



Kin Canada
Bulkley Valley
Kinsmen Club

Request for Proposals

Telkwa Hall Kitchen Services

Purpose:

The BV Kinsmen (“the Kinsmen”) are seeking a Service Club or Community Organization to operate the Telkwa Hall kitchen during the 2015 Telkwa BBQ.

Submissions:

Proposals will be received up until **4:00 p.m.** on **Thursday, July. 30, 2015**. Please submit three (3) copies of your proposal in a sealed envelope marked “Proposal for Telkwa Hall Kitchen Services”, addressed to:

James Fitzmaurice
Barrister and Solicitor
P.O. Box 2470
#202-1283 Main Street
Smithers, BC V0J 2N0
T: (250)847-0220
F: (888)974-7194

Contents of the submission are left to the discretion of the proponent but must include as a minimum the contents detailed in the Request for Proposals.

Background:

The Telkwa BBQ is the main fundraising event for the BV Kinsmen and has been held for over 100 years. The proceeds from the BBQ, Concert, Demolition Derby and Ball Tournament go towards supporting community organizations, projects and programs as well as bringing tourists to the region and helping support local businesses.

The Telkwa Hall Kitchen is owned by the Village of Telkwa but has historically been operated by the BV Kinsmen during the BBQ weekend. In 2012, the BV Kinsmen undertook a major renovation of the Telkwa Hall Kitchen, greatly improving it's functionality and performance.

Scope of Work:

The successful Service Club or Community Organization will independently operate the Telkwa Hall Kitchen during BBQ weekend to provide food sales to the general public.

Scope of work includes the following:

- a) Ordering and staffing the Telkwa Kitchen for the Telkwa BBQ;
- b) Operate the Kitchen between the hours of 10:00am and 5:00pm;
- c) Submit an example of the proposed menu;
- d) Maintain at least one person on-site at any time food is being served or prepared with a valid Food Safe Certificate;
- e) Complete Kitchen clean-up to the satisfaction of the BV Kinsmen and Village of Telkwa.

Timeline:

It is anticipated that kitchen vendor selection will occur at the Aug. 3, 2015 Kinsmen meeting.

The successful proponent is expected to confirm their menu within 2 week of the acceptance of their proposal.

Submission Contents:

- The name, address, telephone, fax and email contacts for the club or organization as well as a profile;
- The names of key individuals who would be operating the kitchen, and a copy of their Food Safe Certificate;
- Provide a description of what your club or group would bring to the event through the operation of the kitchen;
- Detail the projects or programs that the revenue generated would support and how it would benefit the community;
- Submit an example of the proposed menu;
- A proposed monetary amount payable to the BV Kinsmen for the right to operate the kitchen for BBQ weekend.

Evaluation and Acceptance of Proposals:

The proposals will be evaluated taking the following factors into account:

- Positive contributions they will bring to the event
- Planed use of the revenue generated
- Menu
- Monetary amount payable to the BV Kinsmen for the right to operate the kitchen

The successful group or organization will enter into a Professional Services Agreement with the BV Kinsmen.

Other Information:

All proposals will become the property of the BV Kinsmen. All proposals are confidential and will be so treated. Information outlined in this Request for Proposals must be held in confidence by recipient groups.

All proposals must be firm offers and valid for sixty (60) calendar days following the last day to accept proposals. Advance notice for any menu changes is obligatory. Any losses will be born by the proponent and under no circumstance will the BV Kinsmen be held responsible for paying and fees, expenses, or any other costs incurred by the successful proponent under this agreement.

The Kinsmen reserve the right to waive informalities in or reject any or all proposals, or to accept the proposal deemed most favourable in the interest of the Kinsmen. The lowest fee, or any proposal, may not necessarily be accepted.

In no event will the Kinsmen be responsible for the costs of preparation and submission of a Proposal.

Kinsmen Contact: James Fitzmaurice, james@jjflc.com, Phone 250 847 0220or Fax 888 974 7194.