

**WALLACEBURG SENIOR  
CITIZENS CLUB  
205 James St.  
Wallaceburg, ON N8A 2N5  
519-627-6224  
srcentre@kent.net**

**Request for Proposal  
KITCHEN FACILTY OPERATION**

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Date:

November, 2014

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The Wallaceburg Senior Citizens Club seeks to identify interested parties to enter into a lease agreement to operate a restaurant on the first floor of the Wallaceburg Senior Citizens club located at 205 James St., Wallaceburg. Purpose of services is to provide meals to members (non-members).

The restaurant is located in the heart of Wallaceburg and is equipped to hold up to 56 people. It is not licensed for alcohol consumption and is open from Monday to Friday between the hours of 8am and 2 pm.

### **Operating Parameters: Limits and Conditions, Utility Systems and Services**

The restaurant is served by a shared telephone, water, sewage, heating, cooling and electric meter and the cost of these services, as well as appropriate trash removal, are the responsibility of the Club. The chosen party is responsible for routine cleaning and a cleaning company does regular cleaning of the floors, restrooms which is the Clubs responsibilities.

### **Restaurant Equipment**

The Centre owns all furniture, fixtures, and equipment necessary to operate the restaurant, including tables, chairs, stoves, fridges, freezers, coffee maker, microwave, toaster and dishwasher.. A complete inventory is available upon request of dishes, pots, etc.

### **Alcoholic Beverages**

Alcoholic beverages may be not be served in the restaurant or be available at any time.

### **Type of Food**

High quality full service restaurant required (no plastic or paper table service allowed). Breakfast and lunch service required). Vendor is responsible for purchase and disposal of all food items at his/her expense.

### **Operations and Maintenance**

If any improvements are desired, they are subject to prior approval of the board of directors. Additionally, the operator shall operate and maintain the restaurant in compliance with all relevant centre and local codes, rules and regulations. Any staff support required by the vendor must be approved by the coordinator and is the sole responsibility of the vendor. Any property damage is also the responsibility of the vendor.

## **Operating Parameters (Expectations)**

In addition to daily breakfast, and lunch menus it is expected that the service will provide for the following events:

1. 11 birthday lunches-one time monthly excluding November which includes coffee/tea and a lunch such as soup and sandwich or a lunch of your choice.
2. 6 dinners per year being held between the hours of 5 to 7 pm providing coffee/tea and a dinner and dessert(s).
3. Membership appreciation day held in December which coffee/tea and goodies would be provided.
4. Any other special events or board lunches as agreed upon with the board of directors.

## **RESPONSE ELEMENTS:**

A contract of 3 years but reviewed on an annual basis with a review by the board in conjunction with a evaluated service provide by a supportive membership.  
At any point the contract may be terminated by either party with a thirty day written notice.

Successful vendor will agree to pay a sum of \$375.00 that is payable on the 1<sup>st</sup> of each month.

All profit and loss is the responsibility of the vendor.

## **REQUIREMENTS:**

Please provide information regarding your background, qualifications and any additional personnel that may provide service.

Please attach verification of certificates. (Example: Safe food and handling certificate)

Please provide information regarding health and safety policies and staff training provided for you and your staff.

Please provide 3 written references.

Please provide a sample menu showing the type of food to be served for breakfast, lunch or dinners with proposed pricing information.

Food tasting panel will be required for short listing of vendors to be arranged with Coordinator.

## **EVALUATION CRITERIA:**

### **Primary Evaluation Criteria:**

- Experience of owner and operator
- References
- Credit check

### **Additional Criteria:**

- Innovative ideas or plans to promote use of the restaurant facility

Selection will be made on the basis of the Primary Evaluation Criteria outlined above. Strong consideration will be given to the overall desirability of the proposal, not necessarily on the basis of financial strength.

In selecting the operator/vendor, the Centre will consider all of the information provided by the respondents to the RFP as well as reference checks and other information derived from any investigation that the Centre may perform, including, but not limited to, background checks and credit checks.

## **ADDITIONAL INFORMATION:**

Those wishing to walk thru the facility may do so **by appointment** during the week of December 8, 2014. Please contact Cheryl Burrage at the Centre at (519)627-6224 to schedule a walk-thru.

Respondents may be asked to be interviewed during the week of January 26, 2015. Anticipated selection and notification of tentative candidate is expected to occur by no later than February 2, 2015.

Anticipated lease negotiations completed by no later than February 17, 2015.

*\*Dates are approximate and subject to change. The Wallaceburg Senior Citizen's Club reserves the right to reject any and all proposals, to waive irregularities, and to award that proposal which is deemed to be in the best interest of the Wallaceburg Senior Citizens Club.*

*Additionally, the Wallaceburg Senior Citizens Club also reserves the right to extend any and all timelines and timeframes but not to exceed 45 days.*

## **RESPONSE SUBMISSION AND TIMETABLE:**

Submittals must be received by 4:00 pm, **on January 12, 2014** at the office of Cheryl Burrage, Coordinator, Wallaceburg Senior Citizens Club, 205 James St., Wallaceburg, ON N8A 2N5. Postmarks will not be accepted.

## **QUESTIONS:**

**Questions must be submitted in writing and received by no later than December 19 at 4:00PM to:**

Cheryl Burrage Coordinator  
Wallaceburg Senior Citizens Club  
205 James Street  
Wallaceburg, ON N8A 2N4

Email: [srcentre@kent.net](mailto:srcentre@kent.net)