



# **Call For Proposals:** **Cafeteria Operator and Services**

***Consultant Posting***

***October 2018***

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**SIX NATIONS POLYTECHNIC  
INSTRUCTIONS TO BIDDERS for CAFETERIA OPERATOR and SERVICES**

**1. PROPOSAL**

Six Nations Polytechnic (SNP) is seeking proposals for cafeteria operator and services at 411 Elgin Street, Brantford; this location serves both secondary and post secondary students. The successful proponent may have opportunities to negotiate additional catering, vending machine services and potentially, to be part of a culinary skills program that is planned for 2019/2010.

There are currently no food services on-site however a commercial kitchen and servery is available. There are approximately 250 students and staff on-site daily.

**2. GENERAL INSTRUCTIONS**

Read Instructions to Bidders.

Read Specifications and Scope of Work.

Read and comply with Submission Requirements.

Review Appendices.

Complete, sign and submit the acceptance of proposal form.

### 3. TENDER SPECIFICATIONS

Sealed proposals shall be submitted, complete with a signed acceptance of proposal form (section 3.1) to:

Linda Parker, A/Director of Operations and Advancement  
Six Nations Polytechnic  
411 Elgin Street  
Brantford, Ontario N3S 7P5

Before the specified **CLOSING DATE: Friday, November 2, 2018, 3:00 pm**

All proposals must comply in accordance with all regulations, terms, conditions and specifications set forth in this proposal document. Restrictive or conditional statements by the Proponent on the Request for Proposal (RFP) will subject the proposal to disqualification.

Any clarification of the Request for Proposal documents required by the submitter, prior to submission of its proposal shall be requested through email at the address indicated below. Any clarification given shall not in any way alter the proposal documents and no office or employee of Six Nations Polytechnic is authorized to alter, orally, any portion of the document.

Late bids will not be considered or accepted. Faxed or emailed bids will not be considered or accepted.

Bids not appropriately signed as an original document will be rejected.

FOR FURTHER INFORMATION OR ENQUIRIES, PLEASE CONTACT:

Linda Parker, A/Director of Operations and Advancement  
Six Nations Polytechnic  
411 Elgin Street  
Brantford, Ontario N3S 7P5  
E-mail: [Linda.Parker@snpolytechnic.com](mailto:Linda.Parker@snpolytechnic.com)

**3.1 ACCEPTANCE OF PROPOSAL FORM  
SIX NATIONS POLYTECHNIC - CAFETERIA OPERATOR AND SERVICES**

I/We do hereby agree to supply and/or install the materials, equipment and services as provided herein in accordance with the terms and conditions of this proposal. No other conditions shall apply. I/We have read, understood and agree to abide by all terms and conditions contained in this document and I/We are authorized to bind the firm.

I/We declare that this proposal is made without collusion, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a proposal for the same work and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of the Board of Trustees, and no officer or employee of the Board is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies; work or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.

Acceptance of this Proposal will be made by Contract. FAILURE TO SIGN THIS DOCUMENT WILL RESULT IN YOUR BID BEING REJECTED.

BID AMOUNT:  
Plus Harmonized Sales Tax:

COMPANY:

DATE:

AUTHORIZED SIGNATURE:

PRINT NAME: TITLE:

PHONE NUMBER: E-MAIL:

Note: A Contract shall not be issued to a successful Proponent unless all required documentation noted above has been received and has been confirmed as being in order.

### 3.2 PROPOSAL TERMS AND CONDITIONS

The intent of this document is to procure goods and/or services indicated in accordance with the specifications outlined. To this end, the evaluation process in determining which bid will result in an award will consist of consideration being given to: price, delivery, quality of goods/services, performance and any special or extra costs involved, enhancement to minimum specifications and Proponent qualifications.

### 3.3 ADDENDUM

All questions pertaining to this proposal should be in writing, addressed to Linda Parker. Questions via telephone will not be accepted. Answers to questions, distributed to all Proponents, will be provided (as Addenda) without identification of the Proponent(s) and may be edited for clarity excluding questions that are either unclear or inappropriate. Similar questions from various Proponents may be answered only once.

During the bidding period, Proponents may be advised by Addenda of required additions and deletions or alternations to the requirements of the Bidding Documents. All such changes shall become an integral part of the Bidding Documents and shall be allowed for in the Price Schedule of the stipulated bid.

Acknowledgement of addenda will be copied and signed with the bid document to indicate that the Proponent has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the bid was prepared. Submissions which do not provide evidence of receipt of addenda may be rejected by SNP as non-compliant. It is the responsibility of the Proponent to have received all addenda issued by SNP.

All questions shall be forwarded in writing at least five (5) working days prior to the closing date of the RFP.

### 3.4 ADDITIONAL SERVICES and RIGHT TO EXTEND DATE OF THIS PROPOSAL

Any additional services or programs you, the Proponents are prepared to offer are to be clearly outlined on your Company's letterhead and enclosed with this proposal. If any of the additional services and/or programs identified will result in additional costs to SNP, these must be clearly presented and submitted with your proposal.

SNP reserves the right to alter the closing date of this proposal.

### 3.5 ASSIGNMENT / SUBCONTRACTING

The Proponent agrees not to assign or subcontract any of the work or obligations required under this agreement. In the event that a Proponent merges with another company or there is a change in voting control of the Proponent, or the Proponent sells its assets to a third party, the merger, change in voting control, or sale of assets as the case may be, will constitute an assignment and SNP will be entitled to cancel the agreement on at least 30 days notice from the date of disclosure, or from the effective date of merger, change or sale, whichever is sooner.

### 3.6 ACCEPTANCE AND AWARD OF SUBMITTED PROPOSAL

If only a single response is received for evaluation, SNP will notify the respondent that its submission is the only one received for evaluation and, upon being so advised, the respondent may:

1. Request that SNP return the submission unopened; OR
2. Authorize SNP to open the submission, but, in that case, the respondent specifically agrees that SNP is not required to award the contract and may reject the response even if the submission is compliant.

SNP is under no obligation to award the contract where only one response is received for evaluation.

The lowest or any proposal is not necessarily accepted unless otherwise stated.

The proposal will be awarded to the respondent who, in the sole judgment of SNP, provides the best overall value.

The final award will be based on the submission that complies with the provisions of this bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources. No proposal shall be deemed to be accepted by SNP until such time as notice in writing of the acceptance thereof has been forwarded by SNP to the successful Proponent hereinafter disclosed.

SNP reserves the right to request specific requirements not adequately covered in the initial submission and clarify information contained in the Proposal. SNP reserves the right to cancel this Proposal at any time, without penalty or cost to SNP. This Proposal should not be considered a commitment by SNP to enter into any contract. SNP reserves the right to reject the Proposal of any Proponent who does not furnish satisfactory evidence of sufficient qualification, to successfully execute and complete the work.

In the event of any disagreement between SNP and the Proponent regarding the interpretation of the provisions of the Proposal, the representative of SNP or an individual acting in that capacity shall make the final determination as to interpretation.

### 3.7 BID FORMAT and OWNERSHIP

Three (3) printed copies of all materials must be provided in a sealed envelope. No oral, telegraphic, telephone or facsimile proposals will be considered. Proposals which are late, illegible, presented in pencil, not original, or unsigned, will be rejected. Where other information is requested, this information forms a part of the proposal and must be completed. The envelope must be clearly marked with the appropriate proposal name on the outside of each envelope. The envelope must be clearly marked with the company name of the Proponent.



All information obtained by the Proponent in connection with this proposal is the property of SNP and must be treated as confidential and only used for the purpose of replying to this Proposal, and for fulfillment of any subsequent contract.

### 3.8 PROPONENTS KNOWLEDGE

The submission of the proposal shall be deemed proof that the Proponent(s) is satisfied with all the provisions of the proposal, the conditions which may be encountered, of what materials/services they will be required to supply, or any other matter which may enter into the carrying out of conditions of the proposal, to a satisfactory conclusion. No claims will be entertained by SNP based on the assertion by the Proponent(s) that they were uninformed as to any of the provisions or conditions intended to be covered by this proposal.

### 3.9 CLAIMS

Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contract as a direct provision thereof at the option of SNP. The contract shall contain the terms and conditions and be in the format prescribed by SNP. SNP considers each provision in this proposal of importance and will not accept alterations which destroy the fundamental intent thereof. If alterations are suggested, wording should be carefully considered, since an unacceptable alteration to any provision may affect the acceptability of the Proponent's proposal.

### 3.10 COLLUSION

The Proponent declares that the proposal is not made in connection with any other vendor submitting a proposal.

### 3.11 CONFLICT OF INTEREST

All Proponents must declare any and all conflict of interest relationships that may exist or may be seen as a potential conflict of interest, whether real or implied.

### 3.12 CONTRACT

The contract will be governed by and interpreted in accordance with the Laws of the Province of Ontario.

### 3.13 DEFAULT BY THE SELECTED VENDOR

In the event of the default of the Vendor in complying with the terms and conditions hereof or in supplying and delivering the goods and services in accordance with the terms of the Request for Proposal submitted or of the subsequent contract, SNP shall be entitled and at liberty to procure the goods or services from other sources and the Vendor shall be liable to pay for any and all costs whatsoever in excess of the Request of Proposal price caused by or resulting from such default and the Vendor hereby indemnifies and save harmless SNP from any and all such costs.

### 3.14 DELIVERY

Time is of the essence for the delivery or provision of the goods and services requested herein. Failure to comply with the time schedule for proposed services may result in SNP taking further action to obtain an alternative supply, in which event the cost incurred shall be charged to the vendor, up to the time that the goods or services are delivered or provided. Where it is not possible to obtain the goods or services by the specific time, SNP reserves the right to cancel the contract and charge back the difference between the contracted bid price and the acquisition cost of the alternate goods or services.

If an agreement cannot be signed within thirty (30) days following award, SNP reserves the right to terminate negotiations with the Proponent and enter into negotiation with the next highest scoring Proponent or any other Proponent, at its sole discretion.

### 3.15 DISCREPANCIES AND OMISSIONS

Proponents shall promptly examine the entire bid document after receipt. Anyone that discovers discrepancies or omissions in the specifications provided by SNP or having doubt as to the meaning or intent of any part thereof shall notify the RFP Co-coordinator in writing at least five (5) working days prior to the closing date of the RFP. If necessary and time permits, Addenda may be issued to all respondents before the closing date.

It is hereby understood and acknowledged that SNP shall not be held liable or responsible for verbal instructions or explanations. Written Addenda issued by SNP during the time of the RFP process shall become an integral part of the RFP.

Each Proponent shall be responsible for verifying they received all Addenda that have been issued.

SNP will distribute all answers to questions to all known Proponents.

### 3.16 FAILURE OR UNSATISFACTORY PERFORMANCE

SNP reserves the right to immediately remove from eligibility to submit bids for an indeterminate period, the name of any Proponent for failure to accept contract, or the name of any Proponent for unsatisfactory performance of the contract in the opinion of SNP.

Further, the vendor must be prepared, if requested, to present evidence of experience, ability, capacity, and financial resources and reputation deemed necessary by SNP in the performance of the contract. SNP reserves the right to investigate a vendor's claim or background at any time and in any manner deemed appropriate by SNP.

### 3.17 FINANCIAL VIABILITY

SNP may require proof of the respondent's financial viability to ensure the respondent's ability to complete all contractual obligations.

### 3.18 INSURANCE

At the time of entering into the contract, the successful Proponent will provide and maintain at own expense, a comprehensive policy of public liability and property damage insurance coverage with an insurer licensed to carry on business in the Province of Ontario, in respect of any one accident to a minimum of \$2,000,000 exclusive of interest and costs, against loss of damage resulting from bodily injury to, or death of, one or more persons and loss of, or damage to property and such policy shall name SNP against all claims for all damages to any property of the owner of any other public or private property resulting from or arising out of any act or omission on the part of the successful Proponent or any of his/her servants or agents during the execution of the contract and the successful Proponent shall (unless otherwise stated in this document) within seven working days of being notified of award of Proposal, forward to SNP a valid Certificate of Insurance naming SNP as an Additional Interest. The successful Proponent(s) will also provide proof of current insurance coverage.

If the successful Proponents vehicles are used on the 411 Elgin Street, Brantford property, the successful Proponent shall carry and maintain until acceptance of the completed work, third party liability insurance coverage for both owned and non-owned motor vehicles in the sum of \$2,000,000 per occurrence and within seven working days of being notified of award of proposal, forward a valid Certificate of Insurance to SNP.

The successful Proponent(s) agrees to indemnify, hold harmless and defend SNP from and against any and all liability for loss, damage and expense, which SNP may suffer or for which SNP may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful Proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in any equipment supplies.

### 3.19 INDEMNIFICATION

Notwithstanding anything else in the bid, any express or implied reference to SNP providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of SNP, whether at the time, whether at the time of execution of the bid or at any time during the Term, shall be void and of no legal effect.

The Vendor hereby agrees to indemnify and hold harmless SNP, its Employees and Agents (the indemnified parties) from and against all liability, loss, costs damages and expenses (including legal, expert and consultant fees), causes of actions, actions, claims, demands, lawsuits or other proceedings (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, arising out of, or in any way connected with anything done or omitted to be done by the Vendor, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors, under or otherwise in connection with this bid or a subsequent contract arising hereunder. The Vendor further agrees to indemnify and hold harmless the Indemnified Parties from any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including, without limitation, SNP, claimed or resulting from such Claims. The obligations contained in this paragraph will survive the expiry or termination of this bid or a subsequent contract arising hereunder.

### 3.20 IRREVOCABLE RESPONSE

The proposal submitted is irrevocable by the Proponent and will remain in effect and open for acceptance for a minimum period of ninety (90) days following the closing date unless otherwise specified.

### 3.21 PROTECTION OF PRIVACY

All tenders are subject to applicable privacy legislation and will be disclosed where SNP is required to do so as required by an Order or by law. A Proponent should identify any information in its bid or any accompanying documentation for which confidentiality is to be maintained by SNP, by clearly marking same "CONFIDENTIAL".

The confidentiality of such information will be maintained by SNP, except where an order by the Information and Privacy Commission or a Court or other governmental authority having jurisdiction requires SNP to do otherwise. Notwithstanding the foregoing, prior to SNP's determination that any parts of this bid are to be disclosed as required by law, the Proponent shall be provided with written notice of the potential disclosure and accorded all rights that it may have in law including the right to challenge such disclosure.

In addition, Proponents are hereby notified that their bids will, as necessary, be disclosed on a confidential basis to SNP's advisors retained for the purposes of evaluating or participating in the evaluation of the bid.

### 3.22 PERSONAL INFORMATION

Any personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act that is collected as part of this process shall be used only to assess the qualifications of the individuals with respect to providing the required project/services.

### 3.23 NEWS RELEASE/PUBLICITY

The Proponent(s) shall not make any news release concerning this bid or awarding of the same or resulting contract(s) without the express consent of SNP.

### 3.24 ORAL INFORMATION

No information given orally by SNP or by means of telephone, will be binding nor will it be so construed as to change the requirements of a proposal in any way.

### 3.25 PRICING

Prices entered on the attached Bid Sheet shall be net prices, in Canadian Dollars, delivered prepaid, F.O.B. and shall include applicable Duty, Custom Clearances, Exchanges and all other charges. Harmonized Sales Tax is to be shown separately where indicated on the Bid Sheet.

In the event of any discrepancy between the unit price and the extended total price, the unit price shall govern. Where applicable your bid must be extended and totaled. Prices are to remain firm for the duration as stipulated in the contract.

No allowance will be made for errors or difficulties that arise from the Bidders improper evaluation of the scope of work required to fulfill their obligation.

### 3.26 SERVICE

SNP reserves the right to terminate the contract immediately should the Proponent fail to provide sufficient skilled forces to satisfy the expectations of SNP and terms of the fee for service contract. SNP remains the final judge of these expectations.

### 3.27 SETTLEMENT OF DISPUTES

In the event of any dispute or claim arising between SNP and the vendor (contractor) as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within thirty (30) days of the dispute or cause of action arising. If dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the matter to arbitration in accordance with the laws of Ontario. If no agreement is made for arbitration, then either party may submit the dispute to such judicial tribunal as the circumstances may require.

### 3.28 SUBMISSION PROCEDURES

Proposals must be completed on the form provided. Proposals not completed as requested may be rejected by SNP in its absolute discretion.

Proposals should follow the format of the Request for Proposal for ease of evaluation.

Proposals must be signed, in the spaces provided, in ink, in longhand, by the submitter or such person who is authorized by the submitter, SNP may accept the signature as being that of a person that is authorized to submit a proposal. Any unsigned Proposal will be declared invalid.

SNP is not liable for any costs incurred by the Proponent in the preparation of their response to the Proposal or presentation/interviews, if required. Furthermore, SNP shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance, withdrawal by SNP of any proposal, or by reason of any delay in the award of the Proposal.

### 3.29 TERM OF CONTRACT

The term of the contract shall be to September 2019, commencing as early as November 2018 with potential opportunity for an additional one or two-year renewal.

### 3.30 TERMINATION

In the event that the successful Proponent does not, in the opinion of SNP, comply with the specifications and terms of this contract at anytime throughout the duration of the contract, or if SNP, in its sole and unfettered discretion, determines that either the service provided by the successful Proponent is unsatisfactory at any time during the term of the contract, SNP reserves the right to terminate the contract in its entirety. The contract may be cancelled upon thirty (30) days written notice by SNP.

### 3.31 VENDOR'S RELATIONSHIP WITH SNP

All Services will be performed by the Vendor. The Vendor is an independent contractor providing Services to SNP and neither the Contractor nor the employees or agents of the Vendor will be construed as SNP employees.

This bid is a contract for a particular and non-exclusive service. The Vendor is not and will not hold itself out as an agent, employee or partner of SNP. The Vendor is solely responsible for all legally required employer and employee contributions and deductions for itself and its staff, including Worker's Compensation, Canada Pension Plan, Unemployment Insurance and federal and provincial income taxes.

### 3.32 HEALTH AND SAFETY

SNP is committed to promoting health and safety by preventing accidents, injuries and occupational illnesses. In keeping with this policy, the successful proponent must abide by the Occupational Health and Safety Act, R.S.O. 1990, c.0.1, as amended and Workplace Safety and Insurance Act, effective January 1, 1998, as amended prior to commencing, during and after completion of all work activities engaged in or on SNP premises.

### 3.33 WORKERS' COMPENSATION

1. Worker's Compensation coverage shall be provided by the Contractor for all employees who are employed under the contract.
2. Proof of this coverage shall be presented to SNP by the successful bidder upon award, within seven (7) days.

**SIX NATIONS POLYTECHNIC  
REQUEST FOR PROPOSAL - CAFETERIA SERVICES**

**4.0 SCOPE OF WORK**

The Brantford campus of Six Nations Polytechnic, located at 411 Elgin Street is requesting proposals for the provision and operation of cafeteria services from a qualified provider. The Brantford campus is anticipated to serve daily lunches, refreshments and snacks. The campus is anticipated to serve approximately 225 students and staff for the upcoming academic year. Approximately 140 people will be on campus full days with the remainder being on-site part time. Although the campus is open daily from 7:30am to 4pm, cafeteria hours of operation can be mutually agreed between Six Nations Polytechnic and the Successful Proponent.

A small commercial kitchen and servery exists for food preparation and meal service and includes walk-in refrigeration and freezing capacity. SNP has a start-up supply of kitchen equipment that can be utilized by the successful proponent however the successful proponent will be responsible for safeguarding all items and replacement of the same, at own cost, for damages beyond 'normal use'. A floor plan of the kitchen layout and equipment list is provided in Appendix A. The successful proponent will be responsible to supply, at own cost, any additional equipment required for food preparation and all supplies for the sale and consumption of goods.

A mandatory walk through of the kitchen facilities is scheduled for October 24, 2018 at 2pm. Proposals will not be opened or reviewed from companies that did not attend the mandatory walk through. A sign in sheet will be the official record of attendance for SNP.

All services identified in proposals must comply with Canada's Guideline for Healthy Eating and the Ontario Ministry of Education School Food and Beverage Policy/Program Memorandum No. 150.

Nothing in this proposal shall be construed to place any obligation on SNP that SNP in any way guarantees the profit of the successful respondent. The operation of the cafeteria shall be at the sole risk of the successful respondent and SNP shall not be held liable in any way for any loss or diminution of profits, and without limiting the generality of the foregoing, SNP shall not be liable for any loss resulting from the exercise of its rights hereunder to determine the content of menus and the items offered for sale. The successful respondent will be responsible for all operating losses incurred, should total expenses exceed gross profits.

SNP will not be responsible for any loss of revenue due to changes in legal requirements for food or beverages restrictions or prohibitions in schools that may be imposed by any Provincial Government, Ministry or department.

SNP reserves the right to monitor cafeteria operations with respect to health and safety or healthy menu options and to make recommendations for change.

The agreement will be for cafeteria services only.

Special events requiring catering services will be contracted separately from this request for proposal. however, the successful Cafeteria Operator will be offered first right of refusal.

The Cafeteria Operator may also be responsible for operation of vending machines (to be negotiated).

SNP shall resolve any dispute as to the rights of the outside Cafeteria Service provider under this agreement.

#### 4.1 POINT OF SALE

SNP is implementing a cashless point of sale system that allows for one-time purchases or payment of meal plans. This cashless system is the preferred method of payment for food purchases. Further, all food items for sale and menus must be pre-loaded into the point of sale system.

#### 4.2 FOOD AND MENU SELECTION

SNP wishes to establish a simple but varied menu with healthy food options. Food items and meals should be well balanced with pricing that range from \$1 to \$10 per item. Proponents are to present sample meals, snacks and meal plans for no less than a two-week period.

#### 4.3 TRAINING

The successful proponent is responsible for ensuring all workers are properly trained with appropriate credentials for food preparation and service. SNP will provide initial training to workers of the Successful Proponent who shall be responsible for accepting “cashless” payments on the point-of-sale system.

### **5.0 RIGHTS AND RESPONSIBILITIES OF EACH PARTY**

#### 5.1 SNP’S OPERATING RIGHTS AND RESPONSIBILITIES:

- Supply foodservice space that can be locked and secured.
- Ensure foodservice and cooking spaces meet all necessary permits required by law, for the operation of food service and provide evidence of the same.
- Supply infrastructure to operate the existing kitchen equipment.
- Supply heat, light, power, hot and cold water with sufficient outlets and connections to meet foodservice equipment including sanitary standards.
- Provision cleaning and maintenance of walls, floors, ceilings, windows in the eating area and public access areas of the foodservice area, grease interceptors and exhaust ducts and fans.
- Arrange for maintenance and service to kitchen equipment as necessary.
- Appoint a contact to act as the liaison with the Successful Proponent.

#### 5.2 SUCCESSFUL PROPONENT’S OPERATING RIGHTS AND RESPONSIBILITIES:

##### 5.2.1 PERSONNEL AND MANAGEMENT

- Manage and operate food services in an efficient and professional manner.
- Ensure personnel have access to technology and cellular services as needed to ensure orders are placed and received in a timely manner.



- Develop appropriate agreements with food service personnel, suppliers or other agents to enable compliance with the terms and conditions of a successful contract.
- Develop and implement a quality assurance program.
- Provide qualified and experienced on-site food service personnel who shall be fully responsible for daily food services, sales and clean up.
- Assume administrative responsibility for wages and benefits of all food services personnel.
- Assume full responsibility for all persons employed or contracted by the successful proponent.
- Ensure all personnel have the appropriate items necessary for proper operation of the cafeteria such as aprons, hairnet, name tags, disposable gloves, personal protective equipment etc..
- Ensure personnel are familiar with and comply with SNP's evacuation procedures.

#### 5.2.2 FOOD AND MENU

- Prepare all menus and price lists for approval by SNP.
- Prepare both hot and cold foods and beverages to be made available for breakfast and lunch.
- Ensure quality ratings for all products and condiments; specifically, raw food shall not be less than Canada Grade A, Standard Number 1, or equivalent for meat, fish, poultry, eggs, dairy products and produce.
- All uncooked items shall be clean and free from blemish.
- Ensure bakery items are prepared on site or received from outside vendors, fresh daily.
- Receive all food and supplies at designated loading areas and promptly porter all items to the kitchen. Ensure areas are kept clean and clear of debris.
- Ensure all foods prepared, stored and served meet all health regulations.
- Provide nutritional information and product labeling as per legislative requirements.
- Foods that contain nuts, monosodium glutamate, or other substances that are potentially allergy-triggering or life threatening are clearly identified for the consumer.
- Plan menu patterns and develop all recipes combining high standards of nutrition.

#### 5.2.3 OPERATION

- Maintain an inventory of food products, goods and supplies necessary and appropriate for efficient operations and that minimizes waste and maximizes freshness.
- Negotiate purchasing contracts with suppliers.
- Provide all disposables and utensils required for sales and food consumption.
- Provide at own cost, additional small wares required for the effective operation of the kitchen; such items will be clearly labelled as (and remain) property of the purchaser.
- Ensure all chefs and cooks are equipped with their own knives. (Note: There are no knives available for use.)
- Consult from time to time with SNP on the level and quality of food services provided.
- Demonstrate environmental and energy awareness and the responsibility for minimizing waste in any form.
- Adhere to all municipal, provincial, federal guidelines for recycling and composting.

#### 5.2.4 HEALTH, SAFETY AND MAINTENANCE

- Adequately protect the facilities and kitchen equipment
- Inform SNP immediately of any equipment malfunctions that could affect operations. SNP will not be liable for any loss or damage arising from food spoilage resulting from any cause including breakdown, interruption of electrical or mechanical equipment or the supply of utility or building services.
- Ensure the safety of all personnel and customers.
- Comply with all statutory requirements regarding safety practices and fire prevention including taking precautions.
- Comply with all Safe Food Handling procedures and practices.
- Preclude any workers with open wounds or communicable diseases to prepare or package food for consumption.
- Ensure workers utilize approved latex gloves, or equivalent, for handling and serving food.
- Hand and wrist washing shall comply as mandated by the local Health Department.
- Ensure Workplace Hazardous Materials Information System (WHMIS) requirements are met and provide all workers with WHMIS training.
- Maintain high levels of sanitation that meet or exceed all applicable federal and provincial health standards and requirements.
- Comply with all municipal, provincial and federal health and sanitation standards, laws, regulations, orders and warnings as they apply to cafeteria / food premises.
- Agree that SNP may conduct unscheduled inspections of the spaces under the care and control of the Successful Proponent and agree to discuss findings.
- Remove recyclables, compostable materials, and generally, garbage from the kitchen, daily or more frequently if needed.
- Provide all chemicals required for effective sanitation of food service areas and equipment and clean all visible surfaces, cooking equipment, walls below eight feet in the kitchen area and behind all food service equipment.
- Establish sanitation procedures and be responsible for sanitation methods pertaining to washing all services wares.
- Provide daily cleaning of walls, floors and related items within the kitchen, storage areas and like spaces that form part of the space under the control of the Successful Proponent.
- Prudent management and maintenance of food service equipment that will prolong for a longer useful life and reduce future capital replacement costs.

#### 5.2.5 FINANCIAL

- Finance day-to-day operations of Cafeteria Operator and Food Services.
- Be responsible for all losses from the operation of the cafeteria.
- One hundred percent of all sales transactions that are recorded in the cashless system are due and payable to the Successful Proponent.
- The Successful Proponent agrees to pay a monthly user fee (to be negotiated) for use of SNP's existing kitchen equipment and small wares. SNP will invoice for this fee at the completion of each calendar month and Successful Proponent agrees to make payment to SNP upon receipt of such invoice.

- Responsible for payment of all applicable taxes required in connection with food services operations and hold SNP harmless from any and all claims arising from unpaid taxes.

## 6.0 SUBMISSION REQUIREMENTS

Each Proponent must submit:

1. A list of part and present experience with food service operations and management. The list includes dates, locations and a reference including contact name and phone number.
2. Company overview that details length of time in business and ownership.
3. Processes for ongoing evaluation of services, quality and customer satisfaction.
4. A commitment and demonstrated ability to address sustainability issues such as green products, local food procurement, reduction in overall packaging, biodegradable containers, recycled content, waste audits and signage.
5. Operational schedule indicating minimum hours of operation (Monday to Friday).
6. A detailed list of proposed food options and portion sizes and daily menus for a two-week period.
7. Sample menus or food options to address dietary options.
8. A detailed list of proposed non-alcoholic drink options.
9. A detailed list of proposed food costs.
10. Proposed meal plans and/or packages including total number of meals, food options and purchase price.

## 7.0 OTHER GENERAL TERMS AND CONDITIONS

### 7.1 POLICE VUNLERABLE SECTOR CHECKS

The successful Proponent will be required to provide written confirmation that no employee or supplier attending the project site have a Police vulnerable sector record. Confirmation will be made no later than twenty (20) business days upon award of the contract.

### 7.2 ACCESS TO KITCHEN

In the event SNP would like access to the kitchen or servery to run a student event or to support SNP's programs:

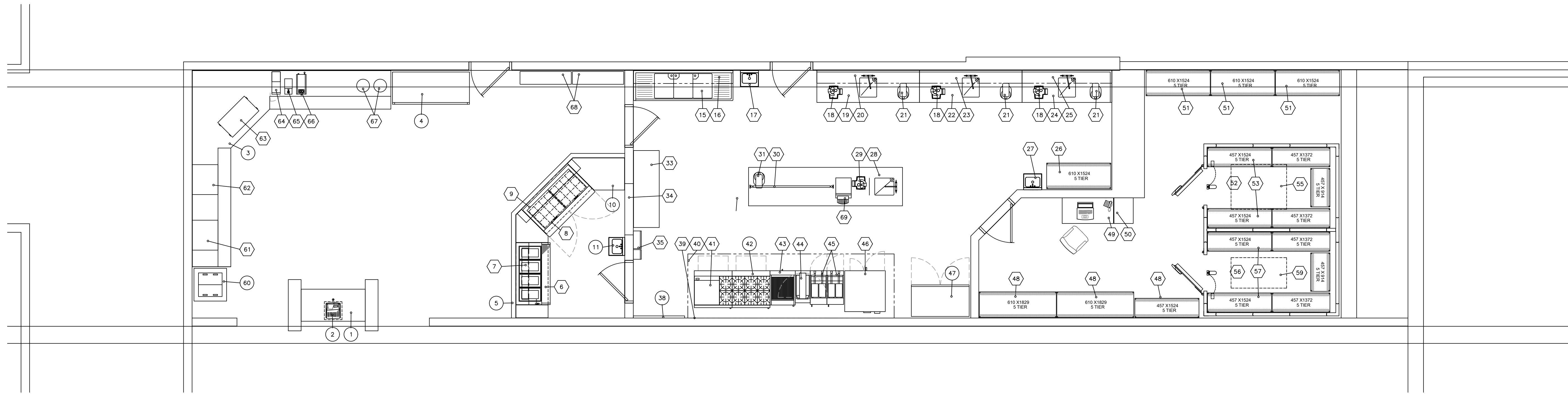
- The cafeteria operator shall not restrict SNP from doing so at any time during the Term of the Contract; and
- The cafeteria operator and SNP shall mutually agree on operational terms that benefit both the program and the cafeteria.

## 8.0 EVALUATION and ASSESSMENT

Capacity to perform the services	15 points
Approach and methodology	20 points
Menu Planning	20 points
Price Schedule	20 points

Experience of proposed staff  
Operational Schedule

15 points  
10 points



- GENERAL NOTES:**
1. THE FOOD SERVICE EQUIPMENT TO BE ASSEMBLED AND SET INTO PLACE INCLUDES GOODS SUPPLIED UNDER FOOD SERVICES CONTRACT ONLY UNLESS OTHERWISE NOTED.
  2. THE CRATING MATERIALS WILL BE REMOVED FROM THE EQUIPMENT AND THE PREMISES BY THE INSTALLATION CREW AND PLACED WHERE DIRECTED BY THE OWNER OR GENERAL CONTRACTOR. REMOVAL FROM THE SITE IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR OR OWNER, UNLESS OTHERWISE NOTED.
  3. NO COMBUSTIBLE MATERIALS SHALL BE USED WITHIN 18" OF THE EXHAUST HOODS OR EXHAUST DUCTS.
  4. ANY ROOF OR WALL PENETRATIONS, FLOOR RECESSES OR OTHER "STRUCTURAL" ITEMS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. FLOORS SHOULD BE PROPERLY SEALED PRIOR TO EQUIPMENT INSTALLATION.
  5. THE MILLWORK CONTRACTOR SHOULD WORK TO DIMENSIONS PROVIDED ON SHOP DRAWINGS FOR STAINLESS STEEL TOPS.
  6. THE GENERAL CONTRACTOR TO PROVIDE BACKING IN WALLS WHERE PROVIDED TO SUPPORT SHELVES, CABINETS OR OTHER WALL HUNG FIXTURES. CONTACT PROJECT MANAGER FOR VERIFICATION OF BACKING REQUIREMENTS BEFORE BOARDING.
  7. THE EQUIPMENT CONTRACTOR WILL PROVIDE PROPER HOLES, SLEEVES, MOUNTING BRACKETS, ETC. TO ACCOMMODATE SERVICE SUPPLY WITHIN THE FIXTURES.
  8. THE SUPPLIER OF THE EXHAUST FANS AND/OR MAKE-UP AIR UNITS TO PROVIDE ROOF CURBS(S) FOR INSTALLATION BY THE GENERAL CONTRACTOR. GENERAL CONTRACTOR RESPONSIBLE FOR SUPPLY AND INSTALLATION OF ROOF SLEEPERS AND/OR STRUCTURAL SUPPORT OF ROOFTOP EQUIPMENT. DUCT SHAFT SHALL BE PROVIDED BY THE GENERAL CONTRACTOR IN ACCORDANCE WITH NFPA REGULATIONS, UNLESS OTHERWISE NOTED.
  9. THE GENERAL CONTRACTOR SHALL SUPPLY JOB SITE LIGHT, HEAT AND ELECTRIC POWER AT NO CHARGE DURING INSTALLATION PERIOD.
  10. THIS DRAWING IS THE PROPERTY OF RUSSELL HENDRIX AND IS LOANED SUBJECT TO THE CONDITION THAT IT IS NOT TO BE COPIED, REPRODUCED, OR DISTRIBUTED EITHER IN WHOLE OR PART. IT IS NOT TO BE USED DIRECTLY OR INDIRECTLY EXCEPT WITH THE WRITTEN AUTHORITY OF RUSSELL HENDRIX.

NOTES/APPROVALS:

EQUIPMENT SCHEDULE		
ITEM NO	QTY	EQUIPMENT CATEGORY
1	1	MILLWORK CASH STAND – EXISTING
2	1	EXISTING POS SYSTEM – BY OTHERS
3	1	MILLWORK COUNTER – EXISTING
4	1	EXISTING REFRIGERATOR, AIR CURTAIN TYPE
5	1	MILLWORK COUNTER – EXISTING
6	1	4 WELL HOT FOOD TABLE
7	1	SNEEZE GUARD AND OVERSHELF
8	1	REFRIGERATOR, SANDWICH/SALAD PREP
9	1	SNEEZE GUARD AND OVERSHELF
10	1	MILLWORK COUNTER – EXISTING
11	1	EXISTING HAND SINK, WALL MOUNT
12	1	SPARE NUMBER
13	1	SPARE NUMBER
14	1	GREASE TRAP – BY OTHERS
15	1	THREE COMPARTMENT POT SINK
16	1	WALL SHELF
17	1	HAND SINK, WALL MOUNT
18	3	CUTTER/MIXER, VERTICAL & VEG. PREP, COMBO
19	1	WORK TABLE C/W PREP SINK
20	1	WALL SHELF
21	3	MIXER, COUNTER
22	1	WORK TABLE C/W PREP SINK
23	1	WALL SHELF
24	1	WORK TABLE C/W PREP SINK
25	1	WALL SHELF
26	1	SHELVING
27	1	HAND SINK, WALL MOUNT
28	1	WORK TABLE C/W PREP SINK
29	1	CUTTER/MIXER, VERTICAL & VEG. PREP, COMBO
30	1	DEMO MIRROR
31	1	MIXER, COUNTER
32	1	CABINET, MOBILE, WARMING & HOLDING
33	1	WORK TABLE
34	1	PASS THRU – BY OTHERS
35	1	FIRE PROTECTION SYSTEM

EQUIPMENT SCHEDULE		
ITEM NO	QTY	EQUIPMENT CATEGORY
36	1	SPARE NUMBER
37	1	SPARE NUMBER
38	1	EXISTING ELECTRICAL PANEL
39	1	S/S INSULATED BACKWALL
40	1	EXHAUST HOOD
41	1	RANGE, RESTAURANT, GAS
42	1	EXISTING RANGE, RESTAURANT, GAS
43	1	CHAR BROILER, HEAVY DUTY, GAS
44	1	SPREADER STATION & WARMER, FOOD OVERHEAD
45	1	FRYER, DEEP FAT, GAS
46	1	OVEN, CONVECTION, GAS
47	1	EXISTING REFRIGERATOR, REACH-IN
48	3	SHELVING
49	1	DESK – BY OTHERS
50	1	FILE CABINET – BY OTHERS
51	3	SHELVING
52	1	WALK-IN FREEZER
53	5	SHELVING
54	1	SPARE NUMBER
55	1	PENTHOUSE CONDENSING UNIT FOR FREEZER
56	1	WALK-IN COOLER
57	5	SHELVING
58	1	SPARE NUMBER
59	1	PENTHOUSE CONDENSING UNIT FOR COOLER
60	1	EXISTING ICE CREAM CABINET
61	1	PASTRY DISPLAY CASE
62	1	PASTRY DISPLAY CASE
63	1	HEATED DISPLAY SHELF
64	1	HOT CHOCOLATE DISPENSER
65	1	HOT WATER DISPENSER
66	1	COFFEE BREWER
67	1	(2) 11 QT. SOUP WELLS
68	1	(2) CHIP RACKS – BY OTHERS
69	1	CONVEYOR TOASTER

03	2017-04-01	GENERAL REVISION
02	2017-05-31	GENERAL REVISION
01	2017-05-24	GENERAL REVISION
REV#	DATE:	DESCRIPTION
CLIENT/PROJECT		

SIX NATIONS POLYTECHNIC

SCALE: 1:50 DATE: 2017-04-24  
 DRAWN BY: BC APPROVED:  
 DRAWING TITLE:  
**EQUIPMENT PLAN**

DRAWING NO:  
**FS-01**

PROJECT ID: DES-17-285 REVISION NO: 03

Smallwares  
List

QTY	DESCRIPTION
2	JR-5402 2QT BAIN MARIE
4	CA-BSESPP190 1DL CONT.
5	CA-SFC12453 LID
4	CA-BSESPP190 5.5L CONT
4	CA-SFC6451 LID
2	JR-69246 24OZ SQ BOT
3	DT-150 F/F THERM
1	S/S SIFTER
1	Fox-4048 ROLLING PIN
2	OG-PATI-MU12 12CUP MUFF
1	MUFFIN PAN
2	13QT COLLANDER

SPECIAL INSTRUCTIONS  
Goods remain the property of vendor until paid in full.  
Will exchange or instore credit within 30 days of purchase  
2% interest per month on overdue accounts.

QTY	DESCRIPTION
2	32OZ MEAS. CUP
1	EDWARD #1
1	KPC 2000-15 SCALE
2	JR-5810 RND INSERT
2	JR-5830 HINGED COVER
2	SMALL BK CART
1	OB-57-24019 S/S BEAZER
1	OG-PR-34-24L STACK POT
1	OG-PR-30-17L "1
2	OG-CKP-7 7PC SET
1	OB-57-24052 S/S FryPAN
1	CA-22SFSPP190 22QT CONT.

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QTY	DESCRIPTION
4	15x18 WH. CUT. BOARD
2	15x18 RED "
1	15x18 BLUE "
1	12x18 BROWN "
4	7" BUS BIN
4	JR-31610 COVER
1	DA-1130900BK FISH TURNER
4	12" PIZZA PAN
2	10" PEEF PAN
14	18x26 BUN PAN
1	P11-RU9657 ING. BIN
2	JR-5403 3.5 QT BAIN MARE

SPECIAL INSTRUCTIONS

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QTY	DESCRIPTION
8	OB-57-81102 FULL X 2.5
4	OB-57-81306
6	OB-57-81904
2	HA-H191-4 ALBERTE
1	P11-KA50SS 5/8 SCRUB.
1	HA-H331-4 HUSKY
6	GET-ML-254-W OVAL WH
2	CA-18269P148 18x26x9 FOOD STORAGE

SPECIAL INSTRUCTIONS

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QTY	DESCRIPTION
2	TCP H726
	measuring set
1	OB-57-53300 Box Grater
1	JR 4170B 3 display

QTY	DESCRIPTION
1	OB-57-4316 TURNER
2	OB-74-4566 WOOD SPOON
4	OB-74-4568 12" WOOD SPOON
2	OB-57-1214 14" PIANO WHIP
1	OB-57-1260 16" "
3	JR-73105 3oz LADLE
3	3oz LADLE
2	JR-3056 DOUGH SCAPER
2	OB-57-4313 BELL SCAPER
3	JR-3185 PERF SPOON
4	OB-57-2131 BASTING SPOON
2	15X18 YELLOW CUT BOARD

SPECIAL INSTRUCTIONS

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QTY	DESCRIPTION
2	GET-ML-254-W
	25x8 OVAL PLATTER
4	GET-OP-6016W
	16" OVAL PLATTER
	Change
SPECIAL INSTRUCTIONS	
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QTY	DESCRIPTION
1	JR-3858 BOUILLON STEAMER
2	JR-3849 9" CHINA CAP
1	JR-3159 MESH SKIMMER
1	OB-57-1924 SQ SKIMMER
8	JR-7213 3QT MIX. BOWL
1	20 RUNNER BACK
8	JR-7205 5QT MIX BOWL
2	JR-7203 3QT MIX BOWL
4	VO-52023 13.5 HH SPATULA
3	VO-4781210 12" TONG
3	VO-4780910 9.5" "
1	OB-57-4317 TURNER
SPECIAL INSTRUCTIONS	
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Will exchange or instore credit within 30 days of purchase	
2% Interest per month on overdue accounts.	