

Request for Proposals

Gallagher Centre Contract Caterer

Proposals must be received by the City of Yorkton,
Community Development, Parks & Recreation department by
June 28, 2019 at 12:00 p.m.

City of Yorkton
Gallagher Centre
Box 400
Yorkton, Saskatchewan S3N 2W3
Phone: 306-786-1750
Email: cdpr@yorkton.ca



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1. Introduction

- a. The City of Yorkton (the "**City**") is requesting proposals ("**Proposals**") from interested vendors to serve as the Gallagher Centre Contract Caterer.

(the "**Project**")
- b. The purpose of this Request for Proposals ("**RFP**") process is to select the vendor or vendors to enter into an agreement with the City to supply food and beverage service at the Gallagher Centre on a three (3) year term beginning October 1, 2019, with a mutual option to renew for an additional three (3) years. Further details about the Project and associated specifications requested by the City are set out in the RFP Documents (as defined below).

2. Submission of Proposals

- a. Proponents should submit one copy of their Proposal to the following address by **12:00 p.m. (Saskatchewan Time) on June 28, 2019:**

In Person:

Community Development,
Parks & Recreation Office
Gallagher Centre
455 Broadway Street West, Yorkton

By Email:

cdpr@yorkton.ca
*It is the responsibility of the
proponent to confirm the email
has been received.*

Proposals should be submitted in a sealed envelope with the Proponent's name and the name of this RFP clearly indicated on the outside. Office hours for the Community Development, Parks & Recreation Department are from 8:00 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m., Monday to Friday, excluding statutory holidays.

- b. Proponents who require additional time to submit their Proposal, should contact Paul Keys by e-mail at cdpr@yorkton.ca. The City may, in its sole discretion, allow additional time for Proponents to submit a Proposal.
- c. Proposals and accompanying documentation provided to the City in response to this RFP will not be returned.
- d. Based on the submitted proposals, selected Proponents will be required to interview with the Gallagher Centre General Manager and Gallagher Centre Events Manager following the close of the RFP, and prior to July 15. Proponents unable to attend an interview will be disqualified from the process.

3. RFP Documents

- a. The following documents are attached to and form part of this RFP:

Schedule A – 2019 Food and Beverage Contract Caterer Request for Proposal Specifications

Schedule B – Menu Specifications

Schedule C – Proposal Form

- b. RFP Documents may be viewed and obtained online at www.cityofyorkton.ca/tenders.

- c. The RFP Documents are provided to Proponents for the sole purpose of obtaining Proposals to perform the work described in this RFP, and do not confer any license or grant permission for any other use.

4. Inquiries/Addenda

- a. Any inquiries concerning this RFP should be submitted by email to cdpr@yorkton.ca.
- b. All inquiries should be in writing and received by the City not less than five (5) days before the deadline set for submission of Proposals.
- c. The City may circulate its response to any inquiries to all Proponents, along with the original inquiry. Alternatively, the City may choose not to reply to an inquiry.
- d. Proponents should refrain from contacting other employees, agents or members of Council of the City in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the City's sole discretion, result in disqualification.
- e. The City may make changes to the RFP Documents prior to the RFP submission deadline.
- f. Proponents are responsible for addressing all addenda in preparing their Proposals and should confirm, prior to submitting their Proposals, that all issued addenda have been received.

5. Content of Proposals

- a. Proposals should be made on the form provided in accordance with Schedule A – Food and Beverage Specifications, and in accordance with any directions stated in Schedule B – Menu Requirements, and Schedule C – Proposal Form.
- b. In addition, Proposals should be accompanied by such other information or submittals as are indicated in Schedule C – Proposal Form.
- c. Proponents must submit the following with their proposal:
 - i. A menu to be in affect from October 1, 2019 – December 31, 2020, that will be distributed to Gallagher Centre clientele upon signing of the agreement between the City of Yorkton and the new Gallagher Centre Contract Caterer.
 - ii. An introductory letter that speaks to education, culinary and catering experience that qualifies the proponent to be the Gallagher Centre Contract Caterer.
 - iii. Provide a copy of their valid City of Yorkton Business License;
 - iv. Provide a letter of good standing from the Saskatchewan Worker's Compensation Board;
 - v. Provide proof of comprehensive general liability insurance in a minimum amount of two million dollars (\$2,000,000.00);
 - vi. If the proponent does not have, the requirements listed in 5. C. iii, iv, v, they must include under the Scope of Work, their express intent to provide these documents prior to commencing any work for the City of Yorkton; and
 - vii. Provide a detailed staffing model indicating the planned management structure;
 - viii. Proponents may be asked to submit additional information about the proposed Project as the City might reasonably require;
 - ix. The Proponents must include three (3) similar project references; including the name and phone number of a contact person that can be called upon as a reference.
- d. Proposed menu must include:
 - i. Accurate pricing to be used as of October 1, 2019
 - ii. Any plans to charge an automatic gratuity
 - iii. Menu options as described in Schedule B

6. Evaluation Process

- a. Proposals will be opened and evaluated privately.
- b. In evaluating Proposals, the City will consider the following evaluation criteria:
 - i. The proponent's culinary and business education and experience;
 - ii. The proponent's catering experience, most notably with multiple functions on one day, and larger functions between 280 and 1200 people;
 - iii. The proponent's proposed menu options and pricing;
 - iv. The City's past experience in dealing with a Proponent, if applicable;
 - v. Any additional related experience of the Project team;
 - vi. Such other factors as the City considers relevant.
- c. The City has not predetermined the relative importance of the above evaluation criteria. The City will select the proponent that provides the best overall value, as determined by the City having regard to the evaluation criteria referred to above.
- d. The City may request clarification and/or additional information from a Proponent during the evaluation process.
- e. In evaluating Proposals, the City may, in its sole discretion, waive any defects, irregularities, or non-conformances with the requirements of this RFP, and may consider each Proposal on its merits regardless of any such defects, irregularities, or non-conformances.
- f. Proponents submitting successful proposals will be called to interview with Gallagher Centre Management as the final step in the bid process, prior to the contract being awarded.
- g. The City will notify all unsuccessful Proponents after completing the evaluation and contract award process. Unsuccessful Proponents may request a debriefing interview to obtain feedback on their Proposal after receiving this notification.

7. Form of Contract

- a. The Gallagher Centre is owned and operated by the City of Yorkton. The successful Proponent will be expected to enter into an agreement with the City to provide catering service for a three (3) year term, in a form presented by the City. The City intends that such agreement will include the following terms:
 - i. Service: The Catering Contractor is provided with the right, and is obligated to provide, food and beverage services as detailed in the Gallagher Centre Events Policy.
 - ii. Menu: Menu revisions and price increases are permitted once per year, effective January 1 of each year. Submission of new menus are due to the Gallagher Centre Events Manager for approval on or before August 1 for January 1 implementation.
 - iii. Payment: The Contractor agrees to pay the City of Yorkton in lawful money in Canada, every three months (January, April, July, October) during the term of the established agreement, seventeen percent (17%) of the total gross catering, liquor, and corkage sales.
 - iv. Reporting: Within fifteen (15) days after the end of each month, including the fifteenth day of the month immediately following the termination of the contract, the Contractor shall deliver to the City statement of the gross food and licensed beverage income for the immediate preceding month.
 - v. Invoicing: The Contractor agrees that the City shall invoice clients for all services rendered at the Gallagher Centre including food and beverage.
 - a. The Contractor will invoice the City a minimum of once per week for events in the immediately preceding week including actual consumption information.
 - b. The City agrees to invoice the client at the City's sole cost including any credit card service fees.
 - c. The City agrees to pay the Contractor a minimum of twice (2) per month.

- vi. Income derived from conducting catering services outside the Gallagher Centre where the Gallagher Centre kitchen and related equipment is used in the preparation of said food, will be subject to the terms of the signed agreement.
- vii. Exclusivity: The Contractor agrees to abide by all exclusive supplier contracts which are in force or will come into force during the term of the signed agreement.

8. Effect of RFP

- a. This RFP is not intended to be a proposal or otherwise subject to the laws applicable to competitive bidding. Until such time as the City signs a definitive agreement with a Proponent, the City does not intend to create a contractual relationship or any other legal duties or obligations with any Proponent.
- b. Proponents may withdraw or amend their Proposals at any time by written notice to the City, prior to the Proponent and the City entering into a formal contract.
- c. Submission of a Proposal does not obligate the City to accept any Proposal or to proceed further with the entering into of an agreement with any Proponent. Consideration of any Proposal shall be in the City's sole discretion.
- d. The City may, in its sole discretion, at any time and for any reason:
 - i. Reject any and all Proposals (including, for greater certainty, the lowest cost Proposal);
 - ii. Modify or vary any aspect of this RFP at any time before or after the time for submission of Proposals, including extending the deadline for submission of Proposals;
 - iii. Accept any non-compliant, conditional or irregular Proposal or any alternate Proposal, in whole or in part;
 - iv. Discuss the terms of a Proposal submitted by a Proponent with that Proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that Proposal;
 - v. Allow any Proponent submitting a Proposal to modify or vary any aspect of its Proposal at any time by giving written notice to the City;
 - vi. Negotiate any and all aspects of any Proposal and the conditions of any contract with the City (including, without limitation, those provisions relating to pricing, goods, services, and/or the terms and conditions of supply) with any one or more Proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and/or
 - vii. Cancel this procurement at any time for any reason and thereafter proceed in any manner it sees fit.

9. Confidentiality, Public Announcements

- a. Proponents are expected to keep confidential all documents, data, information and other materials of the City which are provided to or obtained or accessed by a Proponent in relation to this RFP, other than documents which the City places in the public domain. Proponents are expected to refrain from making any public announcements or news releases regarding this RFP or the entering into of a contract pursuant to this RFP, without the prior written approval of the City.
- b. Proponents are advised that the City is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality. Proponents are advised that pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), the City may be required to disclose the RFP documents and/or parts of any proposal in response to this RFP.

10. Conflict of Interest

- a. Proponents are asked to disclose to the City in writing whether they have any actual, potential or perceived conflicts of interest relating to their participation in this RFP or their provision of the requested services to the City, and if so, the nature of each conflict of interest. If the City receives disclosure of a conflict of interest from a Proponent, the City may in its sole discretion take one or more of the following steps:
 - i. Require the Proponent to address the conflict of interest to the satisfaction of the City;
 - ii. Disqualify the Proponent from further participation in the RFP; or
 - iii. Such other steps as the City may deem appropriate.
- b. Further, if the City learns that a Proponent has failed to identify a conflict of interest, the City may disqualify the Proponent from this RFP or take such other steps as the City may deem appropriate.
- c. For the purposes of this RFP "conflict of interest" includes any situation or circumstance where, in relation to a City procurement competition, a Proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:
 - i. Any relationship between the Proponent (including its management) and the City, members of Council, its management, or other City personnel involved in this RFP, which may give rise to a conflict of interest;
 - ii. Having, or having access to, information in the preparation of its Proposal that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with the City that is not related to the creation, implementation or evaluation of this or a related procurement;
 - iii. Communicating with any person with a view to influencing preferred treatment in the procurement competition (including but not limited to the lobbying of decision makers involved in the procurement competition); or
 - iv. Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.

11. Costs/Expenses

- a. All costs and expenses incurred by a Proponent in connection with this RFP are the responsibility of the Proponent. This includes all line locates for all utilities at the specified location. The City will not reimburse Proponents for any such costs or expenses.

Schedule A – Food and Beverage Specifications

General Clauses (represents intent not actual wording)

1. The Gallagher Centre is owned and operated by the City of Yorkton. As a result there are a number of contractual obligations that may, now and in the future, effect food and beverage sales and provision.
2. In an effort to attract and host multi-day special events at the Gallagher Centre, the Contract Caterer must be amenable to adapt food and beverage requirements outside the existing Events Policy, which the Gallagher Centre may negotiate in order to be awarded these events.
3. The Contract Caterer shall report to the Gallagher Centre Events Manager.
4. Menu revisions and price increases are permitted once per year, effective January 1 of each year.
 - a. Submission of new menus are due to the Gallagher Centre Events Manager for approval on or before August 1, for January 1 implementation.
 - b. Menu price changes are not permitted outside of the above mentioned annual submission process.

Automatic Gratuity

- A maximum 10% gratuity may be applied to food and beverage service, excluding alcohol and before taxes.
- Gratuity in addition to the 10% that will be applied, shall be at the discretion of the customer.
- The gratuity is exempt from the City's 17% revenue collection policy.
- The gratuity is intended as an appreciation of excellent service and is to be provided to both front and back of house staff.
- Collection and distribution of gratuities must meet Canada Revenue Agency guidelines.

Catering Expectations

1. The Contract Caterer must have the capacity to prepare and provide meals to multiple events at the same time and work with the Gallagher Centre Events team to determine capacity on a case by case basis.
2. Water service shall be provided by operator for all meeting room bookings as outlined in this section, including those without food service, at an additional cost.
3. F&B Operator shall work co-operatively with the Events Team in the development of menus, promotions and meet weekly with Events Team to ensure excellent communication and understanding of booking requirements.
 - a. Quarterly meetings will be established for ongoing review of agreement.
4. Required to meet all related licensing and codes as may be legislated on the City.
5. The City retains the right to change or create any policies that it believes is required in order to maintain flexibility in meeting the changing needs of the community through the Food & Beverage policies.
6. Catering Staff is required to be onsite for the duration of all catered events.

Food & Beverage Policy (as per Events Policy)

- 1.1. The Gallagher Centre Food and Beverage operators shall have the sole right, and are obligated to provide, food and beverage services as outlined in this section.

- 1.2. The Catering operator shall have the right to sell alcohol in the Gallagher Centre, unless otherwise specified in this policy or as otherwise designated in pre-existing agreements held by the Gallagher Centre.
 - a. The Catering operator does not hold the exclusive right to provide beverage services for events confirmed to use the Flexihall, Farrell Agencies Arena or Curling Arena for 5 consecutive days or more.
 - b. The Catering operator holds the exclusive right, and is obligated to provide food services to meet the needs of events confirmed to use the Flexihall, Farrell Agencies Arena or Curling Arena for 5 consecutive days or more, however;
 - i. The Catering operator shall be required to accommodate sponsor products within their menu.
 - ii. If a sponsor product is not part of the Caterers regular menu, the Caterer shall prepare the sponsor product as kitchen capacity allows and at an additional fee.
 - c. The Catering operator shall retain the exclusive right, and obligation, to provide food and beverage in the National Bank Convention Place and BMO Lounge during these events.
- 1.3. Second floor commons areas are subject to food and beverage service provision through the Catering operator.
- 1.4. Alcohol is not permitted to be sold or consumed in the main floor commons areas of the Gallagher Centre.
- 1.5. Food and Beverage service shall be provided in the following locations of the Gallagher Centre property under the following terms and conditions:
 - a. National Bank Convention Place
 - i. The Catering Operator to provide for all events regardless of size.
 - ii. The second floor commons area may be utilized as a food service area to support the National Bank Convention Place events, however the food and beverage must be provided by the Catering operator.
 - b. Ravine Room
 - i. The Concession Operator to provide for groups up to 14 persons.
 - ii. The Catering Operator to provide for groups larger than 15 persons.
 - c. Youth Room
 - i. The Concession Operator to provide for groups up to 14 persons.
 - ii. The Catering Operator to provide for groups larger than 15 persons.
 - d. Nexera Flexihall
 - i. The Concession is available for groups up to 14 persons with seating available in the common area/lobby.
 - ii. The Catering Operator owns the right and is obligated to provide sit-down meal service for groups greater than 15 persons.
 - iii. Sport, Culture and recreation teams are permitted to supply a small meal in the form of brown-bag lunch and related beverage; for their team personnel including players, coaches and trainers, to a maximum of 25 persons as long as it is confined to the team room and/or team staging area.
 - e. Farrell Agencies Arena
 - i. The Gallagher Centre Concession is available for groups up to 14 persons with seating available in the common area/lobby.

- ii. The Catering Operator owns the right and is obligated to provide sit-down meal service for groups greater than 15 persons.
- iii. Sport, Culture and recreation teams are permitted to supply a small meal in the form of brown-bag lunch and related beverage; for their team personnel including players, coaches and trainers, to a maximum of 25 persons as long as it is confined to the team room and/or team staging area.
- f. Farrell Agencies Arena Northwest Concession
 - The concession operator has the right, but is not obligated, to provide food and beverage services, excluding alcohol, in the concession located in the northwest corner of the Farrell Agencies Arena.
- g. Farrell Agencies Arena Northeast Bar
 - Option 1 – *This right must be exercised by contractor at time of contract execution and must extend through to the end of the contract term.*
 - The Caterer has the right, and the obligation, to sell only canned alcoholic beverages, in the bar located on the second floor in the northeast corner of the Farrell Agencies Arena.
 - The northeast bar shall be open for every Yorkton Jr. Terrier hockey game.
 - When requested to be open during a large public or private event, the NE Bar is available at \$100/hr minimum beverage sales guarantee or \$25.00 per hour per staff staffing charge for a minimum 3-hour opening.
 - The caterer may open the northeast bar at any other time at their sole discretion and financial risk.
 - The approved food and beverage commission rate shall be applied to the gross revenue generated.
 - The caterer is required to adhere to all SLGA Regulations including the use of the Point of Sale (POS) system provided by the City in order to track alcohol sales.
 - All beverages must be served in plastic cups.
 - Option 2 – *If the caterer does not exercise their right to operate the northeast bar at the time of contract execution, then the right to sell only canned alcoholic beverages shall be available to individual or group whose name appears on the rental contract for the Farrell Agencies Arena.*
 - The renter is required to adhere to all SLGA Regulations including the use of the Point of Sale (POS) system provided by the City in order to track alcohol sales.
 - All beverages must be served in plastic cups.
 - On-site storage is not available in the northeast bar or anywhere else on the Gallagher Centre property and is the responsibility of the renter.
 - The renter must remove all product and related materials immediately following their event.
 - A damage deposit will be required according to the approved fees and charges.

- The approved food and beverage commission rate shall be applied to the gross revenue generated.
- h. BMO Lounge
 - i. The BMO Lounge shall be open for all Yorkton Jr. A Terrier home games held in the Farrell Agencies arena.
 - ii. The BMO Lounge may be open to the public during large public events.
 - iii. When requested to be rented for private rental or during a large public event, the BMO Lounge bar and grill is available at \$100/hr minimum food and beverage sales guarantee or \$25.00 per hour per staff staffing charge for a minimum 3-hour opening.
 - iv. The BMO Lounge may be available for private rental while large public events are being held in the Gallagher Centre, upon agreement, in writing, by the large public event(s) being held in the building.
 - v. The large public event may request that the BMO Lounge not be open or otherwise rented out during their large public event if the proposed rental proves to be an ethical conflict with the large public event.
 - vi. The Contract Caterer may open the BMO Lounge at any other time, at their sole discretion and financial risk.
- i. Curling Arena floor events
 - i. The Concession is available for groups up to 14 persons with seating available in the common area/lobby.
 - ii. The Catering Operator owns the right and is obligated to provide sit-down meal service for groups greater than 15 persons.
- j. Curling Arena lobby Between October 1 and March 30 annually
 - i. The Yorkton Curling Club agreement shall be in effect, which permits the Curling Club to sell beverages, including alcoholic beverages, and food to meet SLGA Requirements and under the terms of their agreement with the City.
 - ii. The Catering Operator does not have the right, and is not obligated to provide food and beverage services during this time.
- k. Curling Club Lobby Between April 1 and September 30
 - i. The Gallagher Centre Concession is available for groups up to 14 persons with seating available in the common area/lobby.
 - ii. The Catering Operator owns the right and is obligated to provide sit-down meal service for groups greater than 15 persons.
 - iii. Sport, Culture and recreation teams are permitted to supply a small meal in the form of brown-bag lunch and related beverage; for their team personnel including players, coaches and trainers, to a maximum of 25 persons as long as it is confined to the team staging area.
- l. Ag Pavilion
 - i. When requesting concession services for any rental, concession services is available at \$100/hr minimum food and beverage sales guarantee or \$25.00 per hour per staff, staffing charge for a minimum 3-hour opening.
 - ii. The Catering Operator owns the right and is obligated to provide sit-down meal service for groups greater than 15 persons.

- iii. Catered events located in outer buildings, including the Ag Pavilion, will be subject to an additional \$1.00 per person for all menus and corkage/cash bars using disposable dinnerware and utensils. Glass and silverware will be an additional \$2.00 per person per menu and corkage/bar.
- m. Industrial Building
 - i. Available April 1 to November 15.
 - ii. The right and obligation for the supply of food and beverage *is not* owned by the Food and Beverage operators but rests with the Gallagher Centre.
 - iii. The right to sell food and beverage may be sold to an event by the Gallagher Centre.
 - iv. The Gallagher Centre Food and Beverage operators may provide food and beverage to events in the Industrial building if they so choose, under the same terms and conditions of their agreement with the City of Yorkton.
- n. Grandstand
 - i. The right and obligation for the supply of food and beverage *is not* owned by the Food and beverage operators but rests with the Gallagher Centre.
 - ii. The right to sell food and beverage may be sold to an event by the Gallagher Centre as per the Grandstand Food and Beverage Policy.
 - iii. The Gallagher Centre Food and Beverage operators may provide food and beverage to events in the Grandstand if they so choose, under the same terms and conditions of their agreement with the City of Yorkton.
- o. Grounds
 - i. The grounds are not available for rent during large public events.
 - ii. The right and obligation for the supply of food and beverage *is not* owned by the Food and beverage operators but rests with the Gallagher Centre.
 - iii. The right to sell food and beverage may be sold to an event by the Gallagher Centre as per the Grandstand Food and Beverage Policy.
 - iv. The Gallagher Centre Food and Beverage operators may provide food and beverage to events in the Grandstand if they so choose, under the same terms and conditions of their agreement with the City of Yorkton.
- p. Food Trucks and Food Booths
 - i. If a food truck, food booth or other business approaches the Gallagher Centre to rent space or provide service to the public attending a large public event, which conflicts with a product or service previously booked, the request may be declined.
 - ii. Approved food trucks, food booths and similar service providers shall stay within their designated location, which shall be no closer than 50 meters from the footprint of the building and in a location approved by the Gallagher Centre.
 - iii. Approved food trucks, food booths and similar service providers shall be subject to rental fees for the space and services provided by the Gallagher Centre.
 - iv. Approved food trucks, food booths or similar business must receive Health Inspector approval and are required to meet all building and fire codes as enforced by the City of Yorkton.
 - v. Must provide own utilities to support their food truck or food booth.

- 1.6. Special occasion cakes such as for weddings, birthdays and anniversaries may be provided by the client at no additional charge.
- 1.7. Delays in excess of fifteen (15) minutes of the scheduled starting time of a meal, an additional labour charge will apply and be charged to the client's master house account.
 - a. Catering Operator will provide an equivalent rebate if the Catering Operator provides a meal late.

Schedule B – Menu Requirements

Menus have been included as part of the proposal process to meet the needs of Gallagher Centre Clients with events planned after October 1, 2019. It is our intention to send out the successful proponents menu submitted as part of their proposal to clients immediately following the signing of the Catering Contract. Therefore, it is essential that prices are accurate and all of the required items listed below are included as part of your proposal, as it will be the menu used from October 1, 2019 through to December 31, 2020.

The Catering menu also provides an opportunity for the proponent to show their culinary range, understanding of the catering industry, and the community of Yorkton. We encourage you to put your best and most creative foot forward. Creative design of the chosen menu will be provided by the Gallagher Centre, and will not be a part of the evaluation process.

Because the Gallagher Centre hosts a wide variety of events requiring food and beverage service throughout the year, the Catering Contractor's menu needs to meet the needs of the various groups using the Gallagher Centre to host their special events. Therefore, the following items and options are required to be provided within your proposed menu. Your menu is not and should not be limited to these required items:

Coffee Services	Price per person
Individual Refreshments	Price per person
Refreshment Snacks	Price per person
Breakfast Menu	Continental Hot Breakfast
Lunch Menu	Light Lunch Soup / Sandwich Combo 3 Specialty Meals
Dinner Menu	3 Buffet Meal Options 3 Plated Meal Options
Appetizer Menu	Priced per person w/dinner Priced per person w/o dinner
Desert Menu	Priced per person

Schedule C – Proposal Form

Submit Proposal:

In Person:

Community Development,
Parks & Recreation Office
Gallagher Centre
455 Broadway Street West, Yorkton

By Email:

cdpr@yorkton.ca
*It is the responsibility of the
proponent to confirm the email
has been received.*

Proponent Information:

Proponent's Legal Name: _____

Address: Street/PO Box: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

Phone: _____ E-mail: _____

Proposal:

Automatic Gratuity (up to a maximum of 10%) _____ %

Provide NE Arena Concession Alcohol Service YES NO

Additional Information/Submittals:

This Proposal Form should be accompanied by the following additional items:

- a. Proposed A menu to be in affect from October 1, 2019 – December 31, 2020, that will be distributed to Gallagher Centre clientele upon signing of the agreement between the City of Yorkton and the new Gallagher Centre Contract Caterer.
- b. An introductory letter that speaks to education, culinary and catering experience that qualifies the proponent to be the Gallagher Centre Contract Caterer.
- c. Provide a copy of their valid City of Yorkton Business License;
- d. Provide a letter of good standing from the Saskatchewan Worker's Compensation Board;
- e. Provide proof of comprehensive general liability insurance in a minimum amount of two million dollars (\$2,000,000.00);
- f. If the proponent does not have, the requirements listed in c, d and e they must include within their introductory letter their express intent to provide these documents prior to commencing any work for the City of Yorkton; and
- g. Provide a detailed staffing model indicating the planned management structure

Signature:

The undersigned Proponent has signed this Proposal Form on _____, 2019.

Name of Proponent: _____

Signature: _____