



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 136-2016

**PROVISION OF FOOD AND BEVERAGE SERVICES AT THE HARBOUR VIEW
GOLF COURSE AND RECREATION COMPLEX**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 PROVISION OF FOOD AND BEVERAGE SERVICES AT THE HARBOUR VIEW GOLF COURSE AND RECREATION COMPLEX

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, March 31, 2016.
- B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

- B3.1 Further to C3.1, the Contract Administrator or an authorized representative will be available at the Site from 2:00 p.m. to 3:30 p.m. on March 17, 2016 to provide Proponents access to the Site.
- B3.2 The Proponent shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Contract Administrator in writing.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.
- B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- B4.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B4.6 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the Contract Administrator. Failure to restrict correspondence and contact to the Contract Administrator may result in the rejection of the Proponents Proposal Submission.
- B4.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. CONFIDENTIALITY

- B5.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or

disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Proponent before receipt hereof; or
- (b) becomes publicly known other than through the Proponent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B5.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

B6.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

B6.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B6.2.2 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B6.3 The Proponent shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B7. SUBSTITUTES

B7.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.

B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B7.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B7.4 The Proponent shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same

function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.

- B7.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Proponent who requested approval of the substitute.
- B7.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Proponents. The Proponent requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Proponent may use the approved equal in place of the specified item.
- B7.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Proponent bidding that approved alternative may base his/her Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B21.
- B7.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B8. PROPOSAL SUBMISSION

- B8.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal;
 - (b) Form B: Prices;
- B8.2 The Proposal should also consist of the following components:
- (a) Experience of Proponent (identified as Section C) in accordance with B11;
 - (b) Staffing Plan (identified as Section D) in accordance with B12; and
 - (c) Menu and Pricing (identified as Section E) in accordance with B13.
- B8.3 Further to B8.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B8.4 Proponents should submit one (1) unbound 8.5” x 11” original (marked “original”) including drawings and three (3) copies (copies can be in any size format) for sections identified in B8.1 and B8.2.
- B8.5 Proposal format, including type of binding, number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- B8.6 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B21.1(a).
- B8.7 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.

B8.8 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B8.9 Proposals shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B8.10 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B9. PROPOSAL (SECTION A)

B9.1 The Proponent shall complete Form A: Proposal, making all required entries.

B9.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B9.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.

B9.3 In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B9.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
- (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B9.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.

B9.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B10. PRICES (SECTION B)

B10.1 The Proponent shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

- B10.1.1 Notwithstanding C11.1.3, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B10.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Proposals.
- B10.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- B10.4 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. EXPERIENCE OF PROPONENT (SECTION C)

- B11.1 Proposals should include information in sufficient detail for the City to evaluate the experience of the Proponent by providing:
- (a) A short biography of their organization;
 - (b) The number of contracts similar in complexity, size, scope, and value; and

B12. STAFFING PLAN (SECTION D)

- B12.1 Proposals should include a proposed Staffing Plan consisting of:
- (a) A restaurant operating schedule for each month, that provides the number of employees working each day and the start and end time of each shift in accordance with E4;
 - (b) An organizational chart which shows the management structure and the number of employees that will perform the Work at each position; and
 - (c) The total number of employees that will perform the Work during a banquet or special event and a list of their positions for banquets ranging in size from 75-100, 101-150, and 151 persons or more, in accordance with E4.

B13. MENU AND PRICING (SECTION E)

- B13.1 Proposals should submit a proposed menu with selections and retail pricing excluding taxes for all foods and non-alcoholic beverages and liquor that would be offered for sale.
- B13.2 The menu and retail prices are designed to represent a minimum daily offering from the Proponent as well as to provide a basis to evaluate the Proposal.

B14. DISCLOSURE

- B14.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.
- B14.2 The Persons are:
- (a) N/A

B15. QUALIFICATION

- B15.1 The Proponent shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the

Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and

- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B15.2 The Proponent and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>

B15.3 The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) upon request of the Contract Administrator, obtain Security Clearances in accordance with PART F - .

B15.4 The Proponent shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Proponent and of any proposed Subcontractor.

B15.5 The Proponent shall provide, on the request of the Contract Administrator, full access to any of the Proponent's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Work.

B16. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B16.1 Proposals will not be opened publicly.

B16.2 After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>

B16.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however the Proponent is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B16.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B17. IRREVOCABLE OFFER

B17.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B17.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as

herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B18. WITHDRAWAL OF OFFERS

- B18.1 A Proponent may withdraw his/her Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B18.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.
- B18.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.
- B18.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Proposal until after the Submission Deadline has elapsed;
 - (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal; and
 - (c) if the notice has been given by any one of the persons specified in B18.1.3(b), declare the Proposal withdrawn.
- B18.2 A Proponent who withdraws his/her Proposal after the Submission Deadline but before his/her offer has been released or has lapsed as provided for in B17.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B19. INTERVIEWS

- B19.1 The Contract Administrator may, in his/her sole discretion, interview Proponents during the evaluation process.

B20. NEGOTIATIONS

- B20.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- B20.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.
- B20.3 If, in the course of negotiations pursuant to B20.2 or otherwise, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B21. EVALUATION OF PROPOSALS

- B21.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
 - (b) qualifications of the Proponent pursuant to B15: (pass/fail)

- (c) Payment to the City on gross food and non-alcohol beverage sales: 40%
- (d) Dispensing fee percentage charged to the City for the provision of liquor: 45%
- (e) Experience of Proponent (Section C): 5%
- (f) Staffing Plan (Section D): 5%
- (g) Menu and Pricing (Section E): 5%

- B21.2 Further to B21.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B21.3 Further to B21.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in his/her Proposal or in other information required to be submitted, that he/she is responsible and qualified.
- B21.4 Further to B21.1(c) Payment to the City on gross food and non-alcohol beverage sales will be evaluated based on sales of \$120,000.00
- B21.5 Further to B21.1(d) Dispensing Fee Percentage charged to the City for the provision of liquor will be evaluated based on revenue of \$7,000.00
- B21.6 Further to B21.1(e), Experience of Proponent will be evaluated considering the information submitted in accordance with B11.
- B21.7 Further to B21.1(f), the Staffing Plan shall be evaluated considering the information submitted in accordance with B12.
- B21.8 Further to B21.1(g), Menu and Pricing shall be evaluated considering the information submitted in accordance with B13.
- B21.9 Notwithstanding B21.1(e) to B21.1(g), where Proponents fail to provide a response to B8.2(a) to B8.2(c), the score of zero may be assigned to the incomplete part of the response.
- B21.10 This Contract will be awarded as a whole.
- B21.11 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B21.1(a) and B21.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

B22. AWARD OF CONTRACT

- B22.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B22.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B22.2.1 Without limiting the generality of B22.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Proposal is received; or

(e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B22.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.

B22.3.1 Following the award of contract, a Proponent will be provided with information related to the evaluation of his/her Proposal upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.1.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF SERVICES

D2.1 The Work to be done under the Contract shall consist of the year-round provision of food and beverage services at the Harbour View Golf and Recreation Complex for the period from April 1, 2016 until March 31, 2019, with the option of two(2) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Contractor within one hundred and twenty (120) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

D2.1.2 Changes resulting from such negotiations shall become effective on April 1 of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D2.2 The major components of the Work are as follows:

(a) Operate the food and beverage concession at the Harbour View Golf and Recreation Complex, 1867 Springfield Road, including:

- (i) a restaurant;
- (ii) a fireplace lounge;
- (iii) an open air inner courtyard;
- (iv) an outdoor patio;
- (v) a banquet facility/classroom; and
- (vi) vending machine service.

D2.3 The Work shall be done on an "as required" basis during the term of the Contract.

D2.3.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D2.3.2 Subject to C7.2, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of Work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D3. DEFINITIONS

D3.1 When used in this Request for Proposal:

(a) "**Proponent**" means any Person or Persons submitting a Proposal for Services;

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:
Alan Shane

Chief Operating Officer
Winnipeg Golf Services

Telephone No. 204 986-3999
Cell: 204-794-4255
Email: ashane@winnipeg.ca

D4.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D4.3 Bids Submissions must be submitted to the address in B8.9.

D5. CONTRACTOR'S SUPERVISOR

D5.1 Further to C6.19, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his/her employ.

D5.2 Before commencement of Work, the Contractor shall identify his/her designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D5.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

D6. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D6.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.

D6.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D6.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;

- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D6.4 A Contractor who violates any provision of D6 may be determined to be in breach of Contract.

D7. NOTICES

D7.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following facsimile number:

The City of Winnipeg
Chief Financial Officer
Facsimile No.: 204 949-1174

D7.2 Bids Submissions must be submitted to the address in B8.9.

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

D8.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D9. SAFE WORK PLAN

D9.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D9.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

D10. INSURANCE

D10.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least five million dollars (\$5,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, contractual liability, liquor liability, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Service. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence;
- (c) An "all risk" property insurance policy for the full replacement cost insuring contents, equipment, vending machines and leasehold improvements, if applicable, and Business interruption coverage. Property policy to include a Waiver of Subrogation Rights against the City of Winnipeg.

D10.2 Deductibles shall be borne by the Contractor.

D10.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site.

D10.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D10.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

D10.6 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.

D11. PERFORMANCE SECURITY

- D11.1 The Contractor shall provide and maintain performance security until the expiration of the warranty period in the form of:
- (a) a performance bond of a company registered to conduct the business of a surety in Manitoba, in the form attached to these Supplemental Conditions (Form H1: Performance Bond), in the amount of ten thousand dollars (\$10,000.00); or
 - (b) an irrevocable standby letter of credit issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Winnipeg, in the form attached to these Supplemental Conditions (Form H2: Irrevocable Standby Letter of Credit), in the amount of ten thousand dollars (\$10,000.00); or
 - (c) a certified cheque or draft payable to "The City of Winnipeg", drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of ten thousand dollars (\$10,000.00).
- D11.1.1 Where the performance security is in the form of a certified cheque or draft, it will be deposited by the City. The City will not pay any interest on certified cheques or drafts furnished as performance security.
- D11.2 The Contractor shall provide the City Solicitor with the required performance security within seven (7) Calendar Days of notification of the award and prior to the commencement of any Work on the Site.

CONTROL OF WORK

D12. COMMENCEMENT

- D12.1 The Contractor shall not commence any Work until he/she is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D12.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D8;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) the Safe Work Plan specified in D9;
 - (iv) evidence of the insurance specified in D10; and
 - (v) the performance security specified in D11.
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- D12.3 The Contractor shall commence the Work on the Site within seven (7) Working Days of receipt of the notice of award.

D13. LIQUIDATED DAMAGES

- D13.1 If the Contractor fails to open the restaurant facility in whole or in part on any day during the time period specified in E3.2 the Contractor shall pay the City ten dollars (\$10.00) per hour for each hour or portion thereof, that the restaurant remains closed.
- D13.2 The amount specified for liquidated damages in D13.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve the Work of the Contract.
- D13.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D14. ORDERS

D14.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D15. RECORDS

D15.1 The Contractor shall keep detailed records of the services supplied under the Contract.

D15.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

- (a) user name(s) and addresses;
- (b) order date(s);
- (c) service date(s); and
- (d) description and quantity of services provided.

D15.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D16. PAYMENT SCHEDULE

D16.1 Further to C11, payment shall be in accordance with the following payment schedule:

- (a) Payments to the City for concession revenue are to be made quarterly, 30 days after the end of each quarter. Quarterly end dates are April 30, July 31, October 31, and January 31.
- (b) Payments to the City shall consist of the percentage payable on gross sales on food and non-alcoholic beverages sold, gross vending machine revenues, room rental charges and 80% of the profit from alcoholic beverage sales less the dispensing fee percentage charged to the City on the profit from the provision of liquor.
- (c) Supporting documentation must accompany payment and shall consist of:
 - (i) A list of gross revenues by month for all food and non-alcoholic beverage sales;
 - (ii) A list of gross revenues by month for vending machine sales;
 - (iii) A list of gross revenues by month for room rental charges;
 - (iv) A list by month of the gross liquor sales and the cost of the liquor; and
 - (v) A list by month of the number of alcoholic beverages sold, the type of beverage sold and the retail price of each.

D16.2 Payments received after the date specified in D16.1(a), shall be subject to the City's late payment policy, By-Law No. 5747/91 and any amendments thereto.

D16.3 Payment should be forwarded to :

Winnipeg Golf Services
400-10 Fort Street
Winnipeg, Mb, R3C 1C4

WARRANTY

D17. WARRANTY

D17.1 Notwithstanding C12, Warranty does not apply to this Contract.

FORM H1: PERFORMANCE BOND
(See D11)

KNOW ALL MEN BY THESE PRESENTS THAT

_____ ,
(hereinafter called the "Principal"), and

_____ ,
(hereinafter called the "Surety"), are held and firmly bound unto **THE CITY OF WINNIPEG** (hereinafter called the "Obligee"), in the sum of

_____ dollars (\$_____)

of lawful money of Canada to be paid to the Obligee, or its successors or assigns, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has entered into a written contract with the Obligee for

RFP NO. 136-2016

PROVISION OF FOOD AND BEVERAGE SERVICES AT THE HARBOUR VIEW GOLF COURSE AND RECREATION COMPLEX

which is by reference made part hereof and is hereinafter referred to as the "Contract".

NOW THEREFORE the condition of the above obligation is such that if the Principal shall:

- (a) carry out and perform the Contract and every part thereof in the manner and within the times set forth in the Contract and in accordance with the terms and conditions specified in the Contract;
- (b) perform the Work in a good, proper, workmanlike manner;
- (c) make all the payments whether to the Obligee or to others as therein provided;
- (d) in every other respect comply with the conditions and perform the covenants contained in the Contract; and
- (e) indemnify and save harmless the Obligee against and from all loss, costs, damages, claims, and demands of every description as set forth in the Contract, and from all penalties, assessments, claims, actions for loss, damages or compensation whether arising under "The Workers Compensation Act", or any other Act or otherwise arising out of or in any way connected with the performance or non-performance of the Contract or any part thereof during the term of the Contract and the warranty period provided for therein;

THEN THIS OBLIGATION SHALL BE VOID, but otherwise shall remain in full force and effect. The Surety shall not, however, be liable for a greater sum than the sum specified above.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable as Principal, and that nothing of any kind or matter whatsoever that will not discharge the Principal shall operate as a discharge or release of liability of the Surety, any law or usage relating to the liability of Sureties to the contrary notwithstanding.

IN WITNESS WHEREOF the Principal and Surety have signed and sealed this bond the

_____ day of _____, 20____.

SIGNED AND SEALED
in the presence of:

(Witness as to Principal if no seal)

(Name of Principal)

Per: _____ (Seal)

Per: _____

(Name of Surety)

By: _____ (Seal)
(Attorney-in-Fact)

**FORM H2: IRREVOCABLE STANDBY LETTER OF CREDIT
(PERFORMANCE SECURITY)**
(See D11)

(Date)

The City of Winnipeg
Legal Services Department
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1

RE: PERFORMANCE SECURITY – RFP NO. 136-2016

PROVISION OF FOOD AND BEVERAGE SERVICES AT THE HARBOUR VIEW GOLF COURSE
AND RECREATION COMPLEX

Pursuant to the request of and for the account of our customer,

(Name of Contractor)

(Address of Contractor)

WE HEREBY ESTABLISH in your favour our irrevocable Standby Letter of Credit for a sum not exceeding in the aggregate

_____ Canadian dollars.

This Standby Letter of Credit may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you. It is understood that we are obligated under this Standby Letter of Credit for the payment of monies only and we hereby agree that we shall honour your demand for payment without inquiring whether you have a right as between yourself and our customer to make such demand and without recognizing any claim of our customer or objection by the customer to payment by us.

The amount of this Standby Letter of Credit may be reduced from time to time only by amounts drawn upon it by you or by formal notice in writing given to us by you if you desire such reduction or are willing that it be made.

Partial drawings are permitted.

We engage with you that all demands for payment made within the terms and currency of this Standby Letter of Credit will be duly honoured if presented to us at:

(Address)

and we confirm and hereby undertake to ensure that all demands for payment will be duly honoured by us.

All demands for payment shall specifically state that they are drawn under this Standby Letter of Credit.

Subject to the condition hereinafter set forth, this Standby Letter of Credit will expire on

(Date)

It is a condition of this Standby Letter of Credit that it shall be deemed to be automatically extended from year to year without amendment from the present or any future expiry date, unless at least 30 days prior to the present or any future expiry date, we notify you in writing that we elect not to consider this Standby Letter of Credit to be renewable for any additional period.

This Standby Letter of Credit may not be revoked or amended without your prior written approval.

This credit is subject to the Uniform Customs and Practice for Documentary Credit (1993 Revision), International Chamber of Commerce Publication Number 500.

(Name of bank or financial institution)

Per: _____
(Authorized Signing Officer)

Per: _____
(Authorized Signing Officer)

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Proponents are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.

E2. BACKGROUND

- E2.1 The Harbour View Golf Course and Recreation Complex consist of restaurant and serving counter with a seating capacity of 136, a banquet room seating 223, an outdoor patio seating 55 and an open air inner courtyard seating 87 and a fireplace lounge seating 49 (seating capacity for the entire Site is 550. It is operated year round with the hours of operation adjusted seasonally as described in Ea2.1
- E2.2 The entire facility is licensed including the golf course.
- E2.3 The golf operation is seasonal from approximately April to the end of October.
- E2.4 Past revenues and rounds played :

Approx. Annual Revenue Food and Liquor	Golf Rounds Played 5 Year Average
\$130,000	13,383

- E2.5 Proponents are informed that the City makes no representation or warranties of sufficiency of the information provided about food and beverage and liquor revenues from previous years. Further the City makes no representation or warranties as to the likelihood of similar numbers food and beverage and liquor revenues being achieved by the Contractor for future years.

E3. LOCATION AND SCHEDULE OF WORK

- E3.1 The Contractor shall operate the food and beverage concession at the Harbour View Golf and Recreation Complex in accordance with the requirements herein specified.
- E3.2 Harbour View Golf and Recreation Complex is a year round recreation facility.
- (a) Restaurant hours of operation:
- (i) From the start of the golf season (course opening) to September 30, the restaurant hours of operation are 7:00 am to dusk;
 - (ii) October 1 to mid-December the restaurant facility is closed. Food and beverage service shall consist of vending machine service only;
 - (iii) From approximately mid-December to mid-January, full food and beverage service is to be provided on a daily basis with operational hours being extended to 10 am to 9 pm on weekdays and 9 am to 9 pm on weekends; and
 - (iv) From approximately mid-January to the start of the golf season (course opening) the restaurant is closed. Food and beverage service shall consist of vending machine service only.
- (b) Banquet Hall:
- (i) In addition to the restaurant operation, banquets are booked on a regular basis year round. Notwithstanding any of the foregoing all banquet, special events and user groups are to be serviced by the Contractor's employees whether

within or outside of normal operating hours or the service currently being provided.

E3.2.2 The Contract Administrator has the authority to change the hours of service through written notification to the Contractor.

E4. SERVICES SUPPLIED BY THE CONTRACTOR

E4.1 The Contractor shall:

- (a) be responsible for all costs as could reasonably be expected relating to, or required to be incurred in providing, operating or maintaining a food concession and a banquet facility at Harbour View;
- (b) obtain all permits, licences and certificates and pay associated fees required for the performance of the Work;
- (c) not allow other food and/or beverage service providers to dispense and/or serve for special events without written authorization from the Contract Administrator;
- (d) post and keep posted in a conspicuous place at times, a complete list of all foods, beverages and other merchandise offered for sale together with the prices of same;
- (e) pay all taxes including, but not limited to, Federal and Provincial Sales Taxes, Provincial Payroll Tax, Municipal Business Tax and all other taxes arising from the Contractor's operation of the food services; and
- (f) permit the Contract Administrator free access at any and all times to inspect, examine, copy or audit the said books of account and the Contractor shall furnish such supporting data and other data and other information relating thereto as the Contract Administrator or his/her designate may require.

Facilities

E4.2 The Contractor shall:

- (a) provide fully qualified personnel to the satisfaction of the Contract Administrator;
- (b) provide, at all times, a sufficient number of personnel to provide proper and efficient service to the general public. The Contractor agrees to increase or decrease the number of employees at each concession upon a written request to do so from the Contract Administrator;
- (c) insure that the concession operates on a daily basis throughout the term as prescribed in E3.2. Failure to operate in whole or in part on a daily basis without permission from the Contract Administrator shall result in a charge of ten (\$10.00) dollars per hour for each hour that the concession or any part or component thereof is not in operation. An invoice listing the date and hours for which the Site was closed in whole or in part will be forwarded to the Contractor;
- (d) provide and pay all costs associated with a telephone, data connections and hardware;
- (e) assume full responsibility for the actions of such personnel employed by the Contractor while performing services pursuant to this Contract and be solely responsible for the supervision, daily direction and control, payment of salaries (including withholding and paying income tax, unemployment insurance and Canada Pension) as same may be required by law;
- (f) ensure that all concession staff are clean and neat in appearance. The Contract Administrator will advise the Contractor of any employees who do not meet the acceptable appearance standards. Appearance standards are to be agreed upon between the Contractor and the Contract Administrator, however, should mutual agreement not be reached the Contract Administrator shall have final determination of appearance standards;
- (g) not carry on any business in, from or about the concession other than of food services provided for and approved by the terms of this Contract;

- (h) collect and remit all concession revenue in accordance with D16.1;
- (i) be responsible for cleaning of the banquet facility and classroom;
- (j) be responsible for the set up and tear down of the banquet facility and classroom prior to and after all concession catered functions; and
- (k) take precautions to prevent fire occurring in or about the concession and observe and comply with all laws and regulations in force respecting fires by Federal, Provincial or Municipal authorities and comply with all instructions given to the Contract Administrator or other competent Federal, Provincial and Municipal authorities with regard to their safety and fire regulations.

Food Preparation

E4.3 The Contractor shall:

- (a) ensure that all employees engaged in the preparation, handling, servicing and storage of food meet Federal, Provincial and Municipal Health Department regulations;
- (b) ensure that all food and beverages offered for sale shall be stored in proper and sanitary containers satisfactory to the Contract Administrator;
- (c) comply with the terms of the Workplace, Safety and Health Act of the Province of Manitoba and any regulations there under insofar as they are applicable to the food service operation;
- (d) be responsible to maintain all concession areas used in the provision of food services including but not limited to floors, counters, patios, tables and chairs at a high level of neatness and cleanliness. The Contract Administrator is the sole judge as to the sufficiency of the cleanliness and neatness of appearance of the facility;
- (e) provide catering for any banquets or other functions held at the Harbour View Golf & Recreation Complex;
- (f) maintain, at all times, the kitchen and food preparation areas and all equipment, furniture, fixtures, small wares, merchandise and materials and all other items therein, whether owned by the City or the Contractor, in clean and sanitary manner;
- (g) during the term of the Contract, replacement, maintenance and repair of concession equipment and furnishings owned by the Contractor shall be at the expense of the Contractor;
- (h) The Contractor shall be responsible for the repair or replacement of City owned equipment resulting from misuse, abuse, or neglect. If required, an independent repair company will be hired by the Contract Administrator to determine the cause of the damage and if deemed damaged as a result of misuse, abuse or neglect by the Contractor the Contractors shall be responsible for all costs associated with the repair or replacement;
- (i) any replacement by the Contractor of equipment owned by the City, must be approved by the Contract Administrator and the replacement equipment must be of substantially the same type and quality. In the event that the Contractor replaces equipment that has been supplied by the City, at the expiration or termination of the Contract the Contractor shall transfer ownership of the replacement to the City free and clear of all encumbrances;
- (j) ensure that all cooking equipment requiring steam cleaning is cleaned annually including but not limited to fan grills and exhausts;
- (k) leave the concession, equipment, fixtures and small wares in a neat and tidy condition and in a good state of repair at the expiration of the term herein except for normal wear and tear. The Contract Administrator shall be the sole judge as to what is deemed to be reasonable wear and tear; and
- (l) purchase and pay for, at the Contractors sole cost and expense, liquor, such foods and beverages listed on the menu, as well as such foods, beverages, liquor, and confectionary items as the Contract Administrator may determine from time to time. The

Contract Administrator shall approve all prices and menu items. The Contractor shall supply on an annual basis a menu and pricelist.

Alcoholic Beverages

E4.4 The Contractor shall:

- (a) return to the City not less than 80% of profit derived from alcohol sales as directed by the Liquor and Gaming Authority of Manitoba (LGA). Profit will be considered as the retail price charged less the cost of the alcohol;
- (b) serve and dispense at each concession licensed by the LGA such alcoholic beverages and at such prices as the Contract Administrator shall direct;
- (c) ensure that all employees engaged in the dispensing of any alcoholic beverages take the necessary courses as prescribed by the LGA. All fees and charges associated with any LGA coursework is the responsibility on Contractor; and
- (d) procure and maintain at its sole expense, such licences, permits or approvals from the LGA as aforesaid, Federal, Provincial, Municipal or other authorities as may be required to enable the Successful Proponent to furnish the services provided.

E4.4.1 The Liquor Licence will be held by the City of Winnipeg.

Equipment

E4.5 During the term of the Contract, the Contractor shall be responsible for providing all small wares (ie: Cutlery, plates, glasses, cups, saucers, cooking utensils, etc), required in the provision of the Work.

E4.6 The Contractor shall bring to the Contract Administrator's attention items from the City Inventory list that require repairing.

E4.7 The Contractor shall provide the Contract Administrator with the Contractor's inventory list.

E4.8 At the conclusion of the Contract, the Contractor shall remove all small wares purchased by the Contractor and leave on Site all City of Winnipeg equipment shown on the Inventory list.

E4.9 During the term of the Contract, the Contractor shall:

- (a) not alter any fixtures or equipment supplied by the City of Winnipeg or make an installation without the express written consent of the Contract Administrator;
- (b) not remove or permit to be removed any furniture, fixtures, equipment or other property belonging to the City of Winnipeg; and
- (c) permit and facilitate the inspection of the concessions by the Contract Administrator or his/her designate so authorized at any time without notice.

E5. CITY PROVIDED SERVICES

E5.1 Services supplied by the City of Winnipeg shall be as follows:

- (a) provide heat, light, hot and cold water, power services and garbage removal from all concession operations;
- (b) repair concession or equipment belonging to the City provided the repair was not the result of misuse, abuse or neglect;
- (c) set annually, room rental rates for use of the banquet facility and classroom at Harbour View;
- (d) provide daily janitorial service during normal business hours. Janitorial service does not include cleaning of the banquet facility and classroom.
- (e) furnish, paint, equip, all concessions at such time and to such extent as the City determines necessary and to standards as advised by the prevailing health authority;

- (f) provide the fixed chattels (food preparation table, etc. that are attached to the structure of the facility, also including tables and chairs) found at the concessions upon commencement of the Contract; and
 - (g) maintain all lines for water, gas, sewer and electrical service to the stub-in point at each facility.
- E5.2 supply portable equipment (ie: toaster, coffee pot, meat cutter, etc.) as are on Site at the time of the Site Investigation. An inventory list of portable equipment shall be supplied by request after the date of the Site Investigation.
- E5.3 The City shall:
 - (a) maintain the right to grant non-profit organizations the privilege of supplying food and beverage services for specific fund raising special events sponsored by that non-profit organization. The same shall hold true for events sponsored in whole or in part by the City; and
 - (b) provide the Contractor with a list of product suppliers with whom it has sponsorship or other arrangements. The City retains the right to determine suppliers of food and beverage (alcoholic and nonalcoholic) product and the right to change suppliers throughout the term of the Contract.
- E5.4 Proponents are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.

PART F - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

- F1.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence. This can be obtained from one of the following;
- (a) police service having jurisdiction at his/her place of residence; or
 - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
 - (c) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home> .
- F1.2 The following is a link to information for obtaining the Criminal Record Search certificate including the Vulnerable Sector screening from the City of Winnipeg Police Service.
http://winnipeg.ca/police/pr/info_request.stm
- F1.2.1 The Criminal Record Search shall include a Vulnerable Sector Screening. This can be obtained by following the link below http://winnipeg.ca/police/pr/info_request.stm .
- (a) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;
- F1.3 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:
- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.
- F1.4 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.
- F1.5 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work.
- F1.6 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- F1.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.