

[REDACTED]

***Request for Quotation #13-028: Pavement Condition Survey and Rehabilitation Methodology***

**Date:** February 7, 2014

**From:** [REDACTED]  
[REDACTED]

**Phone:** [REDACTED]

**Email:** [REDACTED]

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You are invited to submit a quotation for the provision of a **Food Truck/Management Service** for [REDACTED] as per the following Statement of Work.

All quotations should be submitted to the buyer's attention no later than **February 25, 2014 at 2:30PM**. Signed quotations referencing this RFQ number, along with any supporting literature, should be emailed to [REDACTED], or, faxed to [REDACTED]. Email is preferred; however, bidders are responsible to obtain a reply email confirming receipt.

The Submission Form should be completed and returned with your quotation. All questions pertaining to this request for quotation for consulting services should be submitted via email to [REDACTED] no later than Tuesday, February 18, 2014, 2:30PM.

Please note the following:

1. All prices quoted should be in Canadian funds.
2. Any HST, if applicable, is extra, and should not be included in your pricing;
3. Any deviation from the requested Statement of Work must be clearly noted on your submission. Alternatives may be considered, at [REDACTED] discretion;
4. Your offer is to remain firm and open for acceptance for a period of sixty (60) days;
5. Insurance coverage must be stated on the submission form, and should be clearly noted;
6. Contracts awarded are contingent upon funds availability. Should the total costs indicated on each response exceed current University budget estimates, the University reserves the right to decline all bids;

7. [REDACTED] reserves the right to accept or reject all or any part of the quotations received. The lowest nor any quotation may not necessarily be accepted. [REDACTED] reserves the right to adjust the Statement of Work to fit the budget estimate in its sole discretion;
8. The successful bidder should be prepared to sign a conflict of interest form, and/or a confidentiality agreement upon request.

# Statement of Work – Food Truck/Management Service for [REDACTED] [REDACTED]

## Introduction

[REDACTED] is soliciting proposals to provide a Food Truck/Management Service on a trial basis for the March 2014 – October 2014 time frame. We seek a service to manage and operate a rotation of high end gourmet food trucks to operate at [REDACTED] in [REDACTED].

## Background

Founded in [REDACTED], [REDACTED] is one of [REDACTED]'s leading comprehensive universities. It is a degree granting and research organization offering undergraduate and graduate programs. [REDACTED] is one of seventeen provincially assisted universities in [REDACTED] and offers North America's largest cooperative education program. Full/part time student enrolment is more than 31,000 students. Full/part time ongoing staff and faculty is more than 3,500.

[REDACTED] is one of the largest research parks in [REDACTED] and is uniquely located on [REDACTED]. Designed to accommodate 1.2 million square feet of office space on 120-acres (49 hectares), [REDACTED] will house thousands of researchers, create new technology jobs, and generate billions of dollars in economic impact.

[REDACTED] is located on [REDACTED]. Today, 51 companies and 3,100 knowledge workers call the park home. The Accelerator Centre is a corner stone of the park and houses just under 30 tech start-ups and has been recognized internationally for its accomplishments and programming.

STATS – January 2014 Survey

Female/Male Breakdown in [REDACTED]:

Female	51.8%
Male	48.2%

AGE Breakdown in [REDACTED]:

20 & Under	2.8%
21 - 30	19.3%
31 - 40	30.6%
41 - 50	31.7%
51 - 60	13.1%
61 +	2.5%

## Evaluation of Bids

### Weight factors:

#### **30% Qualification of Proponent and experience with respect to such operations**

- Demonstrates understanding of the requirements and objectives
- The Bidder's demonstrated "inventory" of and access to Food Truck operators
- Company Executive Summary – company profile, reference to projects of a similar nature undertaken within the past 3 years by the same project manager, whether the Bidder is a single person enterprise, partnership or corporation
- Identify who will do the work, their relevant experience, qualifications and competencies.

#### **30%**

#### **Menu / Service Offerings**

- Provide sample menus
- Listing of services offered to clientele to make a unique experience

#### **30%**

#### **Financial Proposal**

- Provide a clearly defined revenue stream to [REDACTED] to host proposed activities on our campus
- Assurance of no cost to [REDACTED] nor [REDACTED]  
[REDACTED]

**10%**

**Written Proposal/ References**

- All project requirements addressed.
- Overall completeness and clarity of proposal.
- relevant reputation, experience and qualifications
- Proposed realistic time frames, allocation of personnel to tasks and effort.

**Food Truck Service in [REDACTED]**

The University is expecting an experienced professional to undertake management, co-ordination and day to day operation of a consortium of Food Trucks which will ensure a consistent service to our Research Park clientele.

Once we have identified a preferred proponent, other 3<sup>rd</sup> party services of a similar nature will not be allowed to function in [REDACTED], nor [REDACTED].

**Objectives:**

Impact on the Tenants:

- Food service provided to [REDACTED] Community
- Invites community into the park
- Unique and varied options
- High quality offering
- Additional exposure for existing tenants in the park
- [REDACTED] & [REDACTED] have more exposure
- Added movement and energy to the park

**Specifications:**

Frequency of Service

- Propose and have interest for daily service during the typical work week, Monday – Friday.
- Schedule will be Food Truck-driven & managed by proponent to ensure consistent Food Truck participation

Timing

- 11:30 am – 1:30 pm at a minimum( suggest 11am to 2pm to span the entire possible scope of business lunch for nearby employers)
- March through October 2014 for continued service

Specific Location

- [REDACTED] in the [REDACTED] owned facility
- Additional tenants: [REDACTED] & [REDACTED]
- Amenities that compliment this food service, public bathrooms, atrium for seating, patio with seating are currently in place

#### Operational Details

- Set-up on site is envisioned to start at 11
- Parking; there is plenty of parking onsite
- Increased garbage collection should be expected
- Designated parking for [REDACTED] & [REDACTED] must be respected
- Public bathroom facilities are located on the 2<sup>nd</sup> floor

#### Services/Utilities

- Food trucks should be self-sufficient and require no extra power or water service
- If required for occasional use, there is power available within the atrium of the suggested location site. (Permission must be sought before use)

#### Revenue

- [REDACTED] is willing to consider hosting this service, for a fee. The fee should be represented as a fixed monthly rental fee to occupy the dedicated space provided within the set lunch times indicated.

#### Health Compliance

- Service provider will have a minimum of \$2Million (each gourmet food truck) PL & PD
- Service provider comply fully with all health and safety rules and regulations required by municipal bylaws

#### References

- Three references to be supplied by each gourmet food truck

#### Signage

- Promotion of the service will be provided through the digital signage at the entrance to the park
- Social media (by the service provider and [REDACTED])
- Communication through the existing means within [REDACTED]
- Temporary banner/signage can be posted at the entrance to [REDACTED] during lunch period only
- [REDACTED] will have final authority on all signage

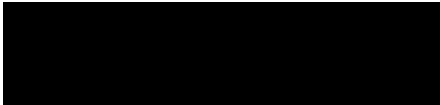
#### Possible Risks:

- Potential extra traffic
- Need to manage the parking for [REDACTED] & [REDACTED]
- Is there sufficient seating inside the atrium?

- Potential usage of extra power from the building
- Potentially extra strain on existing resources
  - Garbage
  - Bathrooms

### **Timeline**

There is some urgency; as such [REDACTED] would ask that the consultant report be submitted to the university within six weeks of being selected.



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**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_ Company/Consultant Name

\_\_\_\_\_ Address

\_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Prices are in Canadian dollars, including disbursement, and the HST is extra:

Insurance – please indicate if you have:

Commercial General Liability insurance coverage: Yes \_\_\_\_\_ No \_\_\_\_\_

Professional (E&O) liability insurance coverage: Yes \_\_\_\_\_ No \_\_\_\_\_

Automobile insurance coverage: Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\* Please note that not all insurances listed above may be required for this contract \*\***