



**REQUEST FOR EXPRESSIONS OF INTEREST – 4749 EOI**

**FOOD SERVICE OPERATOR**

Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until **12:00 pm, local time, on January 7th, 2013** (the “Closing Date/Time”).

All queries related to this Request for Expression of Interest shall be submitted in writing to the attention of:

Julia Turick, Buyer II

email: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

The deadline for all enquiries is **5:00pm, local time, on December 31, 2012**.  
The City reserves the right not to respond to inquiries received after this deadline.

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TABLE OF CONTENTS

1.0	Introduction.....	2
2.0	Background.....	2
3.0	Key Dates.....	2
4.0	Definitions.....	2
5.0	Scope.....	3
6.0	Requirements.....	4
7.0	City Provided Items.....	4
8.0	Applicable Regulations.....	5
9.0	Site Visits.....	5
10.0	Presentation and Demonstrations.....	6
11.0	Pre-qualification Process.....	6
12.0	Requests for Proposals.....	6
13.0	Qualification Criteria.....	6
14.0	Submission Details.....	7
15.0	Format Requirements.....	8
16.0	Review of Submissions.....	11
17.0	Inquiries.....	11
18.0	Non-Conforming Submissions.....	11
19.0	Notifications and RFP Process.....	11
20.0	Information Disclaimer.....	12
21.0	Intent to Enter Into an Agreement.....	12
22.0	Modification of Terms.....	12
23.0	Ownership of Submissions.....	12
24.0	Right to Not Accept Any Expression of Interest.....	13
25.0	No Commissions.....	13
26.0	Use of this Request for Expressions of Interest.....	13
27.0	Confidentiality, Freedom of Information and Protection of Privacy.....	13
28.0	No Claim for Compensation of Expenses.....	13
29.0	Conflict of Interest.....	13
30.0	No Solicitation.....	13
31.0	No Lobbying.....	14
32.0	Publicity.....	14
	<u>SCHEDULE A: Sample Pricing.....</u>	<u>15</u>
	<u>SCHEDULE B: Sustainability Checklist.....</u>	<u>17</u>
	<u>APPENDIX A: City of Richmond Equipment – 2007.....</u>	<u>18</u>
	<u>APPENDIX B – FLOOR PLAN.....</u>	<u>19</u>

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## 1.0 Introduction

- 1.1. The City of Richmond (the City) invites Expressions of Interest (EOI) from qualified Food Service Operators interested in operating the Cafe at City Hall and provide catering services for the City Hall building located at 6911 No. 3 Road, Richmond, B.C. under five (5) year license agreement with an option to renew for two (2) additional years, not to exceed seven (7) years in total.

## 2.0 Background

- 2.1. The City of Richmond City Hall facility opened in 2000 with an onsite Cafe and the ability to provide catering services.
- 2.2. The Cafe is located on the main floor in a professional, modern office environment which accommodates between 350-400 City of Richmond staff.
- 2.3. Current Cafe business hours are 7:30am to 4:00 pm Monday to Friday, excluding statutory holidays. Catering services may be required outside these times and on weekends and holidays.
- 2.4. The Cafe serves breakfast, lunch, snacks and hot and cold beverage menu items.
- 2.5. The Cafe is utilized by staff – onsite and offsite - and visitors to City Hall and is accessible to the general public between normal business hours of 8:15am to 5pm.
- 2.6. City Hall is normally closed three (3) additional days at Christmas - specific days vary year over year.

## 3.0 Key Dates

- 3.1. In order to assist Respondents, following are the Key Target Dates and Events with respect to this RFEOI process. Such dates are not guaranteed and may change based upon circumstances.

1. RFEOI issued	December 5, 2012
2. Site Visit	December 13, 2012
3. Inquiries received up to	December 31, 2012
4. Closing Date for Submission of Responses	January 7, 2013
5. Short Listed Respondents if required	Mid January 2013
6. Evaluation	End of January 2013

## 4.0 Definitions

- a) “City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;
- b) “Closing Time” means the closing date, time, and place as set out on the title page of this RFEOI;
- c) “Food Service Operator” “Contractor” means the same as “Selected Respondent”;
- d) “Expression of Interest” or “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;

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- e) “Fair Trade” means products provided are certified Fair Trade in accordance to Fair Trade Canada.
  - f) “Project” means the scope of Work and Requirements described in this RFEOI;
  - g) “Request for Expressions of Interest” or “RFEOI” or “EOI” means this document and related process;
  - h) “Requirements” means all of the specifications, requirements and services set out in the RFEOI that describes the general requirements that the goods, materials, equipment and services must meet and the selected Respondent must provide;
  - i) “Respondent” means an individual or a company (vendor) (supplier) that submits, or intends to submit, a Response;
  - j) “Response” or “Submission” or “Proposal” means an Expression of Interest;
  - k) “Selected Respondent” or “Successful Respondent” is the Respondent whose Expression of Interest, as determined through the evaluation criteria described in this RFEOI, provides the best overall value in meeting the requirements of the RFEOI, and with whom a Contract may be considered;
  - l) “Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements.

## 5.0 Scope

- 5.1. This RFEOI is to establish a short list of service providers capable of providing provide food services for the Cafe and catering servicing for the Richmond City Hall facility.
- 5.2. The Cafe facility is approximately six hundred (600) square feet with display coolers and counters and serves both onsite and offsite City Hall employees and the general public who may access the facility.
- 5.3. The Cafe facility has an adjoining space with dining tables and chairs, a separate walk in cooler and food preparation room, a variety of City owned equipment and appliances. See Appendix A - Fixed Equipment List and Appendix B – Floor Plan.
- 5.4. Catering services are required on “as-and-when-required” basis for scheduled coffee and refreshment services, breakfasts, hot & cold lunches, dinners, and events that range from informal casual break service to buffets for a few to 100 and more people. More formal dinner and special reception service with alcohol service may be requested.
- 5.5. Leasehold improvements will not be required.
- 5.6. The City’s intends to contract to a single Food Service Operator, on a non-exclusive basis. The City reserves the right, depending on requirements, availability and/or special requirements, to utilise alternate suppliers for any and all requirements
- 5.7. A term of five (5) years is expected to commence February 2013, and may be extended an additional two (2) years, at the option of the City.
- 5.8. Annual total volume for catering services, cafe sales and referral sales is estimated at \$200,000.00 to \$250,000.00.
- 5.9. Monthly volume average July and August average between \$12,000.00 to \$15,000.00 for July and August and \$16,000.00 to \$25,000.00 for the remaining months.

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- 5.10. The City makes no guarantees the estimates shown in Section 5.8 and 5.9 or on any on future volume. The City does not make any firm financial commitments or volume guarantees.

## **6.0 Requirements**

- 6.1. The City is seeking responses from Food Service Operators that are able to:
- a) Provide only certified organic or free run whole (shell) chicken eggs;
  - b) Offer biodegradable take out products and for locally grown (BC) organic food as well as cage-free chicken products;
  - c) Provide a variety of Cafe and Catering menu options at competitive pricing;
  - d) Understand various types of menu requests such as dietary sensitivity (e.g. vegetarian, gluten free, kosher, allergy concerns and culturally diverse menus);
  - e) Offer a competitive financial proposal to the City;
  - f) Provide excellent customer service to both Cafe and Catering customers and account management;
  - g) Be proactive in marketing, and;
  - h) Demonstrates and understands the value of Social, Environment, and Economic Sustainability.
- 6.2. During the term of the agreement the Operator will be responsible to:
- a) Maintain and repair of Operator owned equipment;
  - b) Clean and tidy up the Cafe facility during the day, including tables, and both City and Operator owned equipment;
  - c) Deliver, pick up and clean up of catered events, including bagging of refuse at City Hall or non-City Hall locations;
  - d) Provide any timely payments to the City with audited financial statements;
  - e) Liaise with the Coordinator of Customer Service regarding upcoming City Hall rentals and events which involve catering services;
  - f) Install of a cash register and Point of Sale system capable of debit and credit card transactions;
  - g) Install a commercial grade coffee machine and espresso machine capable of making a variety of made to order specialty beverages (e.g. lattes, steamed milk, chai tea) at the Operators expense;
  - h) Purchase additional supplies and small equipment for the Cafe facility as required to carry the terms of the license agreement;
  - i) Adhere to any City Hall signage requirements.

## **7.0 City Provided Items**

- 7.1. In order to complete the requirements, the City will provide the Food Service Operator with the following items or services:

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- a) Cafe facilities with adjoining space with dining tables and chairs, a separate walk in cooler and food preparation room and a variety of City owned equipment and appliances. See Appendix A - Floor Plan and Appendix B – Fixed Equipment List;
  - b) Two (2) parking decals for use by staff working at the food service operation in the underground parking lot under City Hall;
  - c) Disposal of bagged refuse;
  - d) Heat, hot water, electricity;
  - e) Maintenance and repair of the City owned equipment and facilities; except in cases where maintenance and repairs is required due to Operator negligence, and;
  - f) Administration of City Hall bookings and space rentals.

## 8.0 Applicable Regulations

8.1. The Food Service Operator is required to :

- a) Ensure all perishable products and/or products intended for human consumption must be supplied from a Federal and Provincial Government inspected plant. Handling and transport to the City must comply with these regulations;
- b) Ensure staff to be adequately supervised trained and professionally attired. staff must be on the premises at all times the facility is open to the public;
- c) Conform to the Food Safety Act of the Province of British Columbia ([http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_02028](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02028)) and the food preparations premises and equipment should conform to the Food Premises Regulations of the BC Public Health Act ([http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/11\\_210\\_99](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_210_99));
- d) Adhere to Foodsafe program, Serving It Right program and all WorkSafe and applicable health and safety regulations, permits, licensing and legal requirements and
- e) Be legally entitled to operate a business in Canada with the owner and staff legally entitled to work in Canada.

## 9.0 Site Tours

- 9.1. A site tour of the City facility is scheduled at 4pm on December 13th. Respondents are asked to meet at the Information Counter, Richmond City Hall, 6911 N. 3 Road, Richmond, BC.
- 9.2. Respondents are requested to notify in advance via email your ability to attend the December 13th, 2012 Site Tour.
- 9.3. It may be necessary for the City's representative/s to complete a site tour of the Respondent's location during the evaluation process to allow the City to evaluate its operation.
- 9.4. Samples are **not** to be submitted with responses. It may be necessary for Respondents to provide samples of menu items during the evaluation process as per Section 10.0.

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## **10.0 Presentation and Demonstrations**

- 10.1. Individual interviews by Respondents, if any, may be required. Each Respondent should be prepared to demonstrate or otherwise substantiate any areas of the Response, its own qualifications for services required, and any other area of interest relative to its Response.
- 10.2. Short listed Respondents may be required to provide samples as well as serve menu items (including organic and healthy options) which may include the following:
  - a) Baked goods and pastries (including squares, muffins, bars and cookies);
  - b) Continental breakfast;
  - c) Assorted sandwiches and salads;
  - d) Hot buffet meal;
  - e) Reception items;
  - f) Cheese and fruit plates;
  - g) Hot and cold coffee and beverages.

## **11.0 Pre-qualification Process**

- 11.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.
- 11.2. In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City the opportunity to evaluate Respondent's expertise and to select a shortlist that may be invited to submit a proposal in response to a Request for Proposals. This EOI process is aimed at encouraging businesses with the required level of experience and expertise to participate.

## **12.0 Requests for Proposals**

- 12.1. Respondents, who are pre-qualified as a result of this EOI process, may be invited to submit proposals, if required, to a Request for Proposals ("RFP") from the City. The City anticipates that, if required, the RFP will be distributed three to four weeks following the completion of the EOI evaluation process.

## **13.0 Qualification Criteria**

- 13.1. The Selected Respondent(s) shall have previously and successfully completed projects of a similar size and complexity to the scope of work described in this RFEOI. Submissions will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:
  - a) Understanding of the City's objectives and requirements;
  - b) Financial proposal;
  - c) Corporate strength and capacity of the Respondent to provide the Services, including its reputation and resources; experience; references and qualifications of those staff to be assigned to the Services. In addition, the City will place consideration on the Respondent's:
    - .1. Business and areas of expertise as well as ability to demonstrate the required skills and experience in providing the Services;
    - .2. Ability to communicate and work effectively with the City;
    - .3. Account management, marketing plan and customer service.

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- d) Demonstrating experience with Catering and Cafe business, preferably in the Lower Mainland;
  - e) Corporate food philosophy and purchasing policies/guidelines, including ability to offer food high in quality and show diversity of choices; quality standards and controls for service and food preparation.
  - f) Sustainable practices of the food service operation and ability to provide biodegradable take out products and for locally grown (BC) organic food as well as cage-free chicken products to provide free range eggs.
- 13.2. The Respondent may be required to demonstrate financial stability and may be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last two (2) fiscal years.
- 13.3. Preference may be given to Submissions offering innovative concepts, those that require the least impact to City resources, and environmentally beneficial goods or services.

#### **14.0 Submission Details**

- 14.1. Respondents should submit one (1) hard copy, plus one electronic copy (on a CD ROM or memory stick) of their Expressions of Interest marked “4749 EOI – Food Services Operator” to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before:
- 12pm local time January 7, 2013
- 14.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions.
- 14.3. Questions related to this RFEIO may be directed to:
- Julia Turick  
Buyer II, E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)  
Purchasing Section  
City of Richmond
- 14.4. The deadline for inquiries for this RFEIO is 5:00 pm, local time on December 31, 2012. The City reserves the right not to respond to inquiries received after this deadline.
- 14.5. Inquiries and responses relating to the EOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this EOI.
- 14.6. The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 14.7. Each addendum will be incorporated into and become part of the RFEIO document. No amendment of any kind to the RFEIO is effective unless it is contained in a written addendum issued by the City’s Purchasing Section.
- 14.8. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.



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All submissions received by the City shall be subject to the Freedom of Information & Protection of Privacy Act of British Columbia.

## 15.0 Format Requirements

15.1. Responses submitted should be no more than thirty (30) pages (fifteen double sided cumulative) in length, not including menus or appendices, and should adhere to the following structure – including section title as indicated below:

### I. Title Page, Table of Contents and Executive Summary

- a. The title page should identify the EOI number identified on the cover page of these pre-qualification documents, Closing Time (as specified in section 10.1), Respondent's name, address, telephone number fax number, email address and contact person's name.
- b. The Table of Contents should reference the applicable section, sub-section and page numbers (e.g. Section C pages x-x, Sub-Section Part 1 page x-x). Pages should be consecutively numbered.
- c. The executive summary should provide a synopsis of the Respondent's overall approach and key points of its Submission. This summary should be a maximum of one page.

### II. Respondent Experience:

- a. Describe the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- b. Describe experience in providing Cafe and Catering services as described in this RFEOL.
- c. Provide a minimum of three (3) client references, where possible. It is preferred that references are similar type organizations as the City of Richmond and of similar scope and size to this project.
- d. Provide a history of litigation or claims made against the Respondent (or any sub-consultant listed as part of the Respondent's team) during the three (3) years immediately prior to the Closing Time.

### III. Food Offering:

- a. Indicate your capacity to provide food variety through proactive development of high quality menus (organic/sustainable and health conscious options, allergies, culturally diverse, etc. to be included) identifying how you:
  1. Ensure creative and non-repetitive menu choices that offer a variety of seasonal and festive menu choices.
  2. Offer a variety of products that appeal to price sensitivity of the customer.
  3. Allow for continuous improvement of food service and customer satisfaction.
- b. Describe how menus and menu items are developed and frequency of menu changes.

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- c. Please provide details of your corporate food philosophy and purchasing policies/guidelines, and include the quality and grades for:
    - 1. Meat products including beef, lamb, veal, pork and poultry;
    - 2. Seafood and fish; Dairy and eggs;
    - 3. Vegetables (fresh, frozen, others); and,
    - 4. Cooking oils and vegetable sprays.
  - d. Indicate items that are made daily on-site from fresh ingredients and items that are convenience/institutional, frozen and/or pre-made.
  - e. Provide a sample Café menu and pricing as appendix.
  - f. Provide a sample Catering menu complete with pricing as appendix.

VI. Corporate Capability and Account Management:

- a. Provide a brief profile of your company including years in business and staffing levels. Include a proposed service model that indicates the level of service you expect to provide.
- b. Describe the relevant financial, marketing, experience and workload capability to undertake the requirements. Include resumes of proposed key and onsite personnel
- c. Indicate your approach to enable efficient and effective account management - i.e. Key Performance Indicators, reporting functionality customer surveys, dispute resolution, and quality assurance program).
- d. Provide a draft transition plan based on identifying:
  - a. Milestones;
  - b. Timelines;
  - c. Marketing activities;
  - d. Resource allocation (including time commitments, activities and deliverables required of your company and City resources); and
  - e. Concurrent vs. consecutive activities.
- e. Highlight proposed ongoing marketing initiatives or ideas that would encourage higher participation rates.
- f. Describe your internal quality standards and controls for service and food preparation.
- g. Confirm all food, health and safety requirements can be met.
- h. Provide a letter from a bonding company confirming the Respondent's binding capability or provide a certificate of existing commercial general liability insurance.

V. Customer Service

- a. Please provide the following information:
  - 1. Ordering method options (online, fax);
  - 2. Lead times for catering services;
  - 3. Order confirmations;
  - 4. Service response times;
  - 5. Service guarantees;

6. How are last minute orders are handled;
7. Delivery/bussing and retrieval process and timeframes;
8. Cancellation policies, and;
9. Payment, billing and invoicing methods; and,
10. Information to address customer needs such as diabetes, allergies, or food intolerances upon request and if information is available (ingredients and preparation methods).

VI. Financial Proposal:

- a. Indicate and provide detail on which of the below financial proposal is being offered to the City:
  1. Percent commission on gross food and beverage sales for Cafe and Catering sales and for referral business Option. Respondents are requested to detail how referral business would be tracked.
  2. License payment option. Provide amount you will pay the City as a license payment. The lease payment will remain firm for the duration of the License. HST will be paid on this lease and will not be included in your quoted amount.
  3. Alternative Option – Respondent to clearly describe an alternate Financial Proposal option.
- b. If applicable, detail frequency of payments to the City.
- c. Elaborate on additional financial incentives available to the City (e.g. early payment discounts, rebates on spend, preferred pricing for catering).
- d. Explain pricing strategy and rational for increases for both Cafe and Catering menu items.
- e. Fees - Provide details on mark ups for rentals, linen and china service, staff rates for catering, gratuities, minimum orders, delivery, small value purchase surcharges, etc. for Cafe and Catering services.
- f. Complete Schedule A – Sample Pricing;

VII. Sustainability

- a. Complete Schedule B – Sustainability Checklist.
- b. Describe practices for leftover food, unopened drinks and unused paper products.
- c. Do you have an initiative in place to purchase and use locally grown and/or produced food products? Provide details.
- d. Respondents to provide any additional documentation and/or information regarding Sustainability policies and initiatives indicated in Schedule A and how they can be applied to this RFEIO specifically.

VIII. Completed and Current Projects:

- a. List three (3) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers.

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- b. Describe capacity to undertake this project and describe any other projects that the Respondent has scheduled during the anticipated time frame.

IX. Value Added

- a. Detail on any value added services or innovative concepts that your company can provide that may complement or enhance our requirements.
- 15.2. Respondent shall structure their Response and provide sufficient content to facilitate evaluation in terms of the criteria framework in Section 13.0.

**16.0 Review of Submissions**

- 16.1. The City will review the Expressions of Interest submitted to determine whether, in the City opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.

**17.0 Inquiries**

- 17.1. The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Respondent's bankers and clients regarding any financial and experience issues.
- 17.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

**18.0 Non-Conforming Submissions**

- 18.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFEOI.

**19.0 Notifications and RFP Process**

- 19.1. Following the Closing Time, the City of Richmond will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process, if required.
- 19.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 19.3. The City of Richmond may unilaterally take the following actions, and shall not be liable for any such actions:
- a) amend the scope and description of the services to be procured under any RFP process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended requirements;
  - b) reject or accept any or all Submissions;
  - c) cancel the EOI process at any time and reject all Proposals; or

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- d) cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.
- 19.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
  - 19.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City of Richmond has no contractual obligations whatsoever arising out of the EOI process.
  - 19.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this EOI is only a preliminary step in the City of Richmond's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

**20.0 Information Disclaimer**

- 20.1. The City of Richmond and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Respondent or Consultant pursuant to this EOI.
- 20.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City of Richmond with respect to information, advice, or documentation provided by the City of Richmond. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 20.3. The City of Richmond makes no representation, warranty, or undertaking of with respect to this EOI and the City of Richmond and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Richmond.

**21.0 Intent to Enter Into an Agreement**

- 21.1. By submission of a Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

**22.0 Modification of Terms**

- 22.1. The City reserves the right to modify the terms of this EOI at any time at its sole discretion. This includes the right to cancel this EOI at any time without liability to any Respondent.

**23.0 Ownership of Submissions**

- 23.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will

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not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 15.0.

**24.0 Right to Not Accept Any Expression of Interest**

24.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the EOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the EOI.

**25.0 No Commissions**

25.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the EOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

**26.0 Use of this Request for Expressions of Interest**

26.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

**27.0 Confidentiality, Freedom of Information and Protection of Privacy**

27.1. All submitted Expression of Interests shall become the property of the City of Richmond. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.

27.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the City.

**28.0 No Claim for Compensation of Expenses**

28.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.

28.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

**29.0 Conflict of Interest**

29.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the Expression of Interest.

**30.0 No Solicitation**

30.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a

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personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's Expression of Interest, the City reserves the right to reject the Respondent's Response to this Request for Expression of Interest.

**31.0 No Lobbying**

31.1. From the date on which this EOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the EOI except via the designated Contact Person in Section 14 – Submission Details.

**32.0 Publicity**

32.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this EOI, without the prior written consent of the City.

**SCHEDULE A: Sample Pricing**

**Catering services and sample menus for the following:** (indicate per person pricing (as well as any minimums) for each section. Also provide a sample menu for each category below (ie: Economy Continental Breakfast, Professional Buffet Lunch, etc.)

<b><u>Economy Menu</u></b>	<b>1 – 25 People</b>	<b>1-25 people Organic / Healthy Option Cost</b>	<b>25+ People</b>	<b>25 + people Organic / Healthy Option Cost</b>
<b>Continental Breakfast</b>				
<b>Cold Working Lunch</b>				
<b>Morning/Afternoon Breaks</b>				
<b>Buffet Lunch</b>				
<b>Buffet Dinner</b>				
<b>Reception</b>				
<b><u>Professional Menu</u></b>	<b>1 – 25 People</b>	<b>1-25 people Organic / Healthy Option Cost</b>	<b>25+ People</b>	<b>25+ People Organic / Healthy Option Cost</b>
<b>Continental Breakfast</b>				
<b>Cold Working Lunch</b>				
<b>Morning/Afternoon Breaks</b>				
<b>Buffet Lunch</b>				
<b>Buffet Dinner</b>				
<b>Reception</b>				
<b>Continental Breakfast</b>				
<b>Cold Working Lunch</b>				
<b>Morning/Afternoon Breaks</b>				
<b>Buffet Lunch</b>				
<b>Buffet Dinner</b>				
<b>Reception</b>				



<b><u>Beverages</u></b>	<b>1 – 25 People</b>	<b>1-25 people Organic / Healthy Option Cost</b>	<b>25+ People</b>	<b>25+ People Organic / Healthy Option Cost</b>
<b>Coffee Service</b>				
<b>Coffee Refresh</b>				
<b>Pop, Juice</b>				

**End of SCHEDULE A: Sample Pricing**

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**SCHEDULE B: Sustainability Checklist**

The City of Richmond acknowledges the importance and value of Social, Environment, and Economic Sustainability. The following is a checklist will assist the City in evaluating the Sustainability practices of your company. Please indicate if you currently provide or can provide any of the below Sustainable choices and provide additional details in your Proposal.

Do you:

**Food**

- Provide organic, shade-grown, certified fair trade coffee and tea.
- Provide fair trade products. Fair trade products include coffee, tea, sugar, cocoa products and bananas.
- Provide locally produced and organic fruit and vegetables whenever available.
- Purchase sustainably harvested seafood (*Oceanwise* or *Sea Choice* are two reputable certifications) and/or a selection of free range, organic meats and free range eggs.
- Provide condiments in bulk (sugar, salt, pepper, ketchup, mustard, mayonnaise, jam, cream cheese and butter) rather than individually packaged portions.
- Provide pitchers of tap water and rather than individual plastic or bottled water.
- State strategy for dealing with leftover food including donations to a food bank, etc. State distribution strategy

**Waste**

- Provide composting and recycling receptacles at catered events.
- Specify non-disposable cutlery, mugs, glasses and dishes.
- Avoid styrofoam or plastic, if disposable plates and utensils must be used. Ask for paper or compostable dishes, containers and utensils. Use 100% biodegradable *compostable containers*
- Request linen napkins and tablecloths; if none are available, choose paper napkins that have the highest post- consumer waste content as possible and make sure that attendees at your event are aware these can be put into the compost and not the garbage bins.
- Ensure that food is served in a way that minimizes waste (i.e. sandwiches and desserts on trays rather than individually packaged).
- Provide food on reusable trays rather than disposable plastic trays.

**Miscellaneous**

- Use environmentally friendly and low or non-toxic cleaning supplies.
- Have any Strategic partnerships including social, economic and community partnerships.

**End of SCHEDULE B: Sustainability Checklist**

**APPENDIX A: City of Richmond Equipment – 2007**

DESCRIPTION	MAKE	MODEL NUMBER	SERIAL #	LOCATION
Walk-In Box Cooler	Foster	SRC-SEFAIJ	680310311	Room 1.204
Freezer	Blue Air	BASF 1	LTF 1G06-0009	Room 1.203
Freezer	Beverage Air	KF48-1AS	4828365	Corridor 1.204
Reach In Refrigerator	Coldstream	RSCP72 RL	00D0890	Corridor 1.204
Reach In Refrigerator	Coldstream	RSCP48 RL	99C1208	Room 1.203
Reach In Refrigerator	Coldstream	RSCP24 GHRL	99L4166	Cafeteria
Refrigerator Display	QBD	CTR 4748F	1102024	Cafeteria
Refrigerated Sandwich Stand	QBD	CTRSC 3948	1102025	Cafeteria
Bar Size Refrigerator	Silver King	SKTTR7F	SABB87988R	Cafeteria
Slicer	Berkel	909FS	9255-01111-02389	Room 1.203
Food Processor	Robot Coupe	R-2 ANN	R-2009865A	Room 1.203
Mixer or Food Processor	Doyon	SM300	DYN505038	Room 1.203
Soup Warmer	Vollrath	1776		Room 1.204
Toaster Oven	Holman	QSC-Q2-50	23242008-08/06	Cafeteria
Microwave Oven	Panasonic	NE-1056C	ADO 16500117	Cafeteria
Microwave Oven	Diplomat	DMW704BL	1706071200230	MH-1 Café'-Staff
Microwave Oven	Daewoo	KOR-860A	9050093	MH-1 Café"-Staff
Cook and Hold Oven	Wittco	1400AS2	CF-1001416	Cafeteria
<i>stacked together</i>				
Cook and Hold Oven	Wittco	1400AS2	CF-1001416	Cafeteria
Oven	Southblend	SLES/20SC	02G34000-2	Room 1.203
<i>stacked together</i>				
Oven	Southblend	SLES/20SC	02G34000-2	Room 1.203
Ice Maker	Manitowoc	QY 0214A	020765320	Room 1.203
Dishwasher	Hobart	LX30H	23-1034-591	Room 1.203
Dishwasher	Blakeslee	D8	102-69697-BBA	Room 1.203

28-Aug-07

**End of APPENDIX A: City of Richmond Equipment – 2007**

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**APPENDIX B – CAFE FLOOR PLAN**

Double-click to open file.



Cafe Floor Plan.pdf

**End of Appendix B – Cafe Floor Plan**

**END OF 4749EOI Food Services Operator**