



**Conseil scolaire public du
Nord-Est de l'Ontario**
cspne.ca

Request for Proposal

Cafeteria Services

École publique Renaissance

301 Shirley Ave, Timmins, Ontario

Proposal No. : 2021-011

Schedule of Events :

Release of Proposal :	August 17th , 2021
Deadline for questions :	October 5th , 2021
Closing Date :	October 7th , 2021 Electronic Submissions Only
Closing Time :	Before 2 :00 :00pm Local Time
General Inquiries :	Patrick Cantin, PQS(F), ECA(F) Director of Building Installations Patrick.cantin@cspne.ca or 705-472-3443 ext 10254

SECTION 1 : TERMS OF REFERENCE AND SCOPE

1.0 Overview

The Conseil scolaire public du Nord-Est de l'Ontario, hereinafter referred to as the Board are seeking responses from interested and qualified Food Service Provider to procure, product, prepare food, serve and sell food items to students and staff in 1 secondary school.

The Board is equally interested in offering to the successful Provider the opportunity to use their school kitchen and equipment free of charge to operate their catering business. Staff may gain access within the hours of 7:00a.m. to 10:30pm, 7 days a week while access to the public must respect school hours which are from 8:30a.m. until 4 :30pm Monday to Friday. The details of such an agreement are to be negotiated with the successful Provider all while respecting the cafeteria requirements of students and staff which take precedence.

The purpose of this document is to identify and select by means of this RFP process a Provider.

The interested Food Service Provider must be a registered company and be able to operate in the Province of Ontario and in the country of Canada and be able to meet the requirements of the Board as set out in this document.

The terms of the contract is for 1 year with the option to renew for an additional 4 years based on satisfactory service, performance and price.

This RFP process does not constitute any obligation on the part of the Board to enter into a contract with any party responding to this request and reserves the right to select, at its sole discretion only those respondents that it deems suitable and qualified to undertake the services. The Board reserves the right in its sole and absolute discretion to contact any or all references provided in response to this RFP.

École publique Renaissance located at 201 Shirley Avenue in Timmins, Ontario has approximately 140 students with approximately 30 full time staff.

1.1 General Scope of Work

The general scope of work resulting from this document involves but is not limited to the following :

- Provision of food services
- Provision of a full service operation that addresses the cafeteria service needs
- Knowledge of and conformance to all nutritional requirements of the education system i.e. PPM 150 School Food and Beverage Policy (<http://www.edu.gov.on.ca/extra/eng/ppm/150.html>), Healthy Food for Healthy Schools Act, 2008, Ont. Reg. 200/08 (<http://www.edu.gov.on.ca/eng/healthyschools/lifestyle.html>)
- Creativity of menus including ethnic and unique dietary requirements/restrictions
- The cafeteria Provider shall be open for business on every school day where students are in attendance.
- It is the expectation of the Board that the cafeteria Provider will be fully fluent in French.
- It is the expectation of the Board that the Provider will familiarize themselves with the school calendar which can be found on our website at : <https://cspne.ca/ecoled/calendriers-scolaires>

1.2 Site Visit

If a Provider wishes to visit a site, prior to their submission of a proposal, the Provider **MUST** contact the Director of Building Installations in advance to coordinate a date and time that is suitable with the school.

1.3 Change in Personnel

The Provider shall notify the Board within five (5) business days if the Provider is unable to provide the professional services of any proposed personnel named in the RFP.

1.4 Cafeteria Food List & Pricing

The successful Provider shall be responsible for establishing their own Food List as well as Pricing. Such shall be shared with the Board and approved on an annual basis prior to the beginning of the upcoming school year noting that all Acts and Regulations surrounding Healthy Foods for Healthy Schools be respected.

1.5 Cafeteria Provider Responsibilities

The Cafeteria Provider :

1. Shall meet with the school Principal in late August regarding the expectations of the cafeteria services including exam schedules, PD Days, snow days, Christmas and March Break, school calendar events and the ten(10) special event days allowed under PPM 150;
2. Shall pay for all food requirements
3. Shall not apply any charges for the use of a debit card by students and staff. The Board shall be responsible for the service of a telephone line, data line. The Provider shall be

responsible for the supply, installation and monthly service charges relating to the use of a point of use terminal however; all such charges will be billed and paid for by the Board once annually.

4. Shall supply, install and be responsible for all initial costs related to the set up and maintenance of a point of use (P.O.U) terminal. The Board will reimburse to the Provider all related P.O.U charges once annually. Billing by the Provider to the Board must take place between the months of July and August and include proof of all related P.O.U expenses.
5. Shall supply nutritional analysis and calorie count fact sheets. These shall be posted and available upon request to students, parents and staff.
6. Shall have available meals and snacks that are peanut and tree nut free;
7. Should supply condiments in a bulk format to eliminate the individual condiment packages
8. Shall supply a variety of fresh fruits, salads and/or salad bar with a variety of toppings and dressings that are to be made available every school day
9. Should recognize seasonal trends and should include in the menu options in recognition of the local economy and use of local farmers/suppliers and products whenever possible
10. Shall have both hot and cold foods and beverages made available for breakfast and lunch
11. Shall provide regular as needed training to cafeteria staff relating to safe and proper equipment use, health & safety regulations, food inspection guidelines etc.
12. Shall perform initiation and application of sanitary procedures and controls on a daily basis. All sanitary products to be supplied by the Board.
13. Shall have all equipment cleaned and maintained daily in the entire kitchen. Cleaning of the food preparation & floors shall also be performed on a daily basis. Should the Provider not maintain the cleanliness of these areas/equipment, the Board reserves the right to have these areas/equipment cleaned to respectable levels and charge the Provider for any costs incurred to do so. Failure to maintain cleanliness may result in termination of the contract.
14. Shall be responsible to advise the Board of ALL equipment maintenance issues as they become noticeable. The board shall not be held responsible for delays in equipment repairs do to inabilities of a supplier to deliver goods or service.
15. Shall keep all garbage, refuse in the provided covered containers in the area designated, and remove all garbage and, place in an area specified by the Board for disposal by the custodial staff. Keep all recyclable materials in the appropriate recycling containers.
16. Shall ensure that the delivery trucks are equipped with appropriate manpower and equipment for your deliveries. School staff are not permitted to assist with the unloading of delivery vehicles or moving of supplies.
17. Shall ensure employees have proper identification

1.6 Board Responsibilities

The Board:

1. Shall allow the use of Board owned equipment and space located within the kitchen area for school related cafeteria and catering related business activities.
2. Shall provide heating, lighting, gas and other related services free of charge
3. Shall provide fire and other insurance on Board owned facilities and equipment
4. Shall provide maintenance on all Board owned facilities and equipment
5. Shall provide mandatory inspections and maintenance of fire extinguishers and/or suppression, cleaning of grease traps and exhaust fans on an annual basis.
6. School custodial staff shall provide cleaning services once the facility is closed for the day, then go in and sweep/dust mop the floors and spot wet mop the floor in the eating area only.
7. Shall reimburse the cafeteria Provider if food is spoiled due to equipment breakdown or due to an unscheduled power outage or failure.
8. The Board will reimburse to the Provider all related P.O.U charges once annually. Billing by the Provider to the Board must take place between the months of July and August and include proof of all related P.O.U expenses.

SECTION 2 : INSTRUCTION FOR SUBMISSION

2.0 Submission Requirements

Providers are required to submit information as outlined below. Providers are required to incorporate all submission requirements within a single document.

One(1) signed original and two (2) copies of each submission are required.

2.1 Closing Time and Location

Sealed submissions, clearly marked as to contents, must be received on or **before 2 :00pm local time on July 15th, 2021** and are to be addressed to the designated contact. Submissions received after the closing date and time will not be considered and will be returned to the Vendor unopened. Mail or emailed versions will be deemed acceptable. It is the Providers responsibility to ensure that mailed or emailed submissions have been properly received.

Conseil scolaire public du Nord-Est de l'Ontario
820 Lakeshore Drive
North Bay, ON, P1B 9T5
Attn : Patrick Cantin, Director of Building Installations
Phone : 705-472-3443 ext. 10254
Email : patrick.cantin@cspne.ca

2.2 Submission Format

Please arrange your submission in the order and as outlined below.

Part 1 – Declaration

- Include your completed Schedule A – Declaration

Part 2 – Company Information

- Include your completed Company Information Resume
- Provide a one page organizational chart for your company
- Provide a letter of reference from your financial institution
- Provide a letter from your insurance broker confirming your firm's ability to provide insurance as requested in Section 4.5

Part 3 Experience Relevant to the Scope of Work

- Provide examples and references of three (3) experiences relevant to the Food and Beverage Service Industry.
- Use Schedule B to document your references. One sheet per reference.
- Preference will be given to positive references.

Part 4 Vendor Capabilities and Qualifications

A description of the Vendors qualifications and capabilities relating to the Scope of Work.

- Include a point form summary (no longer than one-page) with an overview of the services your firm provides.
- The Vendor shall identify the proposed professional personnel that will be part of the team undertaking the Scope of Work. For each proposed staff member, provide a resume.

Part 5 Approach and Methodology

- Describe the general approaches and methodologies that the Provider would follow in providing the Scope of Work Services. Examples of such include but are not limited to :
 - How the Provider would manage the needs of the Board all while managing the needs of your catering business if deemed applicable.
 - How the Provider foresees the use of the Board equipment and space to help support a common goal of offering Healthy Foods to school staff, students, the Board and the public.
 - Provide a sample menu for a 2 week cycle (breakfast and lunch). Menus to include ideas for themed lunches, promotional days, special events, ethnic choices and vegetarian options. Include :
 - Descriptions
 - Portion sizes

Part 6 Value Added

- Any additional information provided by the Provider that may be evaluated for consideration as part of any of the above.

Part 7 Potential for Conflict of Interest

- As per Section 4.4, list all details of actual or potential conflicts of interest.

SECTION 3 : EVALUATION OF SUBMISSIONS

3.1 Evaluation Criteria

The following scoring system will be used in evaluating the submissions :

Evaluation Criteria	Points	Weight (%)	Total
1. Company Information	5pts	4%	20pts
2. Experience	5pts	5%	25pts
3. Vendor Capabilities and Qualifications	5pts	5%	25pts
4. Approach and Methodology	5pts	5%	25pts
5. Value Added Services	5pts	1%	5pts
TOTAL =			100pts

3.2 Scoring

Each category will be scored from 0-5 points as detailed below and weighted according to the chart set out in 3.1

Superior Response (5 points) : A highly comprehensive, excellent response. In addition, the response may proactively cover areas not originally addressed within the requirement description and/or include additional information and recommendations that would prove both valuable and beneficial to the Board.

Good Response (4 points) : A good response that demonstrates a clear, concise thorough knowledge of the requirements with no deficiencies noted.

Satisfactory Response (3 points) : A fair response that demonstrates the ability to address the requirements, and basic knowledge of the subject matter.

Limited Response (2 points) : A limited response does not address all the requirements and knowledge of the subject matter, does not meet the basic requirements.

Inadequate Response (1 point) : An inadequate response containing little detail, structure or insufficient knowledge of the subject matter.

Zero Response (0 points) : A response where the Provider has not demonstrated knowledge of the subject matter or where no information has been provided.

3.3. Evaluation Process

Compliant submissions will be reviewed and evaluated by an Evaluation Team. Responses will be evaluated based on the criteria outlined in this document.

It must be understood and accepted by any Provider that all decisions as to the degree to which a submission meets the requirements of the RFP are solely within the judgement of the Evaluation Team.

SECTION 4 : GENERAL TERMS AND CONDITIONS

4.1 Communications

Communications regarding this RFP must be addressed, in writing via email to : Patrick Cantin, Director of Building Installations. Patrick.cantin@cspne.ca

4.2 Questions and Clarifications

Should the Board omit anything from this document, which is necessary to a clear understanding of the Scope of Work or, should it appear that various instructions are in conflict or unclear, the Provider shall submit (via email) questions to the Communications contact as listed above. All questions must be submitted at least 48 hours prior to the time and date of document closing.

4.3 Reserved Rights of the Board

The Board reserves the right at any time prior to the closing time :

- To withdraw or cancel the RFP;
- To extend the time for the submission of the RFP; or
- To modify these instructions, the specifications, or the description of project, work or supply, by the publication of an Addendum or other notice, and the Board shall not be liable for any expense, cost, loss or damage incurred or suffered by any respondent as a result of its so doing.

All addenda will be issued in writing and shall become part of the contract documents. The Board shall not be bound by any oral instruction, amendment, clarification, information advise or suggestion from any member of the Board's staff or contractor to the Board. Respondents shall acknowledge receipt of addenda on the Schedule A.

The Board reserves the right at its sole and absolute discretion to reject any and all submissions and reserves the right to waive informalities in documents, it deems it to be in the best interests of the Conseil scolaire public du Nord-Est de l'Ontario.

4.4 Potential for Conflict of Interest

Providers must declare in their submissions all conflicts of interest or any situation that may be reasonably perceived as a conflict of interest that exists now or may exist in the future with respect to this submission.

No employee of the Board shall personally sell goods or services to the Board, nor have a direct interest in a company that sells goods or services to the Board. The Board may reject any document submitted, or cancel any contract awarded, in contravention of this requirement.

The Board reserves the right to disqualify a Respondent and/or not to proceed, in the event of a conflict, real or perceived.

4.5 Insurance Requirements

The successful Provider shall furnish the Conseil scolaire public du Nord-Est de l'Ontario satisfactory evidence of Liability Insurance. A copy of the current certificate showing General Liability Insurance in the amount not less than \$2,000,000.00 and Professional Liability in the amount of not less than \$2,000,000.00 shall be provided. All insurance certificates must include an endorsement naming the Board as an additional insured and a cross liability/severability of interest clause.

4.6 Workplace Safety Insurance

The Provider at its own expense and prior to commencing the services, shall provide to the Board a copy of certificates of good standing with the Workplace Safety and Insurance Board (WSIB) stating that the Provider is in good standing and that all premiums under such have been paid.

4.7 Occupational Health and Safety

To the extent that the Occupational Health and Safety Act and regulations apply to the products and/or services to be provided pursuant to the contract, the successful Provider shall :

- Fulfill and comply with all the obligations and responsibilities of the Provider under the Act at its own costs;
- Be responsible for any health and/or safety violations which may occur;
- Promptly report any violations of the Act or Regulations to the appropriate authorities and to the Board; and
- Indemnify and save harmless the Board, its trustees, employees and agents from any and all charges, fines, penalties and costs that may be imposed, incurred or paid as a result of any violation of the Act and Regulations.

4.8 Criminal Background Check

Subject to Ontario Human Rights legislation, the Provider covenants and agrees that it and its subcontractors (if applicable) will not engage any employee or other person to perform services for or on behalf of the Provider who may come into direct contact with students on a regular basis, or who may have access to student information to provide service hereunder, where such employee or other person has been charged with or convicted of an offence the nature of which may be construed as jeopardizing the safety and well-being of the students of the Board.

When requested by the Board, the Provider covenants and agrees that it and it will retain on file a criminal background check and offence declarations as required pursuant to Ontario Regulation 521/01, as amended for every employee or other person who will perform services for the Provider.

SCHEDULE A

DECLARATION

Provider Covenant

I/We the undersigned authorized signing officer of the Provider, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in the submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the Provider.

I/We further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair. I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We further declare that we agree to comply with all the conditions, requirements, and instructions of this document as stated or implied herein. Any alterations, erasure, or interlineations by the Provider in this submission may constitute cause for rejection by the Board.

I/We further confirm that we have disclosed any potential conflict of interest as directed under item 4.4.

I/We have received, allowed for and included as part of our submission all issued Addenda numbered ___ to ___.

DOCUMENT SUBMITTED BY : _____

STREET ADDRESS : _____

CITY : _____ PROV : _____ POSTAL CODE : _____

TELEPHONE NO. _____ CELL NO : _____

E-MAIL ADDRESS : _____

AUTHORIZED OFFICIAL NAME : _____

SIGNATURE OF PERSON NAMED ABOVE : _____

DATE : _____

SCHEDULE B

RELEVANT EXPERIENCE AND REFERENCES

(copy this schedule and submit one for each reference)

Contact Name : _____

Address : _____

Phone Number : _____

Email Address : _____

Description of Deliverables and relevance for reference purposes :

Year of which services were rendered : _____