

# REQUEST FOR PROPOSAL

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| **Title**Grab n’ Go Food/Beverage Service | **Date** | **Number**SCSU/RFP0220 |
| **Contact**Scsupresident@saultcollege.ca  | **Telephone Number**(705)7592554 ext. 2707 | **Fax No.**(705) 759-1319 |
| **Closing Date**April 1,2020 | **Closing Time**3:00pm | **Time Zone**Local | **Return Request to:**Sault College Students’ Union443 Northern Avenue, Sault Ste. Marie, Ontario P6B 4J3Attention: Executive Director – Grab n’ Go Food ServiceAll questions should be sent to scsupresident@saultcollege.ca  |
| **Destination of Goods or Service:**Sault College Students’ Union, Sault Ste. Marie, Ontario P6B4J3 |
| **Acceptable Methods of Bid Submission**Hard copy: one (1) “Original”, four (4) copies marked “COPY”, One (1) Electronic copy on USB |

### Note: This signed document must accompany all submission

**Failure to include this page or to complete RFI mandatory requirements may result in the disqualification of your submission.**

I/We, the undersigned, having examined this Request for Information in accordance with the terms and conditions set out herein, referred to herein or attached to hereto, do hereby affirm the acceptance of the requirements of the Request for Information.

**Vendor Name and Address**

Contact Telephone Email

**Name and Title of person authorized to sign on behalf of vendor (Please Print).** In the case of an incorporated proponent the signor must be an agent of the corporation and must affix the corporate seal or write the words “**I have the authority to bind the corporation**” below the signature.

Signature Date

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**SAULT COLLEGE STUDENTS’ UNION**

**443 NORTHERN AVENUE**

**SAULT STE MARIE, ONTARIO**

**P6B 4J3**

**REQUEST FOR PROPOSAL**

**GRAB N’ GO FOOD/BEVERAGE SERVICE**

**REQUEST FOR PROPOSAL (RFP)**

**RELEASE OF RFP:** March 2, 2020

**PROPOSAL DUE:** April 1, 2020

**QUESTIONS DUE:** March 23, 2020

**SITE VISIT:** March 17, 2020

**AWARD OF CONTRACT:** May 2020

**RETURN TO:** Sault College Students’ Union

443 Northern Avenue, Sault Ste. Marie, Ontario P6B 4J3

Attention: Executive Director – Grab n’ Go Food Service

 **All questions should be sent to:** scsupresident@saultcollege.ca

**INFORMATION TO PROPONENTS**

**DESCRIPTION**

 This is an invitation to submit a proposal to provide Grab n’ go food service, as per the specifications and requirements set out in this document. The information contained herein is to facilitate in the preparation of your proposal submission. You are free to add or include any additional information or innovative approaches not specifically outlined in the context of this proposal that you believe will be informative or may further assist in the evaluation of your proposal.

**ABOUT SAULT COLLEGE**

The Sault College Students’ Union (SCSU) is an organized body of students whose purpose is to serve and represent all students of Sault College. Our goal is to safeguard the best interest of students in College-wide issues while treating every student with respect. SCSU is responsible for advocating for and being the voice of Sault College Students. We strive to better the quality of student life through services, employment, events and networking to help ensure that Sault College students have a memorable and successful college experience.

**SUBMISSION AND ACCEPTANCE OF PROPOSALS**

Four (4) complete sets of proposal documents are required. One (1) Set to be designated as the “Original” and three (3) sets shall be copies – the Original set shall contain original signatures. Please provide an electronic version (USB Stick).

Sealed proposals properly marked as to contents (“Request for Proposal Grab n’ Go Food Service”) will be received by the Sault College Students’ Union office, Sault College, 443 Northern Avenue, Sault Ste. Marie, Ontario until 3:00 pm., April 1st 2020. Late quotes will not be considered.

Emailed proposal submissions will not be accepted.

**INFORMAL PROPOSALS**

Submissions are to conform to the terms and conditions set out herein. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal. All proposals must be legibly signed by an authorized officer of their Firm.

**CONFIDENTIALITY**

 No proponent shall have the right to review or receive any information with respect to a proposal, documentation or information submitted by any other proponent. The content of the proposal and all documentation and information shall be held in confidence by the Sault College Students’ Union subject only to the provisions of freedom of information and privacy legislation.

Information pertaining to the Sault College Students’ Union obtained by the proponent as a result of participation in relation to the RFP, and to any subsequent agreement, is strictly confidential and shall not be disclosed by the proponent except as authorized in advance by the Sault College Students’ Union, in writing Breach of confidentiality may result in disqualification of the proponent.

**ABILITY AND EXPERIENCE OF PROPONENTS**

No Proposal will be considered from any Proponent unless known to have a background of experience in a related enterprise of a character similar to that covered by this document. In order to aid the Sault College Students’ Union in determining the responsibility of any Proposal, the Proponent shall be able to furnish satisfactory evidence that they have the ability, financial expertise, experience, capital and facility to enable them to execute and complete the contract successfully. Provide outline of previous undertakings of a similar size, scope and complexity. Provide background and experience of key personnel. Provide your firm's approach to customer service, support and quality management.

Proponents not supplying the requested information within the stipulated time period may be disqualified.

**PROPOSAL LEFT OPEN**

 The Request for Proposal documentation and the proponent's response/proposal will become an integral part of any agreement. All proposals received by the Sault College Students’ Union for consideration shall become the property of the College and shall not be returned to the proponent.

**DOCUMENTS TO EXECUTE**

 The proponent shall provide copies of all agreements that would be executed if they are the successful proponent. These agreements are to accompany the original proposal.

**GENERAL REQUIREMENTS**

Sault College Students’ Union is requesting proposals for Grab n’ Go food Service to:

* Provide students with quality, affordable and nutritional food coverage for our growing and diverse population.
* Have breakfast, lunch and dinner options.
* Provide food for people with stricter dietary needs “gluten-free, vegetarian and vegan, Halal”
* Provide a variety types of sandwiches, salad and grab n’ go options. (different menu categories)
* With flexible operation hours (11:00 am to 8:00 pm, weekdays) to change to best serve the students during Sault College special events. (read the following note)

Note: Be aware of Sault College events and consider the operation hours during these event (e.g. convocations, cultural celebrations, events and sport games that happen at health and wellness gym), and be able to provide food options and extended/ reduced operation hours.

**About the Space:**

 This Unique Space Includes:

* 2 sinks
* Front counter with glass display case
* L-shaped counter space with shelves
* Sliding gate that locks the space
* Network/electrical are available
* Dimensions for this Unique Space;
* Store Front: 20’ - 1 ¼”
* Back of Store: 15’ - 1”
* Right Side: 18’ - 11 ¾”
* Left Side: 10’ - 4 ¼”
* No storage area

 **Vendors Responsibilities/ General Requirements:**

* Food products and kitchen supplies
* Taxes, insurance, and labor – including wages, benefits, social security, worker’s compensation, and unemployment insurance
* Appropriate functioning point of sale system with proper sales reporting ability.
* Linens, towels, floor mats, and laundry service
* The contract term would be for Two years and would be reviewed at the point
* Contractor will be responsible for all required licenses, permits and liability insurance.
* Rent would be based on per sq. foot 250 square feet. SCSU will charge $450 per month and this includes utilities.
* SCSU will charge commissions based on percentage of Net Sales (Sales- cost of food sold – cost of labor/ wages).
* Our targeted date to be open is September 2020
* Any equipment installed should be approved and discussed with SCSU and it should follow Sault College code. Any costs associated with renovation approved by SCSU should be absorbed by the contractor.

**VENDOR PROFILE**

 Please provide the information of the following:

* Company history and vision.
* Organizational structure.
* Profile of major management staff, and primary contact for information and correspondence during this selection process.
* A detailed description of any partnerships being drawn upon, to complete this RFP.

**PRICING AND TERMS**

 The Products purchase price should be identified in Canadian funds and should include any applicable tax as a separate item.

 **EVALUATION CRITERIA**

 Proposals will be evaluated on the basis of information provided by the respondent at the time of submission as well as any additional information provided during subsequent meetings with the Respondent(s) and the previous experience of the respondent(s) in this marketplace. Although price and the ability to meet basic equipment requirements will be given significant weight in choosing the successful system, other aspects will also be considered. Selection criteria will include but not be limited to:

* Cost
* Adherence to the specifications contained in this request for proposal
* Quality of goods and services being provided
* Value added services
* Commitment to service and support
* The long term viability of the solution and vendor
* Quality and of the proposal and its responsiveness to, and compliance with, the Sault College Students’ Union’s requirements and expectations
* Commitment to service and support
* Vendor profile and experience of the proponent
* Financial and managerial capability of the proponent
* Include quality food ingredients.
* Prepare ready food to Grab and go
* Provide student-friendly value pricing
* Provide valuable student learning & employment opportunities

 The above criteria are not necessarily in order of importance and do not represent a comprehensive list. As well, the vendor's ability to respond in an orderly, concise and easily understood format to the proposal will be considered. Any other criteria, which in the opinion of the Sault College Students’ Union in its sole discretion, is relevant in the circumstances. Meetings may be called to clarify information contained within the proposal call and to analyze the responses of the candidates. References for specific client services of the proposed vendor may also be requested in order to assess the quality of the proposed products and services. It is, therefore, imperative that the candidates provide detailed examples and information relating to their experience and available technical expertise (in terms of both people and systems) in all areas concerned.

**SELECTION PROCESS**

 An Evaluation team comprised of staff members from the College and the Students’ Union will evaluate all proposals based on the information provided by the Respondents at the time of submission, as well as any information provided during any subsequent meetings (if any) with the Respondent.

All proposals are to be submitted on the understanding that the selection of a proposal for discussion by the Sault College Students’ Union (SCSU) shall not thereby result in the formation of a contract nor shall it create any obligation on the Sault College Students’ Union to enter into such discussions. The Students’ Union believes all the information contained in the Proposal to be correct but shall not accept any liability with respect to it.

All proposals shall be submitted by the Respondents on the understanding that the proposals shall become the property of the SCSU, and may be made public by the SCSU after appropriate consultation with the Respondent(s) involved.

The SCSU’s evaluation committee may establish a short list of bidders. The SCSU reserves the right to negotiate with one or more of the bidders with a view to concluding a contract and to add to or delete from the proposal(s) made by such bidder(s). The bidder response to this specification will become an integral part of any contract.

Respondents, whose proposals have been selected for further evaluation, may be required to attend a meeting with the Evaluation team, where they will be asked to clarify information provided or otherwise demonstrate their understanding of the requirements of this project. If interviewed, respondents are encouraged to present any additional information, which may be relevant in the evaluation of their proposal. Please note that the SCSU will attempt to meet all dates noted in this proposal, but reserve the right to modify any or all dates at its sole discretion.

Once the contract is awarded, the SCSU reserves the right to negotiate with the successful bidder and add to or delete from their proposal. After receipt of the signed Agreement, the successful respondent will commence with the project. Sault College Students’ Union at its sole discretion has the right to re-negotiate, re-post or cancel this request for proposal.

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**QUALITY**

 All equipment used under this arrangement must be Canadian Standards Association (CSA) approved.