



GOLDEN HILLS SCHOOL DIVISION NO. 75

CALL FOR PROPOSALS

FOR

THE PROVISION OF FOOD SERVICES FOR DRUMHELLER DORMITORY STUDENTS

Proposal Timelines

Sealed proposals clearly marked *"Proposal Call – Food Services for Drumheller Dormitory Students"* are to be in the hands of the undersigned in Strathmore, AB, on or before 12:00 noon on May 16, 2019.

Dr. Kandace Jordan
Deputy Superintendent of Schools
Golden Hills School Division No. 75
c/o George Freeman School
1150 Edgeview Road
Strathmore, AB T1P 0H2
Phone: 403-934-5121, ext. 2015
Fax: 403-934-5125

As this proposal call runs concurrently with a call for proposals for the Strathmore dormitory, a combined proposal is permitted and encouraged, and may be submitted in one sealed proposal clearly marked *"Proposal Call – Food Services for Drumheller and Strathmore Dormitory Students."*

Proposal Information

For a complete list of Proposal Information, including mandatory requirements, please contact Geoff Ball at geoff.ball@ghsd75.ca.

There will be a mandatory site visit on Monday, May 6, 2019, at 2 p.m. in the Drumheller International Dormitory to review the commercial kitchen and to discuss the proposal in detail. Please meet in the school front entry located at 450 17th Street East, Drumheller, AB.



Golden Hills School Division No. 75 (GHSD)

PROPOSAL CALL

Food Services for Drumheller Dormitory Students

GHSD is seeking proposals for the provision of food services to the International Dormitory in Drumheller. We are seeking businesses that will provide complete daily food services in a safe and caring environment for approximately 65 students for the 2019–2020 and 2020–2021 school years (each school year runs from late-August through the end of June). There may be an opportunity for summer school food services as well.

Submission Date: On or before May 16, 2019, at 12 p.m.

Section #1 - Mandatory Criteria

Each of these items must be addressed in your proposal and carry a weighting factor that will be used to determine the successful firm:

- Sample of at least a one month meal plan complete with portion size and demonstrating adherence to *Canada's Food Guide*.
- Describe how your firm will address variety and cultural diversity in the menu plan (students come from all over the world).
- Daily cost per student, based on:
 - 3 meals and 2 snacks per school day
 - 2 meals and 1 snack per non-school day
 - a range of 60–90 students
- Business/Mission Statement regarding customer service for students from diverse cultural backgrounds.
- Indicate in your submission the monthly lease rate you are proposing to pay GHSD.
- At least two reference letters from existing clients.
- Your firm's Quality Assurance Program. Please include resumes and/or qualifications of kitchen staff.
- Projected daily, weekly, and monthly cleaning schedules. Schedules are subject to change depending on needs and requirements.
 - The contractor is responsible for cleaning the commercial kitchen and office on daily, weekly, and monthly schedules. Cleaning must meet, at minimum, AHS requirements.
 - Cleaning includes but is not limited to: floors, walls, dispensers, counters, garbage cans (inside and out), windows, appliances (including underneath and surrounding areas), and equipment (including the walk-in freezer and cooler). Ceiling tiles to be cleaned as required. The loading dock is to be kept clean and free of debris and recycling.
 - The contractor is responsible for removing garbage, recycling, and organics, from the commercial kitchen to the dedicated bins located outside on a daily basis.
 - The contractor is responsible for removing the garbage and recycling from the cafeteria on Sundays. Caretakers will remove garbage and recycling from Monday to Saturday.

Note: GHSD will have the exhaust hood cleaned once per year (in July or August). Any suppression systems will be inspected on a bi-annual basis by GHSD.

Additional Information – these documents will be required of the successful firm

- Copy of business license
- Certificate of Insurance
- Food Establishment License from Health Authority
- Criminal Record Checks and Child Welfare Intervention checks for all employees and sub-contractors working on GHSD site

Contract Information

Your firm's submission to this *Proposal Call* and a signed copy of GHSD's contract document will form the contract for this service.

There is a possibility of renewing the contract for up to two additional one-year terms.

Factors

The award will be made, on the basis of price and other factors, to the responsible applicant whose submission is most advantageous to GHSD, after price and other factors have been considered.