

Request for Proposals

Canteen Services: St. John Paul II Catholic School



Duration: March 1, 2018 – June 30, 2019

School Cafeteria (excluding the Commercial Kitchen)

REQUEST FOR PROPOSAL

I. NOTICE TO QUALIFIED FOOD SERVICE PROVIDERS

The Grande Prairie R.C.S.S.D. #28 (GPCSD) is inviting qualified food service providers to submit proposals to provide cafeteria services onsite at St. John Paul II Catholic School, 300 Arbor Hills Boulevard, Grande Prairie, AB. Operations are to commence February 1, 2018.

Submission deadline: 3:00 p.m. of the 22nd day of December 2017. The location for the submission of proposals is:

Catholic Education Centre
Attention: Secretary Treasurer
Grande Prairie & District Catholic Schools
9902 – 101 Street
Grande Prairie, AB T8V 2P4

Project Notice:

NOTICE IS HEREBY GIVEN that the DISTRICT, acting by and through its Governing Board, will receive up to, but not later than the above-stated time, sealed proposals for the award of a contract for the above referenced project.

The DISTRICT reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposal. No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of proposals.

II. APPLICATION COVER LETTER

A. Introduction and Site Information

The expected food services program will provide for nutritious and reasonably priced food services for an estimated 230 student and staff. The hours of operation are typically from 10AM – 1 PM, with the majority of the service at the lunch hour. The opportunity to open for evenings and weekend events is also available and is to be negotiated.

A committee selected by the Superintendent will evaluate proposals and may include District Office Finance Staff, District Office Administration, and School Administrators.

A provider must submit an original copy of the application.

Applications deemed to have significant omissions of requested information will not be reviewed.

B. Provider Eligibility

The District is seeking a food services provider with experience in the supply of nutritious, reasonably priced cafeteria prepared foods. Additional qualifications of a successful provider will include evidence of financial stability, adequate insurance, and business/program references as stated in the RFP. Evidence of compliance with applicable OH&S, Alberta Health Services, and any other pertinent code is to be provided by the successful applicant.

C. Contract Requirements

The selected provider will enter into an agreement with GPCSD that governs both facility use and food service requirements. The contract will be for a term of one year, 4 months (1.4) years with a possible extension for two (2) years at the Superintendent (or designate) determination.

Operational Responsibilities of the Food Services Provider

- Managing the center autonomously and without District subsidy
- Providing high quality ongoing services and meeting agreed upon standards as a condition of contract renewal
- GPCSD is expecting a monthly financial return from the successful bidder, due monthly on the 25th of the following month. A financial statement shall be provided each month for these calculations. An audited financial statement may be requested at the end of the school or fiscal year by GPCSD.
- Pricing and menu are to be agreed upon by the Administration of the School and the successful bidder prior to the beginning of each school year
- As a priority, serving students and staff at St. John Paul II
- Participating in school site meetings as agreed upon with school administrators

The details of these agreement terms and others, as necessary, will be finalized during contract negotiations.

E. Instructions for Submission of Applications

Providers will be required to submit applications at the place and time indicated below. Late applications will not be evaluated. Providers may coordinate to submit a joint proposal and/or may submit proposals to offer selected portions of the program. The original application and must be submitted in a sealed envelope, clearly marked "**St. John Paul II Food Services Proposal**".

Please submit the completed application by: 3:00 p.m. on December 22, 2017 to:

**Secretary Treasurer
Grande Prairie & District Catholic Schools
9902 – 101 Street
Grande Prairie, AB T8V 2P4**

F. Schedule

1. Proposals received by District December 22, 2017
2. Paper screening January 15, 2018
3. Reference checks and interviews by January 17, 2018 (if deemed necessary)
4. Award announcement January 19, 2018
5. Contract issued

III. APPLICATION

Directions for Completion of Application

Please provide applicant information using the standard form provided

A. Agency Information. The only signature required is the signature at the bottom of the form and should be in blue ink. Please note that, should you become the selected program provider, this application will become an attachment to the contract you will be required to sign. The District's expectation is that the overall quality of the program described in this application will be maintained throughout the term of the agreement. Please respond to the following items in the sequence provided.

B. Management Information, list each subheading followed by your response. Do not use marketing materials as you respond to questions. Limit your total response to five (5) or less typed, single-spaced pages, excluding attachments.

St. John Paul II Food Service PROPOSAL (Application)

A. Organization Information

Name of Organization:

Address:

City:

Province:

Contact Person:

Phone:

Legal Status:

Nonprofit Corporation For Profit Corporation Public Agency
 Sole Proprietorship Other (including partnerships)

List Names of Corporate Officers and Governing Board:

Center Contact Person and Telephone Number : ()

Name (printed):

Signature:

Title:

Date:

B. Management Information

Description of Organization and Related Experience

Describe your organization. Include background, experience, and description of existing food services provided, and site locations of administrative offices. Describe administrative support available to your food service programs.

Financial Plan and Fiscal Controls

Please provide a proposed budget in Section K that includes revenue from all sources. At a minimum, the budget items should include: a) revenue, b) staff salaries, c) benefits, d) food, supplies, and equipment, e) rent/other operating expenses.

Please attach a certificate of insurance identifying your liability insurance and workers compensation carriers. Liability insurance coverage must be at a minimum of \$1 million per occurrence and property insurance should be provided covering provider's building and contents. District will be named as

"additional named insured" on provider's liability policy. The required insurance certificates should be included as attachments in Section J of this proposal.

Menu Fees

Provide a proposed menu and fee schedule for the 2017-19 school years.

Schedule

State the days and hours of operation for the approximately 182 days that the school is in session.

Health and Safety

Describe your plans to meet the applicable health and safety requirements for operation of a commercial kitchen, including but not limited to OH&S, WCB, and Alberta Health Services.

Staff Qualifications and Training

State the criteria you will be using for minimum qualifications of staff. Describe your hiring process. Describe your training program, including training resources utilized.

Attachments

- Personnel Resumes
- Projected Budget
- References (Letters/Names, Addresses for Professional/Business References)
- Certificate of Insurance