



**TOWN OF MAYERTHORPE**  
**Box 420, Mayerthorpe, Alberta, T0E 1N0**  
**780-786-2416 (p) 780-786-4590(f)**  
www.mayerthorpe.ca

## **REQUEST FOR QUOTATION (RFQ)**

### **EXHIBITION CENTRE COMMERCIAL KITCHEN OPERATOR**

Deadline for Submission: **September 10, 2021**

#### **SPECIFICATIONS**

Prices quoted in proposals should be fully cost inclusive.

Proposal should include, but not be limited to the following information:

- Number of years in business
- Size of staff and ability to manage concurrent projects
- Worker's Compensation Number
- At least three (3) references (municipal or recreation facility reference preferred)
- Monthly Remuneration to the Town for commercial kitchen rental over the period of the contract.

Criteria for Selection:

- Experience in the food service and customer service industry.
- Proposed hours of operation. Applicants should be prepared to address situations where there is a short-term advisement of services required.
- Ability and commitment to provide equipment maintenance and custodial duties within the proposed space.
- Show a solid understanding of the facility customer base.

#### **ADDITIONAL INFORMATION**

- 1) It is anticipated that the successful candidate will provide all food and beverage services with the Commercial Kitchen with minimal involvement from the Town.
- 2) The successful candidate will enter in to an initial one-year lease arrangement, with option for renewal.
- 3) Possible interview of short-listed candidates, along with negotiation of contract.

- 4) The proposed contract period is for September 2021 to May 2022. Specific schedule to be provided once finalized.

**Please Note:**

- 1) The successful candidate will provide any required Permits.
- 2) The successful candidate will provide verification of the following required Certifications
  - Stand First Aid and CPR
  - Safe Food Handling Procedures (licensed through Alberta Health Services)
  - Criminal Record Checks with vulnerable sector checks for all employees and/or volunteers over the age of 18
  - WCB Coverage for all employees and/or volunteers (clearance letter required)
- 3) The successful candidate will have an up-to-date Business License in place prior to any work being completed (as per Town of Mayerthorpe Bylaw 1113).
- 4) Adequate Commercial General liability insurance of no less than \$2,000,000. Inclusive per occurrence, \$2,000,000 and aggregate applicable to all name's perils, including the following types of coverage:
  - All operations of the insured
  - Blanket contractual
  - Occurrence bodily injury and property damage
  - Employer's liability (contingent employer's liability acceptable if all the employees are covered by Worker's Compensation Insurance)
  - Personal injury
  - Employees as additional insureds
  - Cross liability
  - Loss of use without direct damage
  - A property damage deductible of not more than \$500.
  - The Town of Mayerthorpe to be added as an additional insured under the policy but only with respect to liability arising out of acts performed by or on behalf of the names insured.
  - Insurance for any equipment and supplies owned by the successful candidate against fire and theft in an amount to full replacement cost, including cash.
- 5) If work will be executed by hired sub-contractors, this must be clearly stated in the quotation.
- 6) Occupational Health and Safety Standards must be always adhered to.
- 7) The successful candidate shall abide and comply with all laws, bylaws, facility policies and regulations which in any way relate to or affect the premises and must agree to indemnify and save harmless the Town in respect thereof.
- 8) The successful candidate shall be responsible for all GST and applicable taxes affecting their operations.
- 9) The successful candidate shall be responsible to arrange for their own contracts between themselves and various suppliers and vendors.
- 10) The successful candidate shall be responsible for the discipline and control of their staff and/or volunteers.

**\*\*\*\*\*Please attach Pages 3 and 4 to your quotation information package\*\*\*\*\***

**PRICING SUBMISSION**

**Town of Mayerthorpe reserves the right to accept or reject any or all RFQs and to waive irregularities and informalities at its discretion. Town of Mayerthorpe reserves the right to accept a RFQ other than the lowest RFQ without stating reasons. By the act of submitting its RFQ, the Contractor waives any right to contest in any legal proceeding or action the right of the Town to award the purchase to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town deems appropriate.**

Without limiting the generality of the foregoing, the Town may consider any other factor besides price and capability that it deems in its sole discretion to be relevant to its decision:

Price as described in Specifications \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

**Total price of RFQ** \$ \_\_\_\_\_

**Delivery/Start Date:** \_\_\_\_\_

**Length of Project to completion date, if applicable:** \_\_\_\_\_

**Prices are firm until** \_\_\_\_\_.

**Please attach details as required by the RFQ to this document when submitting.**

Quotation must be submitted in writing to:

Town of Mayerthorpe

Box 420

Mayerthorpe, AB

T0E 1N0,

or by fax to 780-786-4590, or by e-mail [fcss@mayerthorpe.ca](mailto:fcss@mayerthorpe.ca).

For Quotation Information, contact Joanne St. Martin @ (780) 786-2416 Ext 223, or by email:

[fcss@mayerthorpe.ca](mailto:fcss@mayerthorpe.ca)

**CERTIFICATION**

We \_\_\_\_\_  
(Company name)

Of \_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Fax number)

\_\_\_\_\_  
(Email Address)

CONTACT NAME: \_\_\_\_\_

Having examined and read the documents for the Commercial Kitchen Operator RFQ as issued by Town of Mayerthorpe do hereby bid and agree to provide the services/products in accordance with the RFQ documents.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Name/Title of authorized representative