

THE CHILDREN'S AID SOCIETY OF HAMILTON
EXPRESSION OF INTEREST FOR CAFETERIA SERVICES

SECTION 1 - INFORMATION

The Children's Aid Society of Hamilton ("Hamilton CAS" or "Society") is looking for an expression of interest from operators interested in providing cafeteria services to our organization.

We are requesting expressions of interest from operators who are interested in providing cafeteria services, including catering services, within our agency. Expression of interests are due to be submitted by September 17, 2018 at 1:00 pm.

SECTION II – SPECIFIC REQUIREMENTS

Hamilton CAS is seeking an independent contractor (the "Operator") to provide cafeteria services at the Society's office. There is a commercial kitchen on-site with cafeteria facilities. The Operator would provide meals and snacks for purchase by staff. The Operator would also provide catering services to the agency as requested.

Location: 26 Arrowsmith Rd. Hamilton Ontario L8E 4H8
Primary Contact: Angi McNeil (905) 522-1121 Extension 6101,
email - amcneil@hamiltoncas.com

1. Service Requirements

The Operator shall supply all labour, food ingredients and serving supplies (i.e. paper plates and forks). Kitchen facilities will be provided to the operator. There will be no rent charged and the Society will be responsible for all utility costs.

There are approximately 270 staff employed by the Society. However, not all staff are working in the building every day.

Menu and Pricing

The Society wants to provide healthy, convenient meals to our staff while they are working on-site. A minimum of one month's proposed menus for the cafeteria, including prices, must be included in the expression of interest.

For all catered agency functions, Society policy limits spending to \$15 per participant. This includes taxes and gratuities. A reasonable selection of meals for \$15 or less must be available. Please provide a sample list of catered menu options (this may be different than the items available in the cafeteria).

Catering

The Operator must set up the room, deliver and set up meals at the on-site location (room will be specified in advance) and return at end of session, or as specified by the organizer, to clean up.

The Society cannot guarantee a minimum amount of catering business. However, in the past 3 years we have paid between \$12,000 and \$15,000 in catering fees.

2. Hamilton CAS Resources

Hamilton CAS will provide the Operator with facilities and equipment to operate the cafeteria at no cost to the Operator.

3. Detailed Requirements

Upon selection of a cafeteria operator a contract will be executed. An example contract will be provided at the mandatory site meeting.

SECTION III – MANDATORY SITE VISIT

A mandatory site meeting will be held on September 6, 2018 at 9 am. Operators interested in submitting an expression of interest must attend the mandatory site meeting. At the site meeting, potential operators will view the kitchen facilities, have an opportunity to ask questions and will be provided with an example operator contract.

SECTION IV – EXPRESSION OF INTEREST

Operators who are submitting an expression of interest must include the following information in their submission:

1. Background and qualifications of the Operator, including name and contact information.
2. Any additional requirements, proposed scope change or operational changes proposed by the Operator (i.e. changes proposed for the draft contract provided):
 - a. WSIB Clearance Certificate
 - b. Proof that each worker has WHMIS training.

3. Sample cafeteria menu, with prices for a minimum of one month
4. Sample catering menu, with prices
5. References – at least 3 references must be provided with contact information

Expressions of interest can be submitted via email to amcneil@hamiltoncas.com. Please indicate – “Cafeteria Services – September 2018” in the subject of the email. An email confirmation will be returned to the sender. If you do not receive a confirmation email by September 17 at 1:30 pm, please contact Angi McNeil at 905-522-1121 ext. 6101.

SECTION V – TIMING AND PROCESS

Mandatory Site Visit	September 6, 2018, 9:00 am
Expression of Interest Deadline	September 17, 2018, 1:00 pm
Execution of Operator contract	September 21, 2018
Start date of contract	To Be Determined