

Northern Yacht Club

Request for Proposals Kitchen/Concession



**Request for Proposals**  
**Kitchen/Concession Services**

Northern Yacht Club

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**Request for Proposals:**

**Kitchen, concession and caterer operator for the Northern Yacht Club**

The Northern Yacht Club (the Club) is seeking submissions from qualified Proponents to operate the kitchen and supply quality food, catering and concession services for the public & Club members. Appliances within the Club's Kitchen space are owned by the Club and an inventory is supplied.

**Request for Proposals**

Kitchen/concession operator for the Northern Yacht Club.

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## **1. Introduction**

The Northern Yacht Club (the Club) is seeking submissions from qualified proponents to provide kitchen and concession services. The Club is open all seasons, with higher traffic in the spring/summer/fall. Winter typically we see a lower volume but we usually have several events over the winter months. A commercial kitchen area is included in that space and use of the seating and tables are permitted to be used by the proponent. All beverages must be purchased at the Northern Yacht Club bar.

The facility has tables and seating for 150 guests plus, capacity of the building is 58 people upstairs, 90 downstairs, Patio 25, Green area 90. All areas are licenced.

The club would like to have healthy food choices available for those that choose, The Club is seeking proponents who support and understand that direction and can show a history of operation with those choices.

## **2. Definitions**

- 2.1.** "Club" shall refer to the Northern Yacht Club
- 2.2.** "Club Manager" shall refer to the Club Manager
- 2.3.** "Operator" shall refer to the successful proponent who is awarded the contract to operate the kitchen and concession for the Club.
- 2.4.** "Facility" shall refer to the Northern Yacht Club Property and uses within the facility and marina.
- 2.5.** "Proponent" shall refer to any firm, individual or group of firms who submit a proposal to the Club for consideration.

## **3. Scope of Work**

### **3.1. Overview**

The objective of this Request for Proposals is to identify a proponent to operate the kitchen within the Club's space during prime operating hours. The proponent should be capable of offering banquet services for groups of at least 150 people or more on requested occasions (special events). The proponent would be expected to provide staff and all needed accoutrements for these services. The kitchen is provided with certain appliances owned by the Club (see 10. "Equipment Inventory"). Other appliances, utensils or tools, beyond the provided inventory, needed to provide the services required, is the sole responsibility of the Proponent.

- 3.2.** The proponent is required to submit a proposal based on the typical hours of the Club's operation. (See Other Terms and Conditions).
- 3.3.** The Club operates a Lounge (bar) for the general public. Club Members are able to eat food, purchased from the kitchen services in the lounge area but the Club maintains the right to allow members, in the absence of kitchen service meeting their needs, to order food from outside services and consume it in the lounge area. Proponents may want to consider menu and operating options to meet this possible demand.

- 3.4. Monthly reviews with the Club will be expected in order to review hours, menus and any issues the Operator or the Club may have.

#### 4. Operation and lease of the Facility

- 4.1. The Club absorbs the utility, maintenance and custodial costs outside the kitchen. The operator is expected to understand and maintain a standard of cleanliness within the cooking and preparation areas and on the tables and chairs in the main floor (downstairs) area of the Club's space in accordance with rules and regulations set forth by Food Safety Regulations - Health Protection Act (Nova Scotia).
- 4.2. The Club may negotiate a nominal rental fee to offset utility costs and equipment maintenance.
- 4.3. Proponents shall include in their proposal document, their anticipated hours of operation. This schedule may be amended as mutually agreed by the Proponent and the Club.
- 4.4. Proponents will be expected to make all payments to the Worker's Compensation Board, Canada Revenue Agency and any other appropriate government agencies for any proponent's staff involved.
- 4.5. Proponents will be expected to submit a proposed menu of available choices that includes "healthy" food choices for those who wish them.
- 4.6. The term of the contract shall be 1-2 years with an option of renewal, with mutual agreement, for another two years.

#### 5. Submission and Content requirements

- 5.1. The Northern Yacht Club requires one (1) original paper copy and one (1) electronic copy in PDF format to be submitted for consideration.
- 5.2. All original paper copies are to be submitted duly signed by an authorized official able to commit the proponent to the terms outlined in the proposal and enclosed in a sealed envelope clearly marked :

**"Private and Confidential: Kitchen and concession Operator for the Northern Yacht Club."**

- 5.3.** The sealed proposals must be received by the Club at Northern Yacht Club not later than 1400 hrs (2:00 PM) on Friday November 24th , 2023. Electronic copies of proposals shall be sent to [jon@astephen.com](mailto:jon@astephen.com).

**5.3.1. Physical address of the Northern Yacht Club**

The Northern Yacht Club  
27 Seaview Drive  
North Sydney  
Nova Scotia, Canada  
B2A 3M1

- 5.4.** Proposals must include the Proponent’s credentials and documentation of successful experience in past contracts, especially those related to the requirements of this RFP.
- 5.5.** Proponents must demonstrate understanding of the requirement, including, but not limited to, the Scope of Work, by presentation of a work plan, proposed menus and staffing.
- 5.6.** Proponents must provide at least two (2) applicable customer references that have contracted services offered by the applicants that are considered similar to the requirements of this RFP.
- 5.7.** The references should include the following information for each: Company or organization name, address, contracting person, telephone number, and a brief description of specific services provided.

**6. Evaluation criteria:**

The following evaluation criteria shall be used in the selection process:

<b>Criteria</b>	<b>Point value</b>
Understanding of needs (menu, staff, hours)	/40
Experience	/30
References	/20
Quality of response	/10
<b>Total:</b>	<b>/100</b>

## **7. Inquiries**

**7.1.** All inquiries relating to this request for Proposals can be directed to:

Jon Astephen

e-mail [jon@astephen.com](mailto:jon@astephen.com)

## **8. Other Terms and Conditions**

**8.1.** Facsimile submissions will not be considered.

### **8.2. *Withdrawal of proposals***

8.2.1. Proposals may be withdrawn on written or e-mailed request of the proponent at any time before time of awarding.

### **8.3. *Proposal changes and amendments***

8.3.1. The Club may issue addenda and/or clarifications to the Request for Proposals as necessary. The Club, if any changes are made to the Request for Proposal, will advertise the fact on its web site immediately and post the changes. Interested proponents are advised to check the web site prior to final submissions. There will be NO changes later than 48 hours prior to submission time.

### **8.4. *Changes to proposal Wording***

8.4.1. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the general conditions or detailed specifications unless requested by the Club for purposes of clarification.

### **8.5. *Proponent Expenses:***

8.5.1. Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Club, if any.

8.5.2. The Northern Yacht Club, its executive members, regular members, employees or agents shall not be liable in any circumstance whatsoever for any costs or damages arising directly or indirectly in connection with the preparation, submission or evaluation of a proposal.

8.5.3. By submitting a proposal the Proponent acknowledges and agrees that they shall have no claim against the Northern Yacht Club or any of its members, employees or agents

for any costs or damage and absolutely waives any right or cause of action by reason of the failure to accept this proposal whether such right or cause of action arises in contract, negligence, bad faith or otherwise.

**8.6. *Validity of Proposal Conditions***

- 8.6.1. The Terms and conditions of the proposal and any properly submitted amendments by Proponents are to remain firm for 60 days from the closing date.

**8.7. *Principal Contact***

- 8.7.1. Each proposal shall include the name and title of one individual who may be contacted in the event further clarification of the proposal is required.

**8.8. *Rejection or Acceptance of Proposals***

- 8.8.1. The Club reserves the right to accept or reject any or all proposals, not necessarily accept the lowest cost proposal and not accept any proposal that is not in its best interests.
- 8.8.2. The Club shall have the unfettered right to reject any or all proposals, including the highest fee proposal and to appoint the Kitchen services to whomsoever the Club , in its sole, absolute and unfettered discretion, deems appropriate, whether that proposal complies with the requirements of the Request for Proposal documents or not.
- 8.8.3. Without limiting the generality of the foregoing, the Club shall have the right , in its sole, absolute and unfettered discretion to accept or reject a proposal that does not completely comply with the terms of this Request for Proposal documents, including proposals that:
  - 8.8.3.1. Are ambiguous or incomplete
  - 8.8.3.2. Contain interlineations, exceptions, exclusions or variations
  - 8.8.3.3. Omit one or more required element
- 8.8.4. Should the Club not receive any proposals that it in its sole, absolute and unfettered discretion, deems satisfactory, they shall have the right to cancel this Request for Proposal, call and issue a new Request for Proposals on terms the same or different from this Request for Proposals, to invite proposals to do the work from any party, or to negotiate for the performance of whole or any part of the work with anyone whomsoever, including one or more of the Proponents.

**8.9. *Confidentiality***

- 8.9.1. Whereas the Club has requested proposals rather than specific tender documents it shall endeavour to keep specific details of each submission confidential where possible.
- 8.9.2. The confidentiality agreement will not be enforced where it is contrary to any legislative requirements for disclosure.

**8.10.** *Interviews and Final Selection*

- 8.10.1. The Club may request oral presentations or discussion with any or all Proponents for the purpose of clarification or to amplify the materials presented in any part of the proposal.
- 8.10.2. Proponents are cautioned that the Club is not required to request clarification therefore all proposals should be complete and reflect the most favourable terms available from the Proponent.

**8.11.** *Headings*

- 8.11.1. Headings in the Request for Proposals and any subsequent contract are for convenience only and shall have no binding force or effect.

**8.12.** *Materials return:*

- 8.12.1. All submissions become the property of the Club, however if you require the return of proprietary materials please separate them from your main submission and request their return within your proposal document.

**9. Operating Hours and Program/Events**

The Club offers services and berths accommodating up to 44 boats and one able to a super yacht. The facility can accommodate up to 148 people on 2 levels and additional 2 outdoor licenced decks and green space with capacity of 115 people overlooking the marina and northwest arm. Visiting boaters would be able to dock and enjoy a meal and beverage.

Bar hours of operation are:

Tuesday to Saturday - 11am - Midnight

Sunday – 11am-10pm

Monday 11am- 10pm

- 9.1. Wednesday Night racing: June, July, August, September. 6pm Start - Finish. It is expected that the kitchen operator will arrange hours of service with coordinators.
- 9.2. Specials events from entertainment/weddings/regattas etc.
- 9.3. Junior Sailing Program run from 8 AM to 5 PM Monday to Friday. Program consists of children from 8 – 16 years old. Operator may be able to create a low cost menu for lunch for the students. Lunch for the program is between 12 - 1 pm



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**9.4.** Club Rental: The Kitchen operator is expected to arrange through the Club Manager any service requirements for outside parties who may rent the Club. These may include specific or extended operating hours or banquet catering for larger events.

**9.5.** At all times the Kitchen shall be operated in accordance with rules and regulations set forth by Food Safety Regulations - Health Protection Act (Nova Scotia).

**10. Equipment Inventory**

The table below is a listing of the major and smaller appliances present in the Kitchen space. This not meant to be an exhaustive list but is to indicate what major items are available for use. There is additionally a collection of dishes, pots, pans, cutlery, serving dishes, carafes, garbage cans and other tools necessary for a kitchen and catering operation.

<b>Description</b>	<b>Model</b>
Double DEEP FRYER (commercial)	
Gas Cooktop (commercial)	
Large Cooler	
Stand-up Freezer	
Convection Ovens	
Commercial Dishwasher	
Fire suppression system	