



Box 1809
Swift Current, SK S9H 4J8
Phone Toll Free: 1-877-321-9200
Phone: (306) 778-9200
Fax: (306) 773-8011

REQUEST FOR PROPOSAL

CAFETERIA FOOD SERVICES - SWIFT CURRENT COMPREHENSIVE HIGH SCHOOL

1. GENERAL INFORMATION

Swift Current Comprehensive High School in Swift Current, Saskatchewan is seeking proposals for qualified food service companies, to provide affordable food options, and support healthy lifestyles.

The successful vendor will be expected to provide an affordable breakfast and lunch menu for students and staff during the school year. There is potential for additional food service opportunities within the school outside of school days and hours including internal catering such as tournaments, professional development days as well as external catering with the approval of school administration and with appropriate notice. School activities and usage of the space will be given priority.

There are approximately 950 students and 100 staff members at the SCCHS from the beginning of September through to the end of June.

2. SCOPE OF WORK

The cafeteria is required to be open from 8:00 am - 1:30 pm from the beginning of September until the end of June.

The vendor will be responsible for providing healthy breakfast and lunch options to both staff and students on a purchase basis. Creativity in providing healthy options and a weekly menu including bag lunch options and daily specials to share with students at the beginning of the week would be welcome.

The cafeteria food service vendor will be responsible for providing all labor and management including cleaning all equipment to deliver food services at SCCHS. The vendor will also be responsible for operational costs including supplies and materials. Chinook School Division will be responsible for regular maintenance of the fixed equipment as required and as discussed with school administration. A list of the fixed and unfixed equipment contained in the kitchen area available upon request.

Some of the fixed equipment such as freezers, fridge space will be shared depending on need within the school to store items at various times during the school year.

The monthly user fee is based on a percentage of the sales and is due on the 5th of each month beginning October 2021. Sales will be calculated using sale reporting for GST and PST. Please include this percentage as part of the Proposal Requirements in Section 4.

Chinook School Division requires the vendor to provide and maintain a debit card system. The ability to provide a re-useable or fillable card for meal plans or additional creative ideas to promote the use of the cafeteria.

Any beverage purchases offered by using a machine must include healthy options such as water, juice, Gatorade, vitamin water, sugar free pop etc. The arrangement for a machine would be between the Vendor and the provider. All changes or adjustments to the contract will be discussed with the school administration.

3. CONTRACT TERMS AND CONDITIONS

This document is a request for proposal and not an offer to purchase. The contract will run from September 1, 2021 until August 29th, 2023 with the ability for a 3-year extension to August 2026 upon evaluation.

4. INSURANCE

Commercial General Liability Insurance: With a limit of not less than TWO MILLION CANADIAN DOLLARS (\$2,000,000 CAD) inclusive per occurrence for bodily injury (including death), and damage to property including loss of use thereof. Such insurance shall include coverage for broad form property damage, Contractual liability, completed operations and product liability. Such insurance shall also include the Chinook School Division as an additional insured and shall contain a cross liability clause.

Certificates of insurance, duly signed by an authorized representative of the insurer, will be required prior to commencement of the contract.

5. PERMITS, LICENSES, NOTICES, LAWS and RULES

The respondent shall obtain and cover the costs for all permits, licenses and certificates of inspection necessary including liability for all applicable taxes; shall give notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the service; and shall pay all fees required by law.

The respondent is solely responsible for remittance of all required applications, reports, payments and contributions required of an independent Contractor, whether in respect of income tax, Canada Pension Plan, Employment Insurance, Workers Compensation, Goods and Services tax, Provincial Sales tax, any applicable liability insurance, or otherwise. The respondent represents that, if the services provided to the Chinook School Division under this

Agreement are assessable by the Saskatchewan Workers' Compensation Board (WCB), if required by WCB, the Respondent is, or shall be, registered with WCB and will pay all applicable WCB premiums and assessments. The Respondent hereby indemnifies and holds the Chinook School Division harmless for any liability of the Chinook School Division which may arise in connection with the said obligations of the Respondent or anyone retained by the Respondent.

6. PROPOSAL REQUIREMENTS

To be considered, respondents to this RFP must submit timely, written proposals that fully address all questions and requirements. It must include the following components:

- Overview of your company
- Proof of Compliance with Saskatchewan Food Safety Regulations
- Include the percentage of sales that will be provided paid to Chinook School Division as a user fee
- Creative ideas to increase the use of the Cafeteria
- Food Offerings:
 - Provide a description of your food service plans including sample weekly cafeteria menu with healthy meal options
 - Describe your estimated pricing range

7. TIMELINE

RFP Issue date: April 19th, 2021

Facility Walkthrough (if necessary): April 20 - April 30, 2021 by appointment after 2 pm

Proposals Due: May 7th, 2021 by 4:00 pm

Notice of Award: May 31st, 2021

8. INQUIRIES AND RESPONSE

Please submit questions, inquiries regarding the proposal as well as any requests for a facility walkthrough to Sharie Sloman ssloman@chinooksd.ca

9. SUBMISSIONS

Proposals may be submitted by e-mail, fax, mail, or drop off, **no later than 4 pm on May 7th, 2021 to:**

ssloman@chinooksd.ca (306) 778-9200 ext. 3211

Chinook School Division

Attention: Sharie Sloman

2100 Gladstone St. E.

Box 1809

Swift Current, SK

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