



**SAUGEEN**  
**MUNICIPAL AIRPORT**

**Request For Proposals**  
**Airport Restaurant**  
**at The Saugeen Municipal Airport (CYHS)**

July 10, 2021

Saugeen Municipal Airport  
34 Saugeen Airport Rd.  
RR#1  
Walkerton, ONT. N0H 2T0  
(519) 364-3220

**Closing Date:**

**August 10, 2021**

## Saugeen Municipal Airport Request for Proposals

### Operation of Airport Restaurant at the Saugeen Municipal Airport (CYHS)

#### Submittal Documents

Sealed Proposals clearly marked as to contents will be received by:

Saugeen Municipal Airport  
c/o Airport Manager  
34 Saugeen Airport Rd. RR#1  
Walkerton, ONT. N0G 2V0

Up until 3:00 pm local time on August 10, 2021

RFP Documents may be obtained, in person, from the Saugeen Municipal Airport, or by email request to the undersigned:

Airport Manager  
mgr@saugeenmunicipalairport.com

Lowest and popularity of any tender will not necessarily be accepted and is conditional upon acceptance by the Saugeen Municipal Airport Commission.

#### 1. Overview

The Saugeen Municipal Airport requires a restaurant contractor to operate the kitchen facilities, located at the terminal building. The contractor must be in accordance with the Federal Government Food Safety Laws, the Ontario Provincial Food Safety Law and the local Municipal Legislation. You must have obtained a Food Handler Certificate and a Food Safety Plan.

Key Expectations are as follows:

- a) Must provide friendly customer service and personal appearance must be professional.
- b) Provide a menu.
- c) Offer payment options.
- d) To maintain cleanliness and safe environment of kitchen, dining area and washrooms.
- e) Responsibilities for equipment checks.

- f) To adhere to all COVID 19 restrictions, guideline's and rules with logs.
- g) To be open at a minimum of 4 days a week (must be open Saturday and Sunday).

## **2. Definitions**

Terms used in this Request For Proposals:

- a) RFP The term "RFP" means Request for Proposal.
- b) CYHS The term "CYHS" means Saugeen Municipal Airport.

## **3. The RFP Submittal and Selection Process**

The RFP is designated to give respondents the broadest possible flexibility to address the work elements outline in the next section. The selection process will involve three steps.

Respondents shall provide information to describe the approach, methodology and strategies and/or activities to be used in addressing each of the parameters.

The following parameters shall guide respondent's proposal:

- a) Days and hours of operation.
- b) Staff and experience.
- c) Proposal must be in a PDF or Word format using no less than 12 point font.

The CYHS Commission along with the Airport Manager will review the responses and select a contractor.

Based on the review, the CYHS Commission along with the Airport Manager, will prioritize the contractor(s) and enter into negotiations with the highest prioritized contractor(s) on work plan. Should those negotiations prove unsuccessful, the CYHS Commission and along with the Airport Manager will invite the next highest prioritized contractor(s) to join in negotiation.

In this second and third phase of the selection process, the CYHS Commission and Airport Manager may choose to select the contractor(s) by work elements and therefore may only negotiate with a given contractor(s) on certain work elements.

The highest-rated proposer(s) will be invited to negotiate the final scope of work, schedule and fees with the CYHS Commission and Airport Manager. If negotiations with the highest rated proposal(s) are not successful, the CYHS Commission and Airport Manger reserves the right to negotiate with the next best-qualified proposer.

The Airport Manger will offer a viewing of the kitchen location and answer any questions.

**4. Included in the submittal shall be a:**

- a) Cover letter with contact information.
- b) Proposed approach to work plan.
- c) Statement of qualifications for each prosed staff member and/or owner and capabilities.
- d) Listing of three (3) references for related work for each proposed contractor.
- e) The proposal shall be signed in ink by a duly authorized officer of the company.
- f) Sample menu.

**5. Scope of Work**

The selected contractor work will be managed by their own Manager and report when needed to the Airport Manager. The Airport Manager will be actively involved with the progress of the Contractor’s work.

A detailed lease agreement will be given to the awarded contactor for review. The RFP has been structed to include two discrete elements. Respondents may address the work elements as outlined or respond with an alternative framework to the scope of the work to achieve the desired outcome.

**6. Projected Timeframe**

The selected contractor should have the restaurant ready to accept patrons as soon as possible.

Element Description	Total Price (excluding HST)
Rental Offer of Space Specified in RFP	\$
Offer and description of equipment replacement value: a) b) c) d)	\$
	\$
Total Price (excluding HST)	\$
HST	\$
Total Price	\$

\*Any permits or approvals will be the responsibility and, at the expense, of the Contractor.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**7. Statement of Bidder**

Bid Document Name: \_\_\_\_\_

- a) I/We have reviewed all terms and conditions of all forms included as part of this bid package.
- b) I/We have read and understand all of the terms and conditions of the pages included as part of this bid package.
- c) I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name of Authorized Person

\_\_\_\_\_  
Position