: none"> <li>• Demonstrated ability to successfully operate a restaurant/catering or concession type business</li> <li>• Minimum 2 references relating to project experience, including contact name and project details.</li> </ul>
New Ideas for Menu	30	<ul style="list-style-type: none"> <li>• Providing a menu with options appealing to the target audience that incorporate healthy food choices</li> <li>• Creativity for menu choices/changes</li> </ul>
Fees	30	<ul style="list-style-type: none"> <li>• Highest bid will not necessarily be accepted</li> </ul>

Maximum Total Score = 100

“Fee Score” point formula:  $\text{Score} = (\text{lowest qualified* fee} / \text{Proponent proposed fee}) \times 25$

“Highest Bid” fee is defined as the highest monthly rent or percentage of gross revenue to be paid to the District by the Proponent. The District reserves the right to be the sole judge of a qualified Proponent.

**THIS IS THE END OF THE MAIN DOCUMENT  
THERE IS 1 APPENDIX WHICH FOLLOWS**

## APPENDIX A

### INTENT TO SUBMIT PROPOSAL

REQUEST FOR PROPOSAL FOR:  
ARENA CONCESSION TENDER

Please complete this form and return immediately to:

Tammy McKeown, Corporate Officer  
District of Hudson's Hope  
PO Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
Telephone: 250-783-9901  
Fax: 250-783-5741

Failure to return this form may result in no further communication regarding this Request for Proposal.

Name:	
Address:	
Telephone:	
Fax:	
E-mail:	

I have received a copy of the above noted Request for Proposal.

Yes, I will be responding to this Request for Proposal.

No, I will not be responding to this Request for Proposal.

I understand that if I do not submit a response, this will not affect my status as a potential supplier in the future. I also understand that if I do not return this form I may not receive any further notices with regard to this Request for Proposal.

Name:	Signature:
Title:	Date: