

## DISTRICT OF TUMBLER RIDGE



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### REQUEST FOR PROPOSAL No. 2022-GC-01

### TUMBLER RIDGE GOLF AND COUNTRY CLUB FOOD AND BEVERAGE SERVICES AGREEMENT

Issue date: February, 16, 2022

#### **Closing Location**

Proponents may submit a Response by mail/hand/courier to:  
District of Tumbler Ridge, Attention: Director of Corporate Services, PO Box 100  
305 Iles Way Tumbler Ridge, BC V0C 2W0

#### **Contact for Inquiries and Clarifications**

Economic Development  
Phone: 250-242-4242  
Email: edo@dtr.ca

#### **Closing Date and Time**

Sealed Proposals clearly marked RFP 2022-GC-01 must be received at the Town Hall  
Office no later than:

**2:00 p.m. Mountain Standard Time, Friday, March 11, 2022**

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## 1. INTRODUCTION

The District of Tumbler Ridge is seeking Proposals from interested parties to provide food and beverage services at the Tumbler Ridge Golf & Country Club from approximately May 15, 2022 to October 15, 2022 (dependent on season); Variable upon mutual agreement by both parties.

This Request for Proposal (RFP) outlines the requirements of the District of Tumbler Ridge for businesses and organizations who propose to lease and run the facility.

### BACKGROUND

The District of Tumbler Ridge operates a 9-hole, par 36 fully irrigated golf course above the broad Murray River, complete with pro shop, driving range, putting green. The Golf and Country Club Restaurant is situated at the entrance of the golf course greens and above the pro shop.

The Restaurant provides golfers and guests a full service restaurant and bar, as well as offering on course beverage cart. The Golf Course and Restaurant are key elements of the Tumbler Ridge Geopark and tourist destinations. In addition there is an opportunity to cater for groups and weddings which would be highlighted in your marketing plan.

### SELECTION & COMMISSIONING PROCESS

Selection will based on set criteria. (See 2.3)

### INFORMATION

- 1) Restaurant is approximately 2700 square feet (250 sq. m) on the main floor.  
Kitchen is 500 sq. ft. (46.45 sq. m)  
Dining/Banquet area is 2200 sq. ft. (204 sq. m)
- 2) Proponent will be responsible for:
  - a. Kitchen layout and cleaning of all kitchen equipment. An inventory will be provided with guidelines on maintenance/replacement.
  - b. Janitorial supplies and services for the above noted areas;
  - c. Supply of decorative accents, condiments;
  - d. Society of Composers, Authors & Music Publishers (Socan) Music License;
  - e. Lease or rental fees of any additional or privately owned restaurant equipment (if applicable);
  - f. Liquor licences; and
  - g. Property taxes estimated between \$900 - \$1,100 per month.

## 2. TERMS AND CONDITIONS

### 2.1 Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) **“Contract”** means the written agreement resulting from this Request for Proposal executed by the District of Tumbler Ridge and the Proponent
- b) **“Will”, “shall”, “must”, “mandatory” or “required”** means a requirement that must be met in order for a proposal to receive consideration;
- c) **“Proponent”** means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- d) **“Should”, “desirable” or “ask”** means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

### 2.2 Submissions and Inquiries

#### Submissions

All submissions related to this RFP are to be directed, **in writing delivered by hand or mail** to the following person. Information obtained from any other source is not official and should not be relied upon.

Aleen Torraville, Director of Corporate Services  
Box 100  
Tumbler Ridge, BC V0C 2W0

#### Inquiries and Clarifications

Inquiries can be sent to the contact email below. Responses will be recorded and will be made available on the District website. If you would like to register for updates please email [edo@dtr.ca](mailto:edo@dtr.ca) to be added to the mailing list.

Economic Development Team  
Phone: 250-242-4242  
Email: [edo@dtr.ca](mailto:edo@dtr.ca)

**2.3 Selection Criteria**

**2.3.1 Mandatory Criteria**

- Organizations must provide one (1) original signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be received by March 11, 2022 at 2:00pm Mountain Standard Time (MST) and must be received in a sealed envelope at Town Hall.
- Proposals sent by email or facsimile will not be accepted.
- Proposals should be clearly marked with the name and address of the Proponent.
- It is the Proponent’s sole responsibility to ensure their submission is received when, where and how it is specified in the RFP. The District is not responsible for lost, misplaced or incorrectly delivered submissions.
- All submissions will be date and time stamped.
- All submissions meeting the mandatory criteria will be further assessed against a Scoring Matrix (3.3).

**2.4 RFP Timeframe**

The following timetable outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the District.

Event	Anticipated Date
Request for Proposal Issued	February 16, 2022
Request for Proposal Closed	March 11, 2022
Complete Evaluation of Proposals	March 21, 2022

**2.5 General Conditions**

- The District is subject to the provisions of the Freedom of Information and Protection of Privacy Act (The Act). Proprietary information can be protected under the Act (Section 21) which deems disclosure harmful to business interests of a third party. Please clearly mark only the pages of your proposal that you consider to fall under this protection with “Confidential”. However, please be advised that should there be a dispute regarding the protection of this information, the final decisions are made by the British Columbia Information and Privacy Commissioner.
- The District in inviting proposals for this project, reserves the right to reject any or all proposals.
- This Request for Proposal should not be construed as an agreement to lease the Golf Course Restaurant/Lounge. The District of Tumbler Ridge is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and is under no obligation to receive further information, whether written or oral, from any Proponent.

- At the conclusion of the RFP process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Director of Corporate Services. Late proposals will not be accepted and will be returned to the Proponent.
- Notice in writing to a Proponent of the acceptance of its proposal by the District of Tumbler Ridge and the subsequent full execution of a written Contract will constitute a Contract for the lease of the Golf Course Restaurant/Lounge, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. Please email [edo@dtr.ca](mailto:edo@dtr.ca) should you require a sample lease.

## **2.6 Signature**

Proposals shall be submitted under the signature of individuals authorized to sign such proposals.

## **2.7 Preparation Costs**

All costs associated with the preparation and submission of a proposal shall be borne solely by the Proponent.

## **2.8 Irrevocability of Proposal**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful the Proponent would enter into a Contract with the District of Tumbler Ridge. The District of Tumbler Ridge shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

The Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process. The Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

## **2.9 Business License**

The Successful Proponent will be required to purchase a business license from the District of Tumbler Ridge.

## **2.10 Laws of British Columbia**

Any Contract resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with all laws in affect in the District of Tumbler Ridge, in the Province of British Columbia, Canada

## **2.11 Indemnity**

The Proponent hereby agrees to indemnify and save harmless the District, its officers, agents, servants and employees and each of them from and against claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the negligent activities of the Proponent, its servants, agents, sub-Contractor

and sub-Contractors, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the District.

**3. PROJECT REQUIREMENTS**

The District of Tumbler Ridge is seeking Proposals from interested parties to provide food and beverage services at the Tumbler Ridge Golf & Country Club from approximately May 15, 2022 to October 15, 2022 (dependent on season).

**3.1 EXPERIENCE, QUALIFICATIONS AND SERVICE PHILOSOPHY**

The District of Tumbler Ridge wishes to engage in a contract with a Proponent who is committed to delivering exceptional customer service while meeting their proposed budget, time and space requirements. The successful Proponent will possess extensive industry experience, demonstrated excellence in customer service and experience with restaurant management.

**3.2 SUBMISSION REQUIREMENTS**

Proponents interested in leasing the restaurant for a lounge/restaurant/and banquet facility should give consideration to the following criteria in their submission:

Please include the following in your submission:

- 1) A detailed Business Plan that includes the following: Executive summary, market research, marketing and sales strategies, operational plan and financials. A list of recommended resources are available in Appendix A.
- 2) The Proposed gross lease payment per month:
  - a. Proposal must include payment of property taxes per month in addition to and separate from gross monthly lease payment.
  - b. The gross lease payment per month excludes property taxes which are estimated at \$900-\$1100 per month.
  - c. Hydro and gas utilities are included in your proposed lease payment per month.
  - d. No profit sharing or operational % will be considered.

**3.3 SELECTION CRITERIA**

Applications will be scored on the following selection criteria.

SCORING MATRIX	
Overall Business Plan – The proponent’s experience, financial stability, proposed service level and ability to successfully operate the Golf Course Restaurant	25%
Financial projections which includes proposed gross lease payment per month	25%
Marketing Strategy	25%
Operational Strategy	25%

### 3.4 SUCCESSFUL PROPONENT REQUIREMENTS:

1) Successful proponents must:

- a. Obtain Health Permits;
- b. General Comprehensive Liability Insurance in an amount not less than \$5,000,000.00;
- c. All licenses (Food and Liquor);
- d. Liquor License through the BC Liquor and Cannabis Licensing Branch;
- e. Socan Music Licence fees for the term of the contract;
- f. Lease and/or rental fees of any additional restaurant equipment (if applicable);
- g. Any other items necessary for a functioning restaurant; and
- h. Be willing to cater or book large events such as weddings and forums.

## 4 Acknowledgement and Understanding

In submitting a proposal, the Proponent acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this document

**The space may be viewed by appointment.**

**Please contact Ken MacEachern (Facility Foreman) @ 250-242-4246 to book an appointment.**

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Interested parties must submit a written application either by **hand or mail/courier** to the Town Hall in a sealed envelope clearly marked: **RFP 2022 – GC-01** on or before:  
**2:00 p.m. (Mountain Standard Time) – Friday March 11, 2022**



The District of Tumbler Ridge  
ATTN: Director of Corporate Services  
PO Box 100, Municipal Office, 305 Iles Way  
Tumbler Ridge, BC V0C 2W0

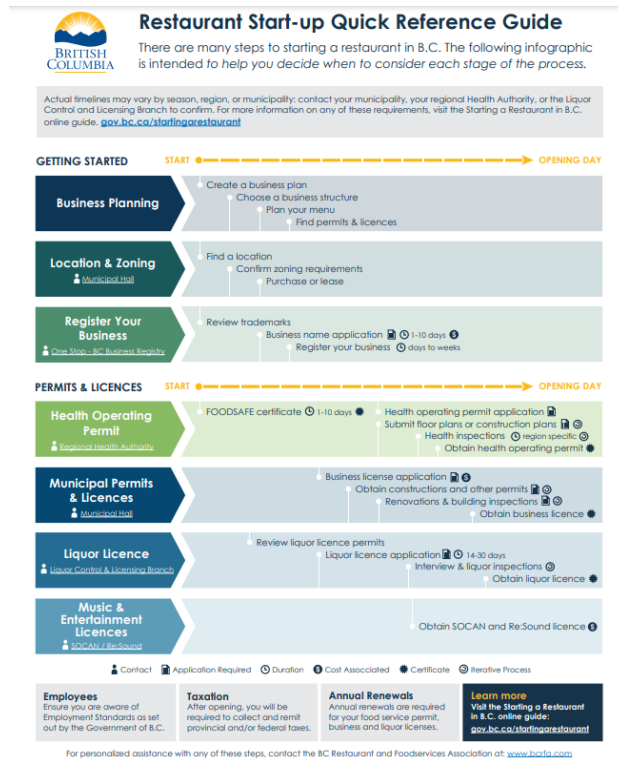
*Information provided to a Proponent by the District, or by a Proponent to the District, or acquired by any other party by way of further enquiries or investigation, is strictly confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the District or of the Proponent. This is only an inquiry as to the interest in potential lease of the restaurant area. The District of Tumbler Ridge will not necessarily invite those submitting an Request for Proposal to lease the above noted space.*



## APPENDIX A - BUSINESS PLAN RESOURCES

Here are some resources that may assist you with completing your business plan.

- [Starting a restaurant in BC](#)



- [Business Plan Template And Cash Flow Forecasting Tool – Download here from Small Business BC](#)
  - [Business Plan Template, Evaluate Your Business Idea Checklist, Business Plan Checklist, Business Planning Resources Guide](#)
- [Writing a Business Plan Seminar](#)
- [Business Mapping: Developing A Smart Business Model Seminar](#)
- [7 Steps to Business Plan Success](#)
- [The Do's and Don'ts of Business Plan Writing](#)
- [Health requirements for Food Premises \(Northern Health\)](#)
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