

**PARKS CANADA AGENCY
REQUEST FOR PROPOSALS**

For the Management, Operation, and Delivery of Food Services in the
Restaurant at the Visitor Reception Centre building at Lower Fort Garry
National Historic Site of Canada.

Lower Fort Garry National Historic Site
Manitoba Field Unit
5925 Hwy 9, St. Andrews, Manitoba, R1A 4A8

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1.0 INTRODUCTION

- 1.1 Parks Canada invites proposals for the provision of food services at Lower Fort Garry National Historic Site of Canada. Proposals may focus on using the established restaurant/ concession facility located within the Visitor Reception Centre (VRC) building.
- 1.2 Parks Canada Agency places the highest priority on serving visitors and meeting their needs. As part of the experience at Lower Fort Garry National Historic Site (NHS), our vision is to provide visitors with opportunities to participate in unique programs and events while having the convenience of partaking in a snack or meal at the on-site restaurant. This Request for Proposal (RFP) is only for restaurant services at Lower Fort Garry and does not include catering. Event catering on-site may be done by other businesses.
- 1.3 In order to support the realization of this vision, Parks Canada requires an external resource to provide the delivery of food services in the on-site restaurant at Lower Fort Garry NHS. The Manitoba Field Unit is issuing this RFP to establish a contract for restaurant food services at Lower Fort Garry NHS. This external resource will complement the Visitor Experience at Lower Fort Garry. The successful Licensee will:
 - a. Provide service for visitors and staff in both Official Languages (English and French)
 - b. Provide a new restaurant menu in March of each year, that is of good quality and variety that caters to the main demographics of site visitors
 - c. Ensure eco-friendly protocols are used to operate the restaurant.
 - d. Establish restaurant operating hours that are, at a minimum, consistent with Lower Fort Garry NHS's hours of operation.
- 1.4 The Parks Canada Agency is a public service organization dedicated to the protection and presentation of Canada's National Historic Sites. National Historic Sites represent Canada's diverse heritage and identity. The Manitoba Field Unit (MFU) operates several Parks Canada places in Manitoba including Lower Fort Garry NHS which is located in the Rural Municipality of St. Andrews.
- 1.5 Lower Fort Garry is situated along the banks of the Red River at 5925 Highway 9, St. Andrews, MB. It is located 20 minutes north of the City of Winnipeg, and 5 minutes south of the City of Selkirk. Lower Fort Garry NHS was built by the Hudson's Bay Company beginning in 1830 and represents the oldest intact stone fur trading post in North America. It is/ was:
 - a. the place where Treaty No. 1 was made between the Saulteaux (Ojibwa) and Swampy Cree First Nations people and the Crown.
 - b. a Hudson's Bay Company post as well as a supply and distribution centre for the fur trade.
 - c. one of the finest collections of early stone buildings in Western Canada.
 - d. used by the federal government for public purposes in the 1870's and 1880's most notably as the first training base for the North West Mounted Police, a penitentiary, and a mental hospital.
- 1.6 Lower Fort Garry is a significant attraction in Southern Manitoba's tourism community. As a carefully maintained National Historic Site, visitors have come to expect a consistent premiere-quality experience.
- 1.7 The selected operator will be mindful of the site's history as a Hudson's Bay fur

trading site and its historic ties to Indigenous communities, notably the Treaty No.1 First Nations and the Métis Nation.

1.8 Situated within the Visitor Reception Center Building is a restaurant facility with a 110-person capacity. The restaurant includes a basic kitchen, walk in cooler, tables, chairs, cutlery, etc. The successful proponent will have access to this facility for the purposes of providing food services to the public.

1.9 Visitor Experience

- a. Food service is a vital element in the delivery of an excellent visitor experience. The successful Licensee shall strive to provide customers with great food and quality service through an appealing variety of menu items.
- b. Visitor demographics include a high density of school children in the months of May and June with a large percentage of families, international visitors, and seniors throughout the remainder of the operational season. In 2019, Lower Fort Garry NHS welcomed over 30,000 visitors.

2.0 LICENSE OF OCCUPATION

2.1 The delivery of food services shall be conducted in accordance with the terms of a License of Occupation, substantially the same as the license attached hereto, between Her Majesty and the successful proponent. The License of Occupation will be issued for a term of not more than five (5) years commencing May 1, 2020 and ending April 30, 2025.

2.2 Parks Canada will meet with the successful proponent after being awarded the License of Occupation the first year and then at an annual meeting on the second Monday of March each year to provide them with a calendar of events, hours and activities occurring on-site during the upcoming season. Currently the regular operating visitor season is May-September each year, however events and activities do occur outside of these hours. Parks Canada expects the successful proponent to provide regular restaurant service during the regular May- September visitor season at a minimum. Extra points may be awarded to a proponent that proposes to offer services at events and activities held from October to April.

2.3 **The Licensee shall be required to pay to Her Majesty an annual fee for and during each year of the License of Occupation. The annual license fee shall be paid** each year in the amount of:

Year 1- \$4,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 2- \$5,000 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 3- \$5,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 4- \$6,000 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 5 \$6,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Proposals that have the best return to Her Majesty will be awarded the highest points.

3.0 SUBMISSION OF PROPOSALS

3.1 The closing date for submission of proposals will be at 1500 hours (CST) on the 13th day of March 2020. **Two signed copies** of the proposal must be submitted as specified below to the following address in a sealed envelope:

Parks Canada Agency
Manitoba Field Unit
Lower Fort Garry National Historic Site
5925 Hwy 9
St. Andrews, Manitoba
R1A 4A8
Attn: Heather Beerling, Acting Visitor Experience Manager
**Proposal-Food Services, Lower Fort Garry National Historic Site of Canada
Personal & Confidential**

3.2 Proposal submissions must include the following:

- a. Completed proposal form
- b. Complete business plan
- c. Security deposit in the amount of \$500.00
- d. Site Certificate

3.3 Proposals not accompanied by the above documents will be considered incomplete and rejected.

3.4 Instructions for preparing and submitting proposals are provided in this document.

3.5 **This RFP in NOT an invitation for tender or otherwise an offer.** Furthermore, no contract or legal obligation shall bind Her Majesty unless her Majesty notifies the successful proponent in writing, and the proponent signs the License of Occupation as described herein with Her Majesty.

3.6 It is anticipated that there may be modifications to the proposals **AFTER** the submission date, and Her Majesty specifically reserves the right to negotiate modifications to proposals in order of descending acceptability.

3.7 Her Majesty reserves the right to cancel this RFP at any time, without any liability to Her Majesty.

4.0 EVALUATION OF PROPOSALS

4.1 The proposals submitted will be evaluated against the criteria outlined below. The proposal must contain sufficient information, in the forms of a business plan (See

Section 8.0) to convince the evaluation committee of the feasibility for success of the operator. Proposals will be evaluated by an internal evaluation committee and/or a private consultant. The License of Occupation may be awarded to the proponent with the highest score.

- 4.2 Criteria to be used in the evaluation and awarding of the License of Occupation:
- a. Total Points =100
 - b. Proposals must achieve the minimum points required in each category in order to be deemed complete.

5.0 Evaluation Categories

5.1 Evaluation Category One: Service to the Public and License of Occupation Operations 45 points (minimum 25 points required).

- a. Experience of Proponent
Relevant experience in the operation of a food service facility, employing staff, and providing direct service to the general public

- b. Commitment of Proponent

Degree to which the proponent is invested in the operation. Investment includes financial contributions in support of the operation and direct involvement in the daily operation and overall management of the License of Occupation.

The proponent, or an employee with full management authority (financial, operational and staffing) will be present during operating hours, a minimum of 50% during each one-week period. Contingency plans should be in place when the proponent is absent from site.

The quality of marketing materials and any submitted plans will be evaluated for both quality and effectiveness.

- c. Staff Experience

Experience and accreditation of key staff, and auxiliary staff in operation of the License of Occupation. All food handlers must have a certification that meets Provincial standards. An identified training plan for all staff must be in place.

- d. Provision of Bilingual (English/French) Service to the Public

Ability and commitment of the proponent to ensure that service is available in both Official Languages. A full time bilingual staff member is a definite asset and will result in higher points; however other creative solutions to ensure that bilingual service is provided will also be considered. No proposal will be rejected solely on the basis of the inability to guarantee bilingual staffing 100% of the time; however, proponents must demonstrate their commitment to working together with Parks Canada in providing an Active Offer of Bilingual Services. Parks Canada may assist in the translation of written materials such as menus.

e. Transportation of Goods and Staff

Operational plan which ensures staff and necessary goods will be in place each day prior to opening and that adequate back-up arrangements are in place to guarantee uninterrupted service to the public during regular operating hours.

f. Menu Items

Range of items demonstrate fair pricing (value for the dollar) and a range of prices. Quality, value, creativity, and a range of different types of foods for the proposed menu will be assessed to appeal to a wide range of visitors.

g. Environmental Stewardship

Proponent demonstrates commitment and support for environmental responsibility through their operational practices and selection of products and materials.

5.2 Evaluation Category Two: Return to the Crown 20 points (minimum 10 points required).

a. Annual License Fee

Year 1- \$4,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 2- \$5,000 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 3- \$5,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 4- \$6,000 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 5 \$6,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Proposals that have the best return to Her Majesty will be awarded the highest points.

b. Ability to meet financial requirements

The proposal must demonstrate that the proponent is financially capable of providing the proposed services and comply with the terms of the License of Occupation; including supporting documentation from financial institutions and suppliers where appropriate.

The proposal must also demonstrate that the proposed operation is financially sustainable and presents the proponent with a reasonable chance of success. Standardized industry ratios and related analysis will be used to judge business plan submissions.

5.3 Evaluation Category Three: References and Reliability 25 points (minimum 10 points required).

a. References

A minimum of four references shall be provided, each of whom is familiar with the past business operations of the proponent. At least one reference must be able to discuss the financial abilities of the proponent to meet the requirements of the License of Occupation. The proponent’s ability to manage staff, organize and run a food service operation, and deal with the general public in a courteous and professional manner under potentially stressful conditions will be evaluated. (Reference 8.0 Business Plan Outline)

b. Reliability

Evidence from previous businesses and/or employment which demonstrate the proponent’s ability to complete all aspects of complex projects in a thorough and timely manner.

4.4 Evaluation Category Four: Quality of Information and Proposal 10 points (Minimum 5 points required).

a. Quality of Proposal

The proposal should be presented in a clear, organized and logical manner and demonstrate that the proponent has a clear understanding of the requirements necessary for the provision of the service ensuring that all issues are addressed. Her Majesty reserves the right to request additional information.

Each criterion shall be assessed and points awarded based upon the information provided.

Rating	Percentage of Available Points in each Category
Exceptional	85 – 100%
Very Good	70 – 85%
Good	60 – 70%
Acceptable	50 – 60%
Not Acceptable	Points will not be awarded if the submission fails to address the identified criteria to a minimum acceptable level (50%)

A completed proposal must demonstrate the proponent’s ability to satisfy the evaluation criteria.

6.0 BRIEFING SESSION

- 6.1 A mandatory briefing session will be held in the Visitor Reception Centre building at Lower Fort Garry National Historic Site, St. Andrews, Manitoba at **2 p.m. on Tuesday, March 3, 2020** to review the proposal specifications, and to answer any questions proponents may have regarding this RFP. An additional briefing session may be scheduled if Her Majesty deems it necessary. In order for a proposal to be considered complete and merit consideration, **all proponents or their representatives must attend this briefing session.**
- 6.2 Any questions or inquiries concerning this proposal should be submitted in writing at least two days prior to the close of proposal submissions to:

Heather Beerling, Acting Visitor Experience Manager,
Parks Canada, Manitoba Field Unit,
5925 Hwy 9, St. Andrews, MB, R1A 4A8,
**Proposal-Food Services, Lower Fort Garry National Historic Site of
Canada**

7.0 GENERAL INSTRUCTIONS

Proposals that do not comply with the following instructions will be considered incomplete and subsequently rejected.

- a. Each proponent should be fully familiar with the conditions relating to the service to be performed, shall inspect the site, and be thoroughly familiar with the License of Occupation. Failure to do so will not relieve the successful proponent of obligations to enter into the License of Occupation, or to render the services set forth in the proposal.
- b. Proposals shall be submitted on the proposal form (attached) provided herein, together with a security deposit in the form of a certified cheque, money order, bank draft or bid bond in the amount of Five Hundred Dollars (\$500.00), made out to the Receiver General for Canada. Certified cheques, money orders and bank drafts must be drawn on a bank to which the Bank Act applies. Bid bonds must be issued by a firm and in a form acceptable to Her Majesty.
- c. Proposals must be received on or before the exact date and time stated in this Request for Proposal. Proposals received after this date may not be considered however, if it is determined to be in the best interest of the Crown, Her Majesty reserves the right to evaluate late proposals in the event that other proposals received are not satisfactory.
- d. Proponents must provide a site certificate signed by a representative of Parks Canada as proof of having visited the site. A site certificate will be issued by Parks Canada after a Proponent has visited the site. The site certificate must be included with the Proponent's Proposal to pass the mandatory requirements. Failure to do so will render a Proponent's bid non-compliant.
- e. Each proposal and supporting documents shall be enclosed in a sealed proposal envelope. The proposal and any amendments thereto **must be signed. Two signed copies of the proposal and supporting documents must be submitted.** The complete name and address of the proponent and **“Proposal-Food Services, Lower Fort Garry National Historic Site of**

Canada” must be printed on the outside of each envelope. **Proposals submitted by facsimile or email will not be accepted.**

- f. All information supplied by proponents will be held in strict confidence pursuant to the terms of the Access to Information Act and the Privacy Act.
- g. Her Majesty reserves the right to reject any or all proposals, and the highest or any proposal will not necessarily be accepted.
- h. In order to be considered, each proposal, as a minimum, must include the proposal form, a business plan, and a security deposit.
- i. Proposals will be evaluated after the closing date of the submission of proposals, after which an announcement will be made to the successful candidate if a proponent is selected on or by April 9, 2020.
- j. Her Majesty reserves the right to negotiate modifications to any proposals.
- k. Security deposits will be returned to unsuccessful proponents within fourteen (14) days after the selection and official notification that a proponent has been selected.
- l. If a proponent is selected, the successful proponent must execute a License of Occupation and return said license to her Majesty within ten (10) days of receipt of the license.
- m. If the successful proponent withdraws the proposal within the time limited for acceptance (ten days), the security deposit may, at the option of Her Majesty and without prejudice to any of Her Majesty’s rights at law or in equity, be forfeited to Her Majesty.

8.0 BUSINESS PLAN OUTLINE

This business plan will represent the proponent’s general submission and should include (at a minimum): a clear identification of the proponent’s vision and concept for the delivery of food services; complete operational, marketing and financial plans; staffing information; product information (e.g. menu); and any other information that may assist Her Majesty in making a realistic assessment of the proponent’s capabilities. The information may be provided in various forms, including but not limited to: written descriptions, historical background, scale drawings, photographs, artists’ renderings, material samples etc.

The following outline may be used in the preparation of a submission. Sections C, G and H are mandatory requirements.

- a. Description of current business operations of proponent
 - History/start-up of businesses
 - Legal status and particulars
 - Samples of marketing materials
- b. Business Objectives
 - Objectives should be clear, measurable and realistic
 - May relate to, gross sales, profits, or other performance measures

- c. **Management Abilities (must be included in proposal)**
 - Proponent's background
 - Practical and/or related experience
 - Qualifications of proponent and key employees
 - Organizational structure and reporting relationships.
 - Include a current curriculum vita
- d. **Physical Facilities and Equipment**
 - Description of equipment to be supplied by proponent and used in operation
- e. **Internal Operations**
 - Security and loss prevention plan
 - Transportation of goods and staff
- f. **First Year Operating Plan**
 - Required services or additional proposed services
 - Hours of operation
 - Quality control measures
 - Staff training and certification plan
 - A general marketing approach
- g. **Financial Plan (must be included in proposal)**
 - Financial statements for the last five years of operation
 - 3 years of forecasted financial statements, including an Income Statement, Cash Flow Statement and Balance Sheet. First year statements should be presented on a monthly basis, with the exception of the Balance Sheet which can be presented on a year-end basis.
 - All forecast assumptions must be provided
 - Statement of personal financial affairs
 - Planned capital investment, financial requirements
 - Sources of financing
 - Availability of financing and other resources
- h. **References (must be included in proposal)**
 - Letter from insurance institution(s) in support of proponent's ability to obtain commercial general liability insurance.
 - Letter from financial institution(s) supporting proponent's ability to obtain financing
 - Two additional business references (bank, lawyer, accountant, business associate etc.)
- i. Throughout the business plan it would be appropriate for the proponent (where applicable) to address the following issues:
 - Environmental stewardship
 - Protection and safety of facility and people,
 - Commitment to providing service in both official languages
 - Reliability (ability to ensure uninterrupted service on a daily basis)
 - Safety (visitor and employee safety and emergency action)
 - Any experience serving or working with Indigenous communities

9.0 RESPONSIBILITIES OF LICENSEE

- 9.1 Parks Canada expects the successful proponent to provide regular restaurant service for the visitor season from the May- September 10h00 to 17h00 **at a**

minimum. Events and activities do occur outside of these hours and the proponent is encouraged to offer service at other times. Parks Canada will meet with the successful proponent each year on the second Monday in March to provide a calendar of events, programs and hours of planned operation for the upcoming regular visitor season.

- 9.2 Provide a menu that offers quality food and provides an overall value for money experience, as determined by the Field Unit Superintendent, must be maintained during the License of Occupation. The menu shall strive for a balance of popular menu items and healthy alternatives. Preference may be given to Licensees that propose historically appropriate menu options. Range of menu items must demonstrate fair and competitive pricing comparable to other restaurant operations in the Interlake region. Quality and value of the menu will be assessed from time to time during the License of Occupation by Parks Canada. All pricing must receive the prior written approval of the Field Unit Superintendent.
- 9.3 Regulatory officers will be permitted to inspect the premises at their convenience and identify any deficiencies and remedial actions with time constraints specified in orders. Licensee will comply with all direction given.
- 9.4 Acceptable levels of experience and training in food handling (as a minimum a provincial food handling course) or related business operations must be demonstrated by the Licensee and staff.
- 9.5 Be responsible for daily cleaning and maintaining clean conditions throughout the operating day in the areas of the License; specifically, the kitchen, the dining room, the exterior patio area, behind counter food preparation and sales area, and any storage area assigned to the Licensee. Daily cleaning shall include vacuuming or sweeping, wet mop and rinse of all hard surface flooring, wet clean and rinse of all counters, tables and seats, removal of garbage bags as required to an area designated by the Site Manager, and maintenance of food preparation area to commercial food service standards.
- 9.6 Clean, sort, package and identify all recyclable materials and place in the area designated by Parks Canada.
- 9.7 Parks Canada staff may be in the building when the restaurant is closed. Licensee is required to check with the Parks Canada staff present and determine whether the building is to be locked. If no Parks Canada staff is present, Licensee is required to lock and arm the building. Visitor Reception Centre door keys and security alarm codes will be distributed to the Licensee on an as required basis. If keys are lost, the Licensee is required to pay to replace the key, or to rekey the building.
- 9.8 At its own expense, employ a sufficient number of suitable persons to supply all services, maintenance and improvements required by the License of Occupation and shall be responsible for the selection, training and availability of all staff. Licensee will ensure that all staff maintain a professional appearance and are neatly attired in clean, functional clothing or uniforms which shall include restaurant nametags in both Official Languages (English/French). Licensee shall ensure that all its employees display a positive attitude about the business customers, Parks Canada and its partners.
- 9.9 An on-site supervisor shall be identified at all times and have authority to act on behalf of the Licensee.
- 9.10 Report in writing to Parks Canada any deficiencies in fixtures or buildings

used by the Licensee.

- 9.11 Provide a cash register and all other equipment required to operate the restaurant and maintain all equipment in a good and clean condition satisfactory to Parks Canada.
- 9.12 Provide off-site storage for stock that cannot be held in on-site designated storage area.
- 9.13 Cooperate with Parks Canada in the marketing of on-going and off-site Parks Canada programming by permitting the display of promotional material in the restaurant.
- 9.14 Changes to restaurant décor will be by mutual agreement between the Licensee and Parks Canada.
- 9.15 Licensee may develop and use a method of determining the extent to which customers are satisfied with the level of service they experience. The Licensee will share this information with Parks Canada.
- 9.16 The publicly accessible area of the Restaurant may be required for use by Parks Canada from time to time. Parks Canada will schedule these requirements at times the restaurant is not open to the general public. Written notification will be given to the Licensee a minimum of twenty-four (24) hours in advance of such use with the understanding that this occasional usage by Parks Canada will not impact or disrupt restaurant operations. Parks Canada will be responsible to clean the space after they have used it, and remove any garbage they have left.
- 9.17 Premises shall remain as a non-smoking area. The only exception to this is for Parks Canada authorized formal sacred ceremonies by Indigenous people. Parks Canada will give notification of such ceremonies to the Licensee.
- 9.18 No contaminants, pollutants, toxic, dangerous, hazardous substances or materials as defined under any applicable statutes, regulations, by-laws, ordinances, requirements or orders imposed by any competent authority, shall be used, emitted, discharged, stored or disposed of except in strict compliance with such statutes, regulations, by-law, ordinances, requirements or orders.
- 9.19 Licensee will provide monthly or daily till receipts at the request of Parks Canada. Licensee will prepare and submit once per year an annual report that will include financial records and operational issues and recommendations. This report will form the basis of an annual meeting, held on the second Monday of March, to discuss all aspects of the License of Occupation.
- 9.20 Financial records shall be maintained according to Canadian Generally Accepted Accounting Principles (GAAP).
- 9.21 Signage, print materials and personal services shall be written in both official languages. Parks Canada will provide translation services for written material. Parks Canada must approve all signage and print materials in advance of them being posted. Items requiring translation must be received a minimum of two (2) weeks prior to them being required.
- 9.22 Licensee will prepare an annual marketing plan to be given to Parks Canada at the annual report meeting held on the second Monday of March.

- 9.23 Licensee will be required to install and maintain a telephone and a Point of Sale machine in the restaurant area at their own cost.
- 9.24 Licensee will ensure that staff and necessary goods will be in place each day prior to restaurant opening and that adequate back-up arrangements are in place to guarantee uninterrupted service.
- 9.25 Licensee will provide timely service to customers, and have a system in place to handle those periods when the number of customers exceeds optimum capacity (tour groups).
- 9.26 Licensee shall obtain and maintain commercial general liability insurance in such amounts and on such terms as a prudent operator should maintain.
- 9.27 Licensee will comply with all terms and conditions of the License of Occupation.

10.0 RESPONSIBILITIES OF PARKS CANADA AGENCY

- 10.1 Provide basic kitchen equipment, furniture, and trade fixtures necessary for the proper operation of the Restaurant to a standard acceptable to Parks Canada Agency and the Licensee. The licensee is responsible to identify any problems with large equipment and notify Parks Canada. Parks Canada will share the cost of maintenance 50/50 with the Licensee for all large equipment listed in the initial inventory. Qualified repair persons shall be used for all repairs to ensure code compliance. For the purpose of the License of Occupation, an initial inventory and inspection shall be conducted to ensure the proper working order of all large equipment and accepted by all parties concerned once the License of Occupation has been established.
- 10.2 All repairs, upgrades and/or replacements of kitchen equipment and trade fixtures shall be reported to Parks Canada in writing. Parks Canada Agency will review issues as reported and organize repairs, upgrades and/or replacement of kitchen equipment and trade fixtures. Parks Canada will provide the Successful Proponent with a copy of the estimates for the Successful Proponent's approval of costs prior to the commencement of work.
- 10.3 Parks Canada Agency will provide the Successful Proponent with a copy of all invoices for service, maintenance and repair of kitchen equipment and trade fixtures within 30 days of receipt.
- 10.4 The Successful Proponent will pay 50% of invoice within 60 days of work being completed.
- 10.5 Any additional kitchen equipment, furniture and trade fixtures required will be the responsibility of the Licensee. Parks Canada must approve all installation of any kitchen equipment, furniture or trade fixtures prior to its install. An inventory of Licensee owned equipment, furniture and trade fixtures will be provided to Parks Canada.

- 10.6 Parks Canada is responsible for the maintenance of the building used by the Licensee and shall respond within twenty-four (24) hours to written reports from the Licensee of any defects, which may require repair.
- 10.7 Parks Canada will not be responsible for loss of any articles left in the custody of the Licensee or for the loss of any goods or merchandise left on the premises.
- 10.8 Parks Canada has provided chairs and tables for the indoor restaurant area and outside patio area. If the Licensee wants new ones, it is the responsibility of the licensee to purchase them
- 10.9 Parks Canada will be responsible for the cost and payment of the following utilities: electricity, water, sewer, and natural gas.

11.0 FACILITY INFORMATION

The Visitor Reception Centre building is located at Lower Fort Garry National Historic Site.

The Licensee may occupy the kitchen and dining room portion of the Visitor Reception Centre Building at Lower Fort Garry National Historic Site of Canada for the operation and maintenance of the restaurant. The restaurant location overlooks the banks of the Red River and the historic grounds leading to the stone fort. There is a free parking lot with ample room located on site to support operations.

The Lower Fort Garry Visitor Reception Centre is the only restaurant located at the site. As such, the proponent shall offer visitors a reasonable selection of food items at prices consistent within the surrounding area. The menu should strive for a balance of popular food items as well as offering healthy alternatives.

Service providers at Lower Fort Garry shall incorporate and promote environmentally responsible products and practices in their operation.

ATTACHMENTS

Request for Proposals

Lower Fort Garry National Historic Site of Canada

PROPOSAL FORM INSTRUCTIONS

1. Section 1 of the Proposal Form should be filled out indicating the appropriate facility and service being applied for.
2. Submissions must indicate the proponent's official Name and Business address.
3. All spaces in the proposal must be legibly filled in. Any alterations must be initialled by the person(s) executing the Proposal on behalf of the proponent. The initials must be immediate to the alteration or correction.
4. Submissions must indicate in the area provided in the Proposal document, the proposed return to the Crown the proponent is prepared to pay for the right to provide the service proposed and to enter into the Licence of Occupation.

THE PROPOSAL

PARKS CANADA

CLOSING DATE: March 13, 2020

LOCAL TIME: 15:00 hrs.

1. Proposal for the Provision of Food Services at Lower Fort Garry National Historic Site of Canada.

2. Proposal Documents:
 - (a) Request for Proposals
 - (b) Attachments to Request for proposals

3. I/ WE

(Official Name of Company/Licensee)

(Business Address for the purpose of this Proposal)

having made or caused to be made, an inspection of the site of the Lower Fort Garry National Historic Site of Canada Food restaurant and having examined the documents listed in item 2 above, do hereby propose to enter into a Licence of Occupation for the right to manage and operate the facilities outlined in item 1 above in strict accordance with the proposal documents and such further details and instructions as may be supplied from time to time and to pay to Her Majesty the Queen in Right of Canada, in consideration of said right, the following:

An annual licence fee to be paid at the end of each year in the amount of:

Year 1- \$4,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 2- \$5,000 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 3- \$5,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 4- \$6,000 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

Year 5 \$6,500 base fee, **plus** minimum 5% on revenue less than \$25,000; and a proposed percentage of the revenue greater than \$25,000.

I/We propose to pay the return to the Crown as selected above upon completion of the Licence of Occupation.

4. The undersigned agrees that the above proposal is irrevocable for a period of sixty (60) days following the Closing Date.

5. I/We understand and agree that this proposed licence of occupation covers the right to manage, operate and maintain the Lower Fort Garry National Historic Site of Canada Food Services Restaurant commencing May 1, 2020 and ending April 30, 2025, in accordance with the terms and conditions contained in the documents listed in paragraph 2 herein and further, if my/our proposal is accepted, it is agreed that I/we will execute a Licence of Occupation based on the terms and conditions of the documents listed in paragraph 2, herein, within ten (10) days of acceptance of this proposal.

It is understood that proposals that are not accompanied by the above documents will be considered incomplete and will be rejected.

Dated at _____ this _____ day of _____ 2020

(seal)

(Company Name if applicable)

(Title of Officer of the Company)

If a partnership, the proposal shall be signed by all partners. If a company, the proposal shall be signed by the legally appointed signing officer(s) under the company's seal, and an extract from the Minutes of a Director's meeting shall be attached.