



## Golden Hills School Division No. 75 (GHSD)

### PROPOSAL CALL ADDENDUM 1

#### Food Services for Drumheller Dormitory Students

**Date:** May 3, 2019

**Description:** Addendum 1 for The Provision of Food Services for Drumheller Dormitory Students

**Details of Addendum:**

This addendum is being issued to clarify information and answer questions received to-date.

1. Golden Hills School Division has an interest in the well-rounded education of its students. This education includes foods and kitchen training. **The Drumheller kitchen and cafeteria are joint-use spaces**, with students using the refrigerator, freezer, deep fryers, mixers, and other appliances as needed to receive Foods training as established by the school. Applicants should expect shared kitchen access with students, teachers, and administrators to an extent necessary to ensure student learning, with business to be conducted in good faith between all parties involved. Questions about these joint-use spaces can be submitted, with clarification to come from the school and distributed to all applicants.
2. On the first page of the call for proposals, under Proposal Information, there is an invitation to contact Geoff Ball for “a complete list of Proposal Information, including mandatory requirements.” To clarify, this information, including mandatory requirements, was already included as a part of the call (on pages 2–3), subject to the additions and clarifications in the remainder of this addendum.
3. In addition to what was originally identified, cleaning is to include food and drink displays, dishwashers, serving counters, deep fryers, mixers, steam tables, drink fountains, and drink machines in the cafeteria and kitchen, if applicable.
4. The mandatory site tour is expected to take between 30 and 45 minutes. Questions will be documented and answers will be provided to all participants.
5. Bids will only be accepted from individuals or firms who participate in a mandatory site visit.
6. The current cultural makeup of the Drumheller dormitory is 70% Korean, Japanese, and Chinese. Other countries represented include Germany, Hong Kong, India, Nigeria, Pakistan, Taiwan, Thailand, Vietnam, and Zimbabwe. In 2019-2020, the projection is for 16 countries to be represented in similar ratios.
7. Golden Hills will expect the successful applicant to perform regular upkeep and cleaning of the appliances, work surfaces, and storage areas in the kitchen. Repairs on those items would be the responsibility of Golden Hills (either in-house or by hired contractor), providing that maintenance was demonstrated to be performed regularly and nothing was ignored or permitted to fall into disrepair.
8. Pest control is the responsibility of Golden Hills.

9. For clarity, the selected provider of food services for the Drumheller dormitory is responsible for lunches on school days, as the kitchen and cafeteria are located within the school. The anticipated meal breakdown at the Drumheller dormitory is:
- Breakfast, lunch, and dinner, plus two snacks, on school days
  - Brunch and dinner, plus one snack, on non-school days
10. The food service provider will not be expected to collect any money from students. The firm or individual would invoice Golden Hills on a set basis, to be determined (whether monthly, semi-monthly, or bi-weekly) and would be paid by Golden Hills directly.
11. Rent is expected to be paid monthly.
12. The successful firm will be selected by Golden Hills based on the following matrix:
- a. Fee proposal (maximum of 50 points awarded)
    - Cost per student
    - Bagged lunch cost for ad hoc requests
    - Monthly rent
  - b. Experience and Qualifications (maximum of 30 points awarded)
    - References
    - Business/Mission Statement regarding customer service for students
    - Quality Assurance Program, including resumes and/or qualifications for staff
    - Years in service
    - School, cafeteria, or commercial experience
    - Cleaning schedules
  - c. Menu plan (maximum of 20 points awarded)
    - Adherence to *Canada's Food Guide*
    - Demonstration of variety (including vegetarian options) and cultural diversity in menu options

**Note:**

This addendum must be signed by an authorized representative and submitted with the application (or by the application due date of May 16, 2019, at 12 p.m. MT) to indicate that both pages have been read, understood, and accepted as an amendment to the original call for proposals.

Name of Firm (if applicable): \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_