



YMCA of Central East Ontario Balsillie Family Branch

Request for Proposals Food Services for YMCA Facility

Deadline: 4:00 pm on Friday, April 27th 2018

Summary

The YMCA of Central East Ontario, Balsillie Family branch is seeking to enter into a 2 year contract with the possibility of an extension for the operation of food services for the YMCA Balsillie facility. The successful proponent will be responsible for all aspects of the day to day operation of the cafe such as staffing, purchasing, food preparation, service, equipment and cleaning of the area.

Background

The YMCA of Central East Ontario, Balsillie Family branch is centrally located in the City of Peterborough. The Balsillie branch experienced over 700,000 visits in 2017. The YMCA is a vibrant part of the community serving a diverse group of members and participants of all ages and abilities. The YMCA facility is open 364 days a year. The hours of operation are weekdays 5am – 10:30pm, weekends 7:00am - 7:30pm and holidays 7:00am - 5:30pm.

Member input shows a great need for the continuation of a food service area at the YMCA. The cafe is located in the main lobby of the YMCA, just outside the pool viewing area with tables and chairs.

The intent of the food services is to add to the YMCA experience and offer a variety of fresh and healthy food choices suitable for the time of day i.e. – morning, noon hour and evening. A healthy and fresh menu is preferred.

Criteria for the Food Services

The food services provider will:

- < Offer a healthy and fresh menu
- < Offer a menu to meet the interests of the many members and participants who access the YMCA
- < Provide proof of experience in similar food service operations
- < Comply with all Public Health Regulations to the satisfaction of the YMCA and the Public Health Department i.e. – health inspections.
- < Fully comply with all Health & Safety regulations of the Province of Ontario

- < Be responsible for Workers Compensation Coverage for any staff employed by proponent at the café. Proof of coverage to be given upon request
- < Ensure proponent and staff hired by proponent provide a current satisfactory Criminal Reference Check
- < Provide evidence of Comprehensive General Liability insurance with a minimum \$2,000,000 limit and Tenants Legal Liability insurance of \$500,000 with YMCA added as additional insured
- < Provide necessary equipment for café operation i.e. - fridge, stove, dishwasher, microwave etc.... Proponent is solely responsible for all repairs and regular maintenance to equipment
- < Keep Café clean and well maintained
- < Be willing to work with the YMCA in areas such as menu and hours of operation
- < Be prepared to be proactive in dealing with food allergy issues, especially peanuts and other nuts.

The Proposal and Selection Process

The following list indicates the critical timelines for the process of receiving initial proposals and the final selection of the food services operator.

1. Friday April 27th, 2018 up to 4pm - receipt of Food Services Operations Proposals (3 copies) to Kelly Wilson, General Manager
2. Wednesday May 9th, 2018 – presentation/meeting including food samples by the short listed proponents
3. Wednesday May 16th, 2018 - announcement of the successful proposal
4. Commencement of service, July 2018

Criteria for the Selection of Short Listed Proposals

A short listed group of proposals will be selected by the YMCA based on:

- < Proposed menu items and costs
- < Proposed hours of operation
- < Acceptance of rental cost of \$500 per month plus H.S.T
- < Adherence to the stated criteria
- < Demonstrated willingness to work cooperatively with the YMCA on service issues (i.e. hours, cleanliness)
- < Demonstrated experience and reliability

Submission of Proposals

All submissions must be received by **4:00 pm on Friday April 27, 2018**. There should

be **3 copies** of the proposal in the submission.

Proposals should include supporting documentation to address all of the above criteria of the food services operations as well as full contact information including names of all owners/operators, address, phone, email and website information, if applicable.

Proposals to be delivered to:

Kelly Wilson
General Manager
YMCA of Central East Ontario, Balsillie Family Branch
123 Aylmer Street, South
Peterborough, Ontario.
K9J 3H8

Further inquiries should be directed to:

Kelly Wilson,
General Manager
Phone: (705) 748-9642 ext 258
Email: Kelly.wilson@ceo.ymca.ca

Thank you for your interest.