



YMCA of
Northeastern Ontario

REQUEST FOR PROPOSAL

FOR

Café Services Operation- 140 Durham Street

RFP#:

Issued: Friday, March 29, 2019

Submission Deadline: Friday, May 3, 2019 at 12:00pm

Submission Location:

YMCA of Northeastern Ontario

140 Durham Street

Sudbury, Ontario

P3E 3M7

ATTN: Kendra MacIsaac

Kendra.macisaac@ymcaneo.ca



Request for Proposal

The YMCA of Northeastern Ontario, Sudbury Branch invites you to submit a proposal to operate the Café at 140 Durham Street, Centre for Life facility. Proposals should be submitted in a sealed envelope, clearly marked 'RFP Café' and addressed to:

YMCA of Northeastern Ontario
140 Durham Street
Sudbury, Ontario
P3E 3M7
ATTN: Kendra MacIsaac
Kendra.macisaac@ymcaneo.ca

The timeframe for the RFP process is as follows:

Issue Date of RFP	Friday, March 29, 2019
Deadline for Questions	Monday, April 15, 2019
Submission Deadline	Friday, May 3, 2019 at 12:00pm
Anticipated Date for Entering into Contract	Monday, May 13, 2019

The YMCA of Northeastern Ontario reserves the right to accept or reject any or all proposals, in part or in whole, to waive minor irregularities, technicalities or informalities in proposing, and to award a contract deemed to be in the best interest of the YMCA of Northeastern Ontario. Final selection will be made by a committee of individuals made up of YMCA Senior Staff. If no acceptable proposal is received the YMCA of Northeastern Ontario also reserves the right to re-solicit proposals, at its sole discretion.

Scope of Services

A. Period of Performance and Options

The services to be rendered under this RFP shall be 5-year lease, with an option to renew once the initial term is up.

B. Completely Independent Contractor

The relationship of the Vendor to the YMCA of Northeastern Ontario is that of an independent contractor and in accordance therewith. Vendor covenants and agrees to conduct itself consistent with such status and that neither its employees, officers or agents will claim to be an officer, employee or agent of the YMCA of Northeastern Ontario or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of the same, including to but not limited to workers' compensation coverage, unemployment insurance benefits, or other.



C. Mechanics of Coffee Shop Operation

The vendor and their representatives shall follow all applicable YMCA of NEO regulations while on YMCA NEO property. No work shall interfere with the YMCA of NEO activities or environment unless permission is given by the YMCA of NEO.

This Café operation is intended for YMCA of NEO, Durham Street Branch, located in the Centre for Life in Downtown Sudbury.

The Durham Street Branch has over 5000 members and staff and as well as the additional foot traffic from our Centre for Life partners (Parkside Centre and Health Sciences North). The cafe space is situated at the Durham Street entrance immediately on the right when you enter the building. The space is also accessible to foot traffic from the downtown area as it is in the common space of the facility.

It is the operator's responsibility to obtain all the appropriate licenses for serving food and drink. The operator will be given an opportunity to cater for meetings, trainings and to groups using the Centre for Life.

The name of the café will be determined by the vendor subject to final approval by the YMCA of NEO.

The space utilized contains approximately 285 square feet with access to a storage cupboards, a storage closet and washrooms. Customers may take their purchases to the seating area in the common area for the Centre for Life.

The YMCA of NEO will provide:

- Grease trap
- Existing lighting;
- Existing equipment;
- Telephone;
- Ceiling and flooring;
- Electricity;
- Water;
- Trash removal;
- Limited janitorial;
- Pest control.

The coffee shop operator will provide and pay for the following services:

- a. Required shop equipment, shop supplies;



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- b. Cleaning spills on the floor;
- c. Taking trash to the outdoor trash receptacle.

Vendor shall insure that all employees under Vendor's jurisdiction are dressed in proper attire (no sheer clothing, clothing or hats with offensive language or graphic depictions, etc.). Use of offensive or foul language or gestures is strictly prohibited. Vendor's employees shall show respect for all customers and follow our YMCA SAM Standards (to be provided).

Vendor is expected to properly train all employees engaged in work under this agreement regarding the safe handling and operation of cafe equipment as well as any applicable safety issues. Compliance with Public Health standards and regulations is mandatory. Worker violations of these standards and fines are the responsibility of the vendor.

Janitorial Duties

Vendor must regularly monitor and pickup litter within and around the cafe area. Vendor shall supply all cleaning equipment and all cleaning supplies necessary for the job. Vendor shall use appropriate cleaner for work done: WHIMIS approved cleaners when cleaning around food service areas and disinfectants and all-purpose cleaners when sterilizing and cleaning objects away from the food service area. Garbage must be taken out every night to the assigned area. No garbage shall be left in the cafe overnight. Garbage containers must be lined with plastic liners. Liners must be replaced daily or more often if necessary. If odor becomes obvious or YMCA receives complaints, containers will be required to be washed out more often. Vendor must break down all cardboard boxes. Vendor must not leave any paper, boxes, etc. on the ground or outside café area. All boxes must be removed by the end of the day to the designated area.

Maintenance

The YMCA of NEO is responsible for repairs to the building and the Vendor is responsible for repairs to all equipment and furnishings.

Insurance Requirements

The selected proponent must provide the YMCA of Northeastern Ontario with a Certificate of Insurance acceptable to the YMCA of Northeastern Ontario with a minimum liability limit of \$5,000,000 and, if requested by the YMCA of Northeastern Ontario, certified copies of the insurance policies.

All subsequent policy renewals and certificates of insurance thereafter, during the time that the Contract is in force, shall be forwarded to the YMCA of Northeastern Ontario within fifteen (15) days of their renewal date.

Organization Vendor's Proposal

- A. Cover letter: A cover letter shall be provided describing the Respondent, including name and address of the entity submitting the proposal, the date the entity was established, and the name, address, telephone number and e-mail address of the person or persons who will serve



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as the entity's principal contact person and be authorized to make representations on the entity's behalf. The letter must have the signature of the person having proper authority to make the proposal for the entity.

- B. Management approach: A written explanation shall be provided as to the approach the respondent intends to:
 - a. Keep the premises clean;
 - b. Develop and adjust menu items;
 - c. Cook and bake food items on or off premises and deliver to said premises;
 - d. Staff the operation.
- C. Menu: Provide an example of the type of food and beverage items which will be offered in the café.
- D. Lease agreement: the YMCA of Northeastern Ontario is seeking an operator willing to enter into 5-year lease. At the end of the five-year term both parties would re-negotiate the lease agreement for an additional 5 year term.
- E. Proposed Monthly Rental Fee: to include cost of parking spot for one vehicle, rental of 285 square fee of Café space, other items listed under scope of services section.
- F. Proposal execution: The proposal must be signed in ink with the address of the entity provided. Respondents must also include the following with the submission:
 - a. A completed and signed Qualification Questionnaire included with this RFP;
 - b. An estimate of the time needed to get the Café open for business.

General Information Used In Response to RFP

- A. There is no standard format that the proposal must be submitted in.
- B. Service will be provided at a minimum:
 - Monday-Friday: 7am-2pm and 4:30pm-7:30pm
 - Saturday: 8:30-2pm
- C. Vendor can make changes to hours of operation in consultation with the General Manager of the Durham St Y.
- D. Hours of Operation will not occur past the closure time of the Durham Street YMCA.



Respondent’s Qualifications Questionnaire

All information in the Questionnaire must be furnished by the respondent to the YMCA of Northeastern Ontario. All supplementary statements and attachments should be identified by appropriate caption and keyed to the items in the Questionnaire to which they apply. The Questionnaire must be signed for and on behalf of the proponent by the (i) owner, if a sole proprietorship; by all (ii) partners, if a partnership or joint venture; by (iii) authorized officer, if a corporation; by (iv) all members, if a limited liability company.

1. Respondent’s name exactly as it would appear on the contract:

2. Provide a brief history of your organization or business experience.

3. Please provide three names and phone number of persons who can be contacted as references in regard to your business experience.

4. Has the respondent ever been a party to any legal action or proceeding relative to a food/beverage contract? ___Yes ___No (If yes give details on a separate page.)

5. Does the respondent have any motion pending against it or has the respondent ever been the subject of such action taken by any governmental agency for non-payment of taxes, law violations, or violations of any Municipality/Province? ___Yes ___No (If yes, give details on a separate page.)



6. Within the past ten (10) years has the respondent voluntarily or involuntarily had its assets placed within the jurisdiction of a court under any bankruptcy, insolvency or credit reorganization laws, or had its assets or management placed in a trust for the benefit of creditors?

_____ Yes _____ No (If yes give details on a separate page.)

7. Please indicate current insurance coverage maintained with respect to other food/beverage operations and limits of coverage.

Attach any additional information which would be helpful to the YMCA NEO in reviewing your qualifications.

Prior to the award of the agreement, the YMCA NEO may require the respondent to furnish additional information to enable the YMCA NEO to determine the capability of the undersigned to perform the terms and conditions of the proposed lease or agreement. The respondent hereby authorizes the YMCA NEO to verify any of the information provided and to obtain credit history from appropriate credit reporting agencies.

The foregoing information and all attachments hereto are submitted to induce the YMCA NEO to select the respondent for the award of the agreement and are complete and accurate to the best knowledge and belief of the undersigned.

Date: _____

Name of business: _____ (print or type)

Authorized representative: _____ (print or type)

Signature: _____