



13211 Henry Ave, Box 159
Summerland BC V0H 1Z0
Tel: 250-494-6451 Fax: 250-494-1415
www.summerland.ca

REQUEST FOR PROPOSAL

RFP-2016-06

Dale Meadows Park Concession

Issue Date: December 15, 2016

One (1) complete printed copy of a Proposal in an envelope plainly marked "RFP-2016-06 Dale Meadows Park Concession" may be hand delivered, couriered or mailed and must be received prior to the Closing Date and Time. Fax or e-mailed copies will not be accepted.

RFP Closing Time: 2:00 pm local time

RFP Closing Date: January 20, 2017

**Delivered to: District of Summerland
13211 Henry Ave
PO Box 159
Summerland BC V0H 1Z0
Attention: Tricia Mayea, Manager of Legislative Services**

Proposals will not be opened in public.

It is the sole responsibility of the Proponent to check the District's website at www.summerland.ca/bids for any updated information and addendum issued before the closing date. The District's website at www.summerland.ca is the only authorized website to obtain competitive bid documents for the District of Summerland opportunities. The District of Summerland shall not be held responsible for our competitive bid documents that are located on any other website.

1.0 PROJECT OVERVIEW (SCOPE OF THE PROPOSAL)

The District of Summerland (the District) is seeking a qualified proponent or firm to operate a food concession located on the property commonly known as the Dale Meadows Sports Fields, located at 10502 Dale Meadows Road, Summerland, BC. This RFP describes the supply of services sought by the District of Summerland and sets out the District's RFP process, evaluation and selection process and Proposal requirements.

2.0 CONTENT OF PROPOSAL

One complete original (printed) copy must be submitted. The following documents must be included in the submission:

Schedule A - Conditions and Requirements (signed with bid amount entered)

Schedule B - Proposal Submission Form (signed and dated)

Schedule C - Proponent Profile

3.0 INTENTION OF THE DISTRICT

The Proponent that submits to the District the most advantageous Proposal and which represents the interests of the District, best overall, may be awarded the contract. The District reserves the right to accept or reject all or part of the RFP, however, the District is not precluded from negotiating with the successful Proponent to modify its Proposal to best suit the needs of the District.

4.0 REJECTION OF PROPOSALS

The District reserves the right to reject, at the District's sole discretion, any or all Proposals, without limiting the foregoing, any Proposal which:

- a. is incomplete, obscure, irregular or unrealistic;
- b. has non-authorized (not initialled) erasures or corrections in the Proposal or any schedule thereto;
- c. omits or fails to include any one or more items in the Proposal for which a price is required by the RFP;
- d. fails to complete the information required by the RFP to be furnished with a Proposal; and /or
- e. fails to complete the information required whether the same purports to be completed or not.

Further, a Proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and compliance with Federal, Provincial, and/or Municipal legislation. As it is the purpose of the District to obtain a Proposal most suitable to its interests and what it wishes to accomplish, the District has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed to provide the best value to the District.

5.0 EVALUATION CRITERIA

Proposals will be checked against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. If all submissions do not meet the District's mandatory criteria, it shall remain the District's sole discretion to evaluate submissions and reject all or award to the Proponent with the highest overall ranking.

MANDATORY CRITERIA
Proposals received by closing date and time (one printed copy) in a sealed envelope consisting of components outlined in Section 2: <ul style="list-style-type: none">• Schedule A - Conditions and requirements – signed with bid amount entered• Schedule B - Proposal Submission Form – signed and dated• Schedule C - Proponent Profile

6.0 EVALUATION COMMITTEE

Evaluation of Proposals may be made by an Evaluation Committee formed by the District.

Upon submitting a Proposal, Proponents agree that the District may disclose their company name; however, no prices, scores, weights or totals will be provided to any Proponents.

Awards will be made based on the best value offered, and the best value will be determined by the District. The quality of the service to be supplied, the conformity with the specifications, and the suitability to requirements shall all be taken into consideration.

7.0 ACCEPTANCE OF PROPOSAL

The District shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal. No act of the District other than written notice signed by the District's Corporate Officer shall constitute an acceptance of a Proposal. Such acceptance shall bind the Successful Proponent to execute in a manner satisfactory to the District.

8.0 INQUIRIES AND CONTACT DURING THE RFP PROCESS

General inquiries related to this RFP are to be directed to:

Joanne Malar, Acting Recreation Manager
District of Summerland
13211 Henry Ave
PO Box 159
Summerland BC V0H 1Z0
jmalar@summerland.ca

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having any doubts as to the meaning or intent of any provision should immediately notify the above-noted contact.

If there are any changes, additions, deletions to the Proposal scope, conditions or closing date, an Addendum issued by the District will be posted on the District website (www.summerland.ca). All Addenda are to become part of the Proposal documents. Verbal discussion with District staff shall not become part of the RFP or modify the RFP unless confirmed by written Addendum.

Proponents may also contact staff in the Finance or Works and Utilities departments to request specific information related to this RFP; the District retains the right to determine whether the information is relevant and suitable for release.

Inquiries and responses will be recorded and may be distributed to all Proponents at the District's option. Questions will not be accepted or answered within 48 hours of the Closing date and time.

9.0 SUBMITTAL DEADLINE AND INSTRUCTIONS

Delivery of Proposals to the District of Summerland municipal hall prior to the specified date and time is solely and strictly the responsibility of the Proponent. The District shall not, under any circumstances, be responsible for delays caused by any delivery service, or for delays caused by any other occurrence. All Proposals must be manually and duly signed by an authorized corporate officer or principal(s) of the organization with the authority to bind said Proponent.

Proposals must be received by 2:00 p.m. (local Summerland time) on Friday, January 20, 2017 at:

Municipal Hall
District of Summerland
13211 Henry Avenue
PO Box 19
Summerland BC V0H 1Z0

Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP title.

SCHEDULE A – DETAILS

CONDITIONS AND REQUIREMENTS:

1. Operate a food concession located on property commonly known as the Dale Meadows Sports Fields, located at 10502 Dale Meadows Road, Summerland B.C.
2. The term to operate the food concession will be two years, ending October 15, 2018. The concession is operational from April 1 – October 15 of each year. There will be an option to renew the contract for a further year, at the sole discretion of the District.
3. Pay to the District a rental payable for the term of the agreement, in advance.
4. Purchase a valid Business License in the District of Summerland.
5. To meet all Interior Health guidelines as per current Health Act Regulations including a valid Food Safe Course.
6. Not construct any buildings or structures on the Premises unless approved by the District.
7. Not assign, sublet or transfer the agreement without permission of the Municipal Council.
8. Not carry on or do or allow to be carried on or done on the Premises anything that may be or become a nuisance to the District.
9. To take out and maintain during the term, a policy of general public liability insurance against claims for bodily injury, death, or property damage arising out of the use and occupancy of the premises in the amount of not less than Two Million Dollars (\$2,000,000.00) per single occurrence and Five Million Dollars (\$5,000,000.00) aggregate, naming the District of Summerland as an additional named insured, and to provide the District of Summerland with a certified copy of such policy.
10. To maintain the property in the vicinity of the concession at all times to an excellent standard of cleanliness and maintenance.

Bid Amount: I agree to an annual payment of \$ _____, payable in 3 equal monthly payments. The first instalment will be due and payable upon notification of the contract being awarded, the second instalment due May 1st and the final instalment due June 1st.

I understand that if my bid is accepted, I will be required to sign an official Agreement with the District of Summerland and have the above conditions and requirements in place by March 18, 2017. Failure to do so could result in the loss of the RFP and loss of the initial instalment amount.

Signature of Applicant (s)

Print Name (s)



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SCHEDULE B – PROPOSAL SUBMISSION FORM

RFP-2016-06

Dale Meadows Park Concession

Complete and return this Proposal Submission Form
(Proposals will be received on or before 2:00 PM PST on Friday, January 20, 2017)

PROPOSAL SUBMISSION INSTRUCTIONS

One (1) printed original of a Proposal in an envelope plainly marked “RFP-2016-06 Dale Meadows Park Concession” may be hand delivered, couriered or mailed. Fax or e-mail submissions will NOT be accepted.

All submissions must be received prior to the closing date and time, to:

District of Summerland
13211 Henry Ave
PO Box 159
Summerland BC V0H 1Z0
Attn: Tricia Mayea, Manager of Legislative Service

Submitted by: _____
Applicants Name

Business Name (if applicable)

Address

City

Postal Code

Email Address

Phone

Cell

