



VILLAGE OF BELLEDUNE

P.O. Box 1006 * 2471 Main Street * Belledune, NB * E8G 2X9 * Tel.: (506) 522-3703
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REQUEST FOR PROPOSAL (RFP) #22-01 “COFFEE SHOP OPERATOR” WITHIN THE BELLEDUNE MUNICIPAL BUILDING

Copies of the Request for Proposal #22-01 - “Coffee Shop Operator” can be picked up at the 2471 Main St. Belledune, or on our website www.belledune.com

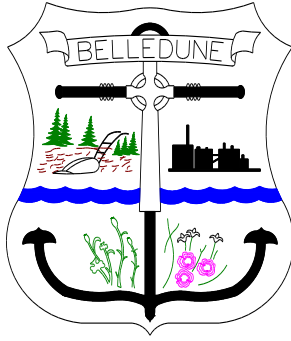
Interested Bidders can submit their RFP by mail to the above address, by email to: cao@belledune.com or in person to the Belledune Municipal Office, at 2471 Main St., in a sealed envelope, clearly marked with the Bidder’s Name and Address to the following:

Village of Belledune
Attention: Scott Ferguson, Interim CAO
2471 Main St., Belledune, NB
RFP #22-01 – Coffee Shop Operator

CLOSING DATE FOR RFP #22-01 COFFEE SHOP OPERATOR – January 21, 2022 at 2:00pm.

PLEASE NOTE THE DATE IN THE RFP FOR A WALK THROUGH (ONE TIME ONLY) OF THE COFFEE SHOP IS FRIDAY, JANUARY 14/22 AT 10:00AM TO VIEW THE AREA AND EXAMINE EQUIPMENT & FLOOR SPACE.

Please note that the Municipal Office will be closed from Dec. 24/21 at noon to January 4/22.



REQUEST FOR PROPOSAL
FOR
COFFEE SHOP OPERATOR

WITHIN THE BELLEDUNE MUNICIPAL HALL

RFP # 22-01

Issued: December 6, 2021

Proposals Due: January 21, 2022 at 2:00pm

1. INTRODUCTION:

The Village of Belledune is seeking proposals from experienced coffee shop operators for the lease of a fully equipped coffee shop located on the east side of the main entrance to the Village Hall, located at 2471, main Street, Belledune, NB. The village will review and may select one respondent, based on submitted qualification statements. The Village reserves the right to accept or reject any or all proposals, if such action is in the best interest of the Village.

2. EXISTING CAFÉ SPACE DESCRIPTION:

The existing café space's food preparation area consists of display, counters and indoor seating. There are no outdoor seating areas available at this time. Operating hours are expected to be, at a minimum, 8:00 am to 5:00 pm (Monday – Friday) and may include hours when the Village Hall is closed. (I.e. evenings, weekends, subject to mutually agreeable security measures.)

3. RENTAL FEE:

A fixed rental fee of \$516.00 per month plus electricity has been set for the first year of the contract.

4. SCOPE OF SERVICES:

A.) General: The selected operator shall operate a café/coffee shop under a one (1) year lease. The Village anticipates that the lease will be evaluated yearly and may be extended at the discretion of council

B.) Type of Service: The following are the preferred options of the Village.

- A quality variety of hot and cold beverages such as coffee, tea, smoothies and other like drinks that will be consumed inside the Village hall and out. A quality variety of food are expected to be available including, but not limited to, sandwiches, pastry, fruits and other coffee shop fare.

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- Hours of operation will be agreed upon by the selected operator and the Village. It is preferred that the coffee shop be operated during the majority of the Village Hall operating hours. The coffee shop however may stay open earlier or later as negotiated.

- Customer service must be excellent and meet all the standards set by the Village. Employees must be competent, courteous and professional in appearance.
- The *Workers Compensation Act* of New Brunswick requires employers who employ three (3) or more workers at any one time to register with WorkSafe NB. Therefore, if you employ three (3) or more workers, as stipulated under this Act, you are required to provide this office with a certificate which verifies registration in accordance with the Act (Regulation 82-13) under the *Workers Compensation Act*. If your company is exempt under the Act, please provide the Village with a letter stating that your company is exempt under the Act.

The Occupational Health and Safety Act defines the minimum acceptable standard for health and safety to which the employers must comply. A copy of the Act and the Regulations can be obtained by contacting WorkSafe NB (Regulation 91-191). The Village requires that these minimum standards be respected.

- The selected shall be responsible for all product deliveries.
- The successful Bidder shall be required to provide proof of **Commercial General Liability (CGL) Insurance listing the Village as “Additional Insured”**, and **Automobile Liability Insurance (for all owned and non-owned vehicles)**, each in a **minimum amount of two million dollars (\$2,000,000) for each claim**, which shall indemnify and save harmless the Village from all suits and actions for damages and costs to which the Village

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may be put by reason of injury to or death of persons and damage to property resulting from negligence, carelessness or any other circumstances caused by the Consultant which may arise in the performance of this work. Proof of Insurances shall be provided to the Village prior to the commencement of the Contract. Such proof shall contain assurances that the policy cannot be cancelled during the term of the Contract. Written notification of any cancellation or changes in the Insurance Policy, Insurance Company, etc. must be given to the Village in writing, thirty (30) days prior to the date the change will take effect. Insurance contracts shall be procured from a Canadian based Insurance Company licensed to do business in the Province of New Brunswick. Any and all claims shall be settled in Canadian Funds and must be stated on the policy. All insurances shall remain in effect until completion of the contract.

- **IMPORTANT:** No employee of the Village or member of Council should have a direct or indirect interest in a company which delivers the service requested in this RFP to the Village without formal disclosure in writing by the Bidder, before the closing date. The Village will review a proposal and may reject it where, in the opinion of the Village, the Bidder could be in a conflict of interest or perceived conflict of interest, should the Bidder have the highest ranked proposal. Bidders should take note of the Conflict of Interest declaration which must accompany your proposal.
- The successful bidder will be required to provide hard copy proof of double vaccination for CoVid 19 for all employees.
- The successful bidder will be required to provide hard copy proof of a (cpec) criminal records check for all employees.
- The successful bidder will be required to provide hardcopy proof of the Department of Health – Food Handling Course for all employees.

5. CONTENT OF PROPOSAL STATEMENTS:

Proposals shall include, but not be limited to the following:

- A statement detailing your coffee shop management experience
- A description of purposed menu and pricing.
- A minimum of two references including names, phone, cellular and email address.
- Proposed hours of operation
- Proposed disinfection protocols to conform to all New Brunswick CoVid regulations.

6. INSTRUCTIONS AND SCHEDULE FOR SUBMMISIONS:

The Village shall not be liable for any expenses incurred by any bidder in relation to the preparation or submission of proposals. Expenses include, but are not limited to, expenses in preparing the submission, negotiations with the Village on any matter related to this RFP, and costs associated with interviews, meetings, travel or presentations. Additionally the Village shall not be liable for expenses incurred as a result of the Village's rejection of any proposal made in response to this RFP.

A site visit to the "Coffee Shop" will be conducted on January 14, 2022 at 10:00am for those interested in providing proposals. It would be in the best interests for all parties to view the area and to examine the equipment and floor space.

Proposal are due on or before 2:00 pm, January 21, 2022. This time and date are fixed and extensions will not be granted. It is the responsibility of the bidder to insure that proposals are delivered to the village, no consideration will be given to proposals sent by mail or by courier services.

All proposals received after the deadline shown will be rejected, returned unopened to the sender and will not receive further consideration. Furthermore, the Village reserves the right to reject any and all submissions deemed in the best interests of the Village.

IMPORTANT: Deliver two (2) original hard copies, with the RFP name and number inscribed on the front of the envelope of your proposal to:

Village of Belledune

2471 Main St.

Belledune, NB

C/O Scott Ferguson CAO

7. SELECTION CRITERIA:

Criteria used in evaluation of all proposal received will include, but not limited to:

- Successful management experience in operating a restaurant or coffee shop.
- Compatibility with Village Hall and its operations.
- Financial stability
- Menu options and pricing.
- Familiarity with the Village and its customer base.