



Cochrane Host Organizing Committee

REQUEST FOR PROPOSAL

Food Services

Dudley-Hewitt Cup Tournament

Reference No.: RFP 2018-19
Issue Date: Wednesday, June 20, 2018
Closing Date: Wednesday, July 18, 2018 at 12:00 pm, local time
Contact Information: Shea Henderson, CHOC – Food Services Lead
E: dhcup2019@gmail.com

Interested parties must include their proposal clearly marked “**RFP 2018-19 – DHC: Food Services**”. To receive any potential addenda, please advise and register your firm with the above contact as well.

Please note that submissions received after the deadline will not be opened and will be returned to the sender.

Table of Contents

1. Overview	3
1.1. Definitions.....	3
1.2. Purpose.....	3
2. General Terms and Conditions	4
2.1. Proposal Submissions.....	4
2.2. Irrevocable Offer.....	4
2.3. Proposal Costs.....	4
2.4. CHOC Contact for RFP	5
2.5. Schedule of Events	5
2.6. Proposal Evaluation Criteria Points	5
2.7. Acceptance or Rejection of Proposals	5
2.8. Modified Proposals	6
2.9. Indemnification, Insurance and Bond	6
2.10. Reservation Right	6
2.11. Workplace Safety & Insurance Board.....	7
3. Scope of Work	7
3.1. Outline of Proposal.....	8
3.2. Sample Menu.....	8
3.3. Food Service Facility (The Pavilion).....	12

1. Overview

1.1. Definitions

The following definitions provide meaning to terms stated in the current proposal.

- a) "CHOC" refers to The Cochrane Host Organizing Committee.
- b) "RFP" refers to Request for Proposal.
- c) "Proposal" refers to a written document issued to CHOC for consideration of the performance of services requested herein.
- d) "Proponent" "Contractor", refers to an individual or entity who submits a response to the proposal.
- e) "Contract" means an Agreement and any attachments thereto.
- f) "Requirements" means all of the specifications, requirements and services set out in the RFP that describes the general requirements that the goods, materials, equipment and services must meet and the Successful Proponent must provide;
- g) "Services", "Work" or "Works" means the provision of all labour, services, materials, equipment, and any other necessary items and actions for the Successful Proponent to complete and perform its obligations in accordance with the Requirements and terms and conditions of the Contract.

1.2. Purpose

The Town of Cochrane and the Cochrane Crunch Junior A Hockey Team have partnered to host the 2019 Dudley-Hewitt Cup (DHC) Junior A Hockey Tournament from April 30 to May 4th, 2019 inclusive. The Cochrane Host Organizing Committee (CHOC), acting as representative for the Town and Crunch, is inviting caterers/food service providers to submit a proposal regarding this business opportunity. The CHOC is seeking a company/organization to provide food and catering services at the Town of Cochrane Pavilion for 5 days, April 30 - May 4, 2019, for the members of the participating hockey teams, officials and dignitaries. It is required that the meals served be a mix of competition style BBQ and other types of meals, while being creative and of high quality food. The service will also be professional in organization and presentation.

2. General Terms and Conditions

2.1. Proposal Submissions

Proposals for and Cost Estimate under this R.F.P. will be received no later than 12:00pm (noon) July 18, 2018.

All proposals are to be submitted to the email:

Alice Mercier, Clerk
The Corporation of the Town of Cochrane
171 Fourth Ave
Cochrane, ON P0L 1C0
[Email: alice.mercier@cochraneontario.com](mailto:alice.mercier@cochraneontario.com)

All proposals are to be submitted clearly bearing the name of the proponent, sent to the email or mail in a sealed envelop to the above, and clearly marked in the email subject line or on the envelope, as well as on the Proposal Cover page:

“RFP 2018-19 DHC: Food Services”

It is the responsibility of each proponent to ensure that its' proposal is received prior to the closing time and date.

2.2. Irrevocable Offer

Following the opening, all proposals are irrevocable by any proponent and all documents submitted become the sole property of CHOC. Offers shall remain open for acceptance by CHOC for a period of not less than sixty (60) days from the closing date.

2.3. Proposal Costs

The RFP does not commit the Cochrane Host Organizing Committee to pay any costs incurred in the submission of response or in making any necessary studies for the preparation thereof, nor the purchase or contract for the services. All costs associated with developing and submitting proposals for work contained herein are entirely the responsibility of the person submitting the request and therefore, the Cochrane Host Organizing Committee assumes no liability.

2.4. CHOC Contact for RFP

The proponent is responsible for clarifying any points in question with the CHOC – Food Services Lead prior to submitting the proposal. Inquiries should be directed to:

Shea Henderson
2019 DHC Food Services
dhcup2019@gmail.com

2.5. Schedule of Events

The following schedule is provided for planning purposes only. CHOC may alter this schedule at any time and accepts no responsibility for adherence to this schedule:

- Issue date for RFP: June 20, 2018
- Closing date for proposal submission: July 18, 2018 at 12:00pm
- Opening of proposal: July 18, 2018 at 2:00pm
- Award Contract Late July
- Proponents may be asked to attend a Committee meeting to make a presentation on their proposal. To be determined.

2.6. Proposal Evaluation Criteria Points

CHOC reserves the right to request additional data or information after the proposal date if, in CHOC's sole view, such data or information is considered pertinent to aid the review and evaluation process.

- 10%** - Responsiveness of the written proposal to the scope of work, points listed to be addressed, and items to include in the proposal.
- 10%** - Equipment provided, equipment set-up presentation, serving presentation
- 10%** - Proven historical ability to successfully complete contracts of this type, meeting projected deadlines and relevant experience in similar work.
- 25%** - Menu quality, BBQ and alternative themed meals, variety, appropriateness, and nutrition
- 20%** - Price
- 25%** - Project Team composition, qualifications, expertise, and availability.

Should CHOC have questions which arise during the evaluation process, you may be contacted for clarification.

2.7. Acceptance or Rejection of Proposals

The CHOC reserves the right to reject any and/or all proposals received. The CHOC is not under any obligation to award a contract and reserves the right to terminate the RFP at any time for any reason, and to withdraw from discussions with all or any of the

proponents who have responded. CHOC also reserves the right to waive any minor informality in any response. The receipt and opening of a proposal does not constitute acceptance of any proposal. **Lowest or any proposal not necessarily accepted.**

2.8. Modified Proposals

In the event that a preferred proposal does not entirely meet the CHOC's requirements, the CHOC reserves the right to enter into negotiations with the selected proponent to arrive at a mutually satisfactory arrangement with respect to any terms or modifications to the proposal.

2.9. Indemnification, Insurance and Bond

- The Contractor shall indemnify and hold harmless the Cochrane Host Organizing Committee along with its partners (Town of Cochrane & Cochrane Crunch) and its volunteers from all claims, demands, losses, costs, damages, action, suits or proceeding by any third party that may arise out of or are attributable to the Contractor's performance of the contract.
- The Contractor shall provide, maintain and pay for a general liability insurance in the joint names of the contractor and the Town of Cochrane and the Cochrane Crunch with limits of not less than TWO MILLION (\$2,000,000.00) DOLLARS inclusive per occurrence for bodily injury, death and damages to property including loss of use thereof, with a deductible of not more than \$5000. This form of insurance shall be maintained continuously from the date of the issuance of a purchase order until completion of the work as determined by the CHOC Chair or his or her representative.
- The Contractor shall arrange for the completion and submission of the Certificate of Liability Insurance in which shall be included a provision requiring the insurer to give prior notice to CHOC in the event that the policy is changed or cancelled.

2.10. Reservation Right

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to CHOC, nor shall proponents have the right to withdraw a proposal once it has been opened.

2.11. Workplace Safety & Insurance Board

The Proponent shall, at the time of entering into this Agreement with the Cochrane Host Organizing Committee, make a statutory declaration providing CHOC with a valid clearance certificate from the Workplace Safety and Insurance Board that all liabilities pursuant to the Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sch A, have been met. The Proponent shall, at all time until the expiry of this Agreement, pay any assessments or compensation pursuant to the Workplace Safety and Insurance Act, 1997.

3. Scope of Work

Those submitting proposals must include and clearly address the following points in their proposal:

1. There must be a Registered Dietitian used in the menu planning and on site to provide guidance for dietary restrictions, allergies and optimal nutrition tailored to young, highly active athletes;
2. The caterer must provide an award winning, Competition Chef as Head Chef with a minimum of 5 years experience, who will participate in menu planning, event organization, on-site supervision, food preparation and cooking, and food service during the event;
3. The caterer must provide a minimum of 2 additional Competition Chefs who will participate in on-site supervision, food preparation and cooking, and food service during the event;
4. The caterer must provide Competition Chef's with Provincial/National/International food service experience;
5. The caterer must list the equipment that they will supply to provide BBQ meals, and other themed meals, that includes an open pit grille, and explain how that equipment is sufficient to provide meals that are fresh for a minimum of 130 meals served within a 1 ½ hour time period;
6. The menu is to be developed with health and nutrition in mind, ensuring all meals are appropriate for athletic diets;
7. The caterer must be able to supply and respond to special dietary restrictions that will be provided to them approximately 1 week before the event;
8. The caterer will be responsible for providing breakfast, lunch and dinner, plus an evening smoothie bar and/or healthy snack for 5 days (Tuesday - Saturday inclusive);
9. All meals will be high quality food and served by a combination of professionally organized buffet service and professionally served Chef stations;
10. The caterer will be responsible for planning and delivering on meal quantities based on participant numbers as they change through the tournament (see attached schedule for approximate numbers);

11. The caterer will ensure that sufficient meal portions per person is provided that is tailored to the age and activity level of the participants (the majority being 18 - 22 year old Junior A hockey players);
12. The caterer shall provide an example of a past safety plan they have prepared for a past event they have catered, and commit to providing the CHOC Chairperson a Draft Safety Plan specific to this event, within 1 month of the awarding of this RFP;
13. The caterer shall use and source products locally as much as possible;
14. The caterer shall explain how the left-over food will be addressed;
15. The caterer shall provide 3 examples of successful events that they have catered that is comparable, or more complicated, then the event contained in this document; and
16. The proposal must include all costs, including product, labour, equipment and other costs associated with providing the meals and services outlined in this document.

3.1. Outline of Proposal

1. Overview of operation
 - a. Scale of operation
 - b. Staffing
 - c. Examples of similar catered events
 - d. References for past events
2. Sample Menus (based off attached suggested format)
3. Service
 - Detail specific service required for each meal (including all staff)
 - Detail on meal set-up, presentation and how food will be served
4. Action plan for setup, during and post event
5. Capacity - based on kitchen facility on location and what equipment will be brought
6. Cost
 - a. Food costs (approximate)
 - b. Labour costs
 - c. Quote for per person per day (based on submitted sample menu)
 - d. Quote for per person, per day, for additional people (up to 20 additional people)

3.2. Sample Menu

Day 1

**** Times and meal numbers are approximate**

Meals	Day 1 (approx. 110)
Breakfast - 7:30am - 9:00am 7:30-8:00 - 1 Team & Delegates 8:00-8:30 - 1 Team & Delegates 8:30-9:00 - 1 Team & Delegates	-
Lunch - 11:30am - 1:00pm 11:30-12:00 - 1 Team & Delegates 12:00-12:30 - 1 Team & Delegates 12:30-1:00 - 1 Team & Delegates	-
Dinner - 4:30pm - 6:45pm 4:30-5:15 - 1 Team & Delegates 5:15-6:00 - 1 Team & Delegates 6:00-6:45 - 1 Team & Delegates	-
Snack - 8:00pm - 11:00pm - All teams	-

Day 2

Meals	Day 2 (approx. 110)
Breakfast - 7:30am - 9:00am 7:30-8:00 - 1 Team & Delegates 8:00-8:30 - 1 Team & Delegates 8:30-9:00 - 1 Team & Delegates	-
Lunch - 11:30am - 1:00pm 11:30-12:00 - 1 Team & Delegates 12:00-12:30 - 1 Team & Delegates 12:30-1:00 - 1 Team & Delegates	-
Dinner - 4:30-6:45 4:30-5:15 - 1 Team & Delegates 5:15-6:00 - 1 Team & Delegates 6:00-6:45 - 1 Team & Delegates	-
Snack - 8:00pm - 11:00pm - All teams	-

Day 3

Meals	Day 3 (approx. 110)
Breakfast - 7:30am - 9:00am 7:30-8:00 - 1 Team & Delegates 8:00-8:30 - 1 Team & Delegates 8:30-9:00 - 1 Team & Delegates	-
Lunch - 11:30am - 1:00pm 11:30-12:00 - 1 Team & Delegates 12:00-12:30 - 1 Team & Delegates 12:30-1:00 - 1 Team & Delegates	-
Dinner - 4:30-6:45 4:30-5:15 - 1 Team & Delegates 5:15-6:00 - 1 Team & Delegates 6:00-6:45 - 1 Team & Delegates	-
Snack - 8:00pm - 11:00pm - All teams	-

Day 4

Meals	Day 4 (approx. 80 or 110)
Breakfast - 8:00am -10:15am 8:00 - 8:45 - 3rd place team 8:45-9:30 - 2nd place team 9:30-10:15 - 1st place team	-
Lunch - 12:00pm - 1:30pm 12:00-12:30 - 3rd place team 12:30-1:00 - 2nd place team 1:00-1:30 - 1st place team	-
Dinner - 4:30-6:00pm 4:30-5:00 - 3rd place team 5:00-5:30 - 2nd place team 5:30-6:00 - 1st place team	-
Snack - 8:00pm - 11:00pm - All teams	-

Day 5

Meals	Day 5 (approx. 50 or 80)
Breakfast - 9:00am-10:00am 9:00-9:30 - 1st place team 9:30-10:00 - Semi-final team	-
Lunch - 12:00pm - 1:30pm 12:00-1:00 - 1st place team 1-1:30pm - Semi-final team	
Dinner - 4:30pm-5:30pm 4:30-5:00 - 1st place team 5:00-5:30 - Semi-final team	
Snack - 8:00pm - 11:00pm - All teams	

3.3. Food Service Facility (The Pavilion)



