



ST. MARY'S ACADEMY

550 Wellington Crescent, Winnipeg, MB R3M 0C1
204-477-0244
www.smamb.ca

ST. MARY'S ACADEMY IS A GRADES 7-12 CATHOLIC GIRLS' SCHOOL IN THE
TRADITION OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY.

Request for Proposal Cafeteria Food Services

Request for Proposal — RFP #2019-04 Cafeteria Food Services

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Educating young women spirit, mind and body

1 General Information

1.1 Statement of Purpose

St. Mary's Academy, Inc. is seeking proposals for qualified food service companies to operate the school's breakfast and lunch cafeteria. Our goal is to partner with a vendor that can help us increase food service participation, provide affordable food options, promote sustainable practices, and support healthy lifestyles.

The successful vendor will be expected to provide an affordable breakfast and lunch menu for students and staff during the school year. There is the potential for additional catering jobs as St. Mary's Academy, Inc. has a number of after-school events (ie: Board meetings) that require food and beverage services.

There are typically 575 students and 85 staff members on campus from the beginning of September through to the end of June. This community of 660+ individuals has a range of dietary needs and preferences and we hope to have a variety of food options available for individuals.

The school's cafeteria is open between 7:30 a.m. and 1:30 p.m. each school day. The cafeteria is closed during the summer months, in-service days, and holidays.

1.2 Company Background

St. Mary's Academy, Inc. is one of a network of schools in North America under the direction of the Sisters of the Holy Names of Jesus and Mary (SNJM). St. Mary's Academy's mission is to "educate young women spirit, mind and body".

1.3 Scope of Work

The cafeteria is required to be open from 7:30 a.m. – 1:30 p.m. from the beginning of September through mid-June. The vendor will be responsible for providing breakfast and lunch options to both students and staff on a purchase basis.

The cafeteria food service vendor will be responsible for providing all labor and management. The vendor will also be responsible for operational costs including supplies, materials and regular maintenance of the equipment required to deliver food services at St. Mary's Academy, Inc.

St. Mary's Academy, Inc. is committed to providing healthy and affordable meal options for its community; therefore the vendor would have to accommodate these initiatives.

For a rental fee of \$750.00 per month, the vendor will have access to all kitchen equipment in the cafeteria. St. Mary's Academy, Inc. will maintain ownership of this equipment. The equipment includes the following: double basket deep fryer, flat-top grill, two burner stovetop, convection oven, warming drawer, fridges, and freezer.

St. Mary's Academy, Inc. requires the vendor to provide and maintain a debit card system. The ability to provide a re-useable or fillable card for meal plans would be a great benefit although not a requirement.

As St. Mary's Academy has a three year exclusivity arrangement with Pepsi effective January 2019, all beverage purchases made by the vendor must go through St. Mary's Academy, Inc.'s Pepsi account.

2 Contract Terms & Conditions

This document is a request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between St. Mary's Academy, Inc. and any supplier. St. Mary's Academy, Inc. makes no commitment in or by virtue of this RFP to purchase products or services from any supplier. Such commitment may be made only in and through a properly executed agreement.

The contract will run from September 1, 2019 until August 31, 2024. The rent payable to St. Mary's Academy, Inc. at the beginning of each month is \$750.00, commencing September 1, 2019.

3 Proposal Requirements

To be considered, respondents to this cafeteria food services RFP must submit timely, written proposals that fully address all questions and requirements. It must include the following components:

Executive Summary: Provide a general overview of your proposal and how your company's approach is best suited to the needs and culture of St. Mary's Academy, Inc.

3.1 Company Overview

- Describe your company history, mission and core values including years in business, locations, management bios and organization chart
- Describe what differentiates you from your competitors and how that will impact the quality of your services to St. Mary's Academy, Inc.
- Provide a detailed overview of the resources that will be deployed to support the requested cafeteria food services at St. Mary's Academy, Inc. including purchasing standards and relationships with suppliers

3.2 Offerings

- Provide a description of your food service plans including sample cafeteria menus and healthy meal options
- Describe your estimated pricing range on your product offerings

4 Evaluation & Awards Timeline

- RFP Issue Date – March 18, 2019
- Facility Walk through – between April 15, 2019 and April 26, 2019
- Questions Submitted By - April 24, 2019
- Proposals Due - April 30, 2019
- Notice of Award - May 31, 2019
- Selected Contractor Begins Operating –September 1, 2019 (access to the space will be granted two weeks prior to September 2019 to allow for preparation)

5 Contacts

5.1 Inquiries & Responses

All questions must be submitted to Nadine Dannenberg via email at ndannenberg@smamb.ca no later than April 24, 2019.

5.2 Site Visits

On site visits may be scheduled by calling Nadine Dannenberg at 204-478-6048. Visits must be completed prior to April 26, 2019.

5.3 Submissions

Submit two (2) hard copies to St. Mary's Academy, Inc. no later than April 30, 2019 to the office of:

St. Mary's Academy, Inc.
Attention: Nadine Dannenberg
550 Wellington Crescent
Winnipeg, MB R3M 0C1