

TOWN OF FORT SMITH
REQUEST FOR PROPOSAL

**CONCESSION CONTRACT SERVICES – Fort Smith Recreation and
Community Centre**

The Town of Fort Smith is accepting proposals from *non for profit organizations* for the operation and management of the food and beverage concession at the Recreation and Community Centre.

To be considered, proposals are to be submitted to the Fort Smith town office at, 174 McDougal Road on the forms provided, in a sealed envelope marked with the **Organizations Name/Concession Contract Services**, before 3:00 p.m. local time on Friday Oct 23, 2009.

For further information please contact:

Ruth Rolfe
Director of Recreation Services
Town of Fort Smith
174 McDougal Road
Fort Smith, NT
X0E 0P0

Phone:(867) 872 - 4732
(867) 872 - 8400
Fax: (867) 872 - 4848

Proposal documents are available at above address.



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Town of Fort Smith
Request for Proposals
Concession Contract Services

INSTRUCTIONS TO SUPPLIERS

The Acceptance form must be completed in its entirety. The name of the non for profit organization and total price must be completed. An authorized official representing the organization must properly sign the tender and the signature must be witnessed. Additional information, outlining specific details of the proposals must be attached to the form, with authorized signatures at the bottom of each page submitted.

Lowest or any proposal will not necessarily be accepted.

Award will be made on the best value offered as determined by the Town of Fort Smith. The Town of Fort Smith reserves the right to reject any or all bids, waive any informality in bids and accept in whole or in part such bid or bids as may be deemed in the best interest of the Town of Fort Smith.

All bids must be received by 3:00 PM, Friday, Oct 23, 2009 at the Town Office, 174 McDougal Road, Fort Smith, NT. X0E 0P0. All bids must be on these forms complete with original signature(s).

STATE

Organization Name: _____

Representative Name: _____

Representative Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

SPECIFICATIONS:

The scope of the Contract:

- The Concession space is available in Four Month Blocks as follows: October 2009 to Jan 31, 2010; Feb 1, 2010 to May 31, 2010; June 1 to Sept 31, 2010. Organizations may submit bids to operate One or more blocks as they consider desirable.
- The Organization shall submit to the Town a schedule identifying all regular hours of operation
- The organization must demonstrate the ability to man the concession
- The organization must be able to purchase start up stock
- The organization will provide a damage deposit of \$500.00 and a monthly payment of \$100.00
- The Organization will provide a menu, including healthy alternatives
- The Organization will perform all work in accordance with all federal, territorial, and municipal codes, bylaws, and regulations, including the Public Health Act

PROPOSAL EVALUATION

All proposals will be evaluated on the overall ability to meet the needs of the Town of Fort Smith. During the evaluation process, the Town reserves the right, in its discretion, to seek further information from, or clarification of, any proposal submitted by any organization in respect of any terms and conditions of the contract documents. The Town is entitled to utilize the information, or clarifications received in awarding the contract. The Town may make such investigations as they deem necessary to determine the ability of any organization to perform the work and the Town may utilize the results of such investigation in awarding the contract. The Town of Fort Smith is not obliged to inform the suppliers of the relative weight to be given to any particular evaluation criteria, or to provide reasons to any bidder with respect to any use of the Town's discretion.

It shall be the organization's sole responsibility to submit information related to the evaluation categories and to provide additional information that can be deemed to add value and/or demonstrate the superiority of the organization's proposal. The Town of Fort Smith is under no obligation to solicit information not included in the supplier's proposal.

EVALUATION CRITERIA

The Organization's written submission will be evaluated, but not limited to, the following criteria (not necessarily in order of importance):

1. Qualifications of the Organization. Verification may be made through third party references and enquiries.
2. Capacity of the organization to staff and operate the concession
3. Repertoire of menu, and inclusion of healthy alternatives
4. Completeness of proposal.
5. Overall ability to meet the needs of the Town.
6. The Town's (positive/negative) relationship with any supplier.

The relative weight given to selection criteria shall be determined in the discretion of the Town of Fort Smith.

PROPOSAL ACCEPTANCE

OWNER: The Municipal Corporation of the Town of Fort Smith
174 McDougal
Fort Smith, NT
X0E 0P0

ORGANIZATION: _____
Name

Address

ITEM DESCRIPTION

CONCESSION CONTRACT SERVICES, FORT SMITH RECREATION AND COMMUNITY CENTRE
Please indicate which term you are interested in, if more then one term is desired, please indicate priority by stating 1st choice, 2nd choice 3rd choice)

_____ / October, 2009 to Jan 31, 2010

_____ / Feb 1, 2010 to May 31, 2010

_____ / June 1 to Sept 31, 2010

Please feel free to attach additional information for clarification of proposed equipment supplied, or products and services.

ACCEPTED ON BEHALF OF
THE OWNER

ACCEPTED ON BEHALF OF
THE ORGANIZATION

Signature of Official

Signature of Official

Witness

Witness