



Saskatoon Farmers' Market Cooperative Ltd.

Request for Expressions of Interest (EOI) and Concession Operator Qualifications

For Farmers' Market Concession Operators

Issue Date: December 1st, 2019

Closing Date: January 10th, 2020

Email submissions to be received by:

3:00 pm

Friday, January 10, 2020

Attention: Erika Quiring

skfarm@sasktel.net

The Saskatoon Farmers' Market Cooperative Limited (SFM) is conducting an Expression of Interest process to advertise, then select and issue a contract for three of four concession operators to supply food services during weekly farmers' markets and for special events.

Objective:

The SFM is inviting interested and qualified proponents ("the concession operators") to submit expressions of interest to manage and operate a concession at the new facility of the SFM, located at 2600 Koyl Avenue.

2600 Koyl Avenue:

2600 Koyl Avenue is a facility that will be operated by the SFM as a dedicated farmers' market on Saturdays and Sundays, year round. Seasonally, an outdoor market will also operate outdoors. Occasional special events may also be held. The concessions will be located in the same facility as the indoor farmers' market.

Project Scope and Selection:

The submission shall include a preliminary concept for a food concession, including:

- Scope of food/beverage products offered
- Experience and qualifications
- Compliance to all laws and regulations
- Scale of operation
- Ability to meet and/or exceed our minimum required business operation dates and times, as indicated below; and,
- The concession operator will fulfill their commitment to provide the following:
 - Hours of operation based on scheduled activities in the facility. The successful bidder shall adequately staff, supply, and operate the concession at all times. Times of operation will be reviewed with the SFM BOD or designate and subject to fair sales being achieved.
 - This agreement shall come into effect on July 1, 2020 and shall continue until June 30, 2021.
 - The concession operator shall pay to the SFM a monthly fee of \$1,400 plus applicable taxes, due on the last business day of the previous month.
 - The concession operator shall be asked to operate the concession for special events sponsored or hosted by the SFM. The SFM agrees to provide the concession operator with at least two (2) weeks notice of such events.
 - The SFM may require credit verification.
 - Dimensions of the available space will be 13 feet deep by 12 feet wide. Roughed in plumbing will be provided along the back wall. A front counter with 36 inch wide access point will be provided.
 - Any equipment, fixtures, or furnishings contained in the concession before possession by the concession operator shall remain the property of the SFM, but shall be available for use by the concession operator in the operation of the concession. Any service, repairs, or general maintenance to any SFM property in the concession shall be borne by the concession operator. Any additional equipment, fixtures, or furnishings required must be provided by, installed by, removed by the concession operator. All plumbing, electrical, and mechanical work must be completed by licensed tradespeople.
 - Booth design and presentation must maintain a visual and quality standard approved by the SFM.
 - The concession operator shall be responsible for daily schedule of keeping equipment and premises in a clean and sanitary condition and shall comply with the laws, directions, rules and regulations of the government agencies having jurisdiction over this type of facility.

- All damage, reasonable wear and tear excepted, occasioned to the subject concession facility, including the equipment contained therein, through the misuse, abuse or negligence of the concession operator or any of its members, servants, agents or employees, shall be the sole responsibility of the concession operator and the cost of any repairs or replacements necessitated by such damage shall be paid for in full by the concession operator.
- The concession operator shall indemnify and save harmless the SFM from all liability claims, damages or expenses resulting from or arising out of any act or omission by the concession operator, its servants, agents or employees in the operation of the concession, including liability for injury or damage to the person or property of the concession operator servants, agents or employees.
- The concession operator shall be subject to and shall strictly comply with all orders, rules and regulations of the SFM and Sanitary or Public Health Agencies.
- The concession operator shall permit the SFM BOD (or designate) or any Sanitary or Public Health Inspector at any time to enter upon and inspect the concession area.
- The concession operator shall provide the SFM with a certificate of insurance (minimum \$5-million liability insurance coverage naming the SFM as added insured.)
- The concession operator shall have a valid City of Saskatoon business license.
- The concession operator shall not sub-contract or transfer any rights or privileges relevant to the operation of the concession at the SFM building without prior written consent of the SFM.
- The SFM shall not be liable for the loss or injury of any property, goods or effects of the concession operator due to any cause whatsoever; nor shall it be liable for any loss or damage sustained by the concession operator resulting directly or indirectly from the 2600 Koyl Avenue building being closed for any reason.
- The concession operator shall, at its own expense, obtain all licenses and permits from Municipal or Provincial authorities which may be required to operate the concession, and shall pay all taxes that may be levied against it as a result of the operation of the concession
- The concession operator's operation of the concession, and its compliance with the terms of the agreement, shall be reviewed by the SFM upon expiration of the one-year term and if the SFM is satisfied as to both, the agreement can be renewed for a further term of two to five years subject to any changes for further condition which may be required by the SFM.
- The license granted to the concession operator shall not be assigned or transferred to any other party either in whole or in part.
- No use of any part of the SFM facility except the rented concession is included in the contract, including storage, custodial, parking, kitchen, equipment, and supplies. All property of the concession operator must be contained within the concession during all operations.

Form of Application:

Each Application shall include the following information:

- A signed Letter of Application including name, business name, contact information, and an affirmation of interest in being a concession operator at the SFM.
- Description of food and beverage products to be offered for sale.
- Outline of any past experience as a food vendor.
- Ability to obtain all necessary permits, licenses and credentials for compliance to the described services and operation on such site.

- Ability to meet insurance requirements (minimum \$5 million dollar liability insurance with the SFM named as added insured).
- Ability and willingness to meet the SFM's required business operating dates and times as described in the Expression of Interest document.

The format of the Application is to be determined by the applicant.

Application Process - Instructions to Prospective Concession Operators:

Interested concession operators must submit their Application **by email before 3:00pm on Friday, January 10th, 2020 to:**

Erika Quiring

skfarm@sasktel.net

The SFM may choose to not consider any submissions received after this time and date.

Interviews / Site Meetings and Additional Information:

The SFM may request that prospective concession operators participate in an in-person interview to discuss the information submitted, and to ask any additional questions. Additional information may also be requested by the SFM.

All submissions become the property of the SFM.

The SFM accepts no responsibility for submissions which have not been received. It is recommended that respondents confirm with the person named above that their submission has been received by the date listed above.

Review of Applications:

The SFM will be reviewing submissions beginning January 10th, 2020.

Evaluation by the Saskatoon Farmers' Market:

The SFM will review the Applications submitted to determine whether, in the SFM's opinion, the concession operator applicant has demonstrated that it meets the requirements as outlined. The SFM will select from the applications received a list of qualified concession operators provided that:

1. The determination of which applicants are designated as qualified concession operators shall be at the sole discretion of the SFM; and
2. The SFM reserves the right to limit the number of applicants designated as qualified concession operators.

Inquiries:

The SFM, 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 Application and may seek clarification from the concession operator's bankers and clients regarding any financial and experience issues.

Non-conforming Applications:

Applications which fail to conform to the requirements set forth or which fail to conform to any other requirement of these documents may be rejected by the SFM. Notwithstanding the foregoing or any provision for these prequalification

documents, the SFM may at its sole discretion elect to retain for consideration applications that deviate either materially or non-materially from the requirements.

Next Steps:

This current process is in no way intended to form a contract between the SFM and any third parties. This is a request for information and Expressions of Interest, concession operator qualification only.

If the SFM decides that a submission is worth pursuing in an effort to establish a contract, the SFM reserves the right to negotiate terms, scope, timelines, costs and any other matter of the contract with any or all respondents independently without having any duty to advise any other respondent who submits through this process, and without liability to any respondent not awarded a contract. The SFM may also choose not to proceed further with this process.

Contact Information:

Erika Quiring

Executive Director

Saskatoon Farmers' Market Cooperative Limited

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Email skfarm@sasktel.net