



January 26, 2024

## Request for Proposals

### Provision of Food and Related Supplies

2024 NL Summer Games

### Background

The 2024 Newfoundland and Labrador Summer Games will be held in Bay Roberts from August 10 – 17, 2024. Held every second year, alternating winter and summer, the Games is the largest multi-sport event staged for youth of our province to share in the spirit of athletic competition.

Competitions are broken up into two halves of the scheduled week. The first group of athletes, coaches and managers arrives on Saturday, August 10 and departs on Tuesday, August 13. The second group will arrive Wednesday, August 14 and depart Saturday, August 17. The total number of athletes, coaches and managers attending these games is estimated to be 1600 (800 per half).

The 2024 Games are managed by a local Host Committee and any funds generated because of these Games will go directly into the sport and leisure services for both the local youth and host community. The committee strives to create a legacy from these Games that will contribute to the overall health, well-being and enjoyment of all community members for many years to come.

For further information on the upcoming 2024 NL Summer Games check out our website at [www.nlgamesbayroberts.ca](http://www.nlgamesbayroberts.ca).

## Description of Services Required

The host committee is seeking the services of an experienced food distribution wholesale company to provide food products and supplies to the caterer for the 2024 Newfoundland and Labrador Summer Games.

The Athletes Village will consist of Ascension Collegiate on the Conception Bay Highway and Amalgamated Academy on Eric Dawe Dr in Bay Roberts. Our plan is to use cafeterias at both schools for breakfast service, while lunch and supper is to be centralized at

Amalgamated Academy. Classrooms at both schools will be utilized for an after-hour snack self-service area once the main cafeteria service has closed.

“Food” as identified throughout this Request for Proposals will include all food and condiments used in the preparation of meals served to and made available for athletes and coaches during the Games. “Supplies” include plates, utensils, containers and napkins etc. used in the serving of food.

The food distributor will work with the catering company to provide the products required for the provision of meals to athletes and coaches in the Athlete’s Villages as designated by the Host Committee, including containers for take-away meals.

## Food Provider Contract

The successful bidder to this Request for Proposals is referred to as “**the Vendor**” and by submitting a bid, agrees to the following contract details:

### Terms and Conditions

- The contract with the Vendor will be valid from Friday, August 9, 2024, until Monday, August 19, 2024, inclusive.
- The 2024 NL Summer Games Host Committee reserves the right to perform an evaluation of the service provided by the Vendor after the first half of the weeklong contract. Failure to meet the obligations may result in the termination of the food supplier contract.
- The 2024 NL Summer Games Host Committee does not bind itself to accept the lowest or any bid submitted.
- Responses must be open to acceptance for a period of 30 days.
- The quantity of each item or product listed in Appendix A may change due to changes in attendance and the menu.

## Provision of Services

- Menu selections for the Games shall follow the nutritional guidelines contained in Canada's Food Guide as provided by the caterer.
- In conjunction with the Food Services Committee and the caterer, the Vendor will agree to coordinate delivery of ordering food and supplies.
- All food and food related supplies remaining after the Games will be the property of the Host Committee and are not to be removed by the Vendor.
- On site refrigerated storage "reefers" will be required at both cafeteria sites and will be included as part of the proposal.
- Emergency response for unforeseen shortages or special deliveries will be included as part of the proposal.
- Pricing for additional items including delivery should be clearly outlined in the price listing. Any volume discounts offered should be clearly outlined in the price listing provided.
- Respondents should also include a description of how incomplete or late orders are addressed as well as how orders are completed. Include descriptions of assurances for delivery of on-time and complete orders, as well as the process by which orders are placed and any relevant timelines for the placing of orders. Additional consideration may be made for providers able to provide reasonable assurances that all orders will be delivered complete and on time.

## Exclusivity of Supplier

The food services agreement will provide for exclusive rights to provide all required food (excluding water), and other food service supplies (containers, plates, napkins, etc.) required by the caterer for the provision of meals for athletes, coaches, and Games officials for the 2024 NL Summer Games.

The exclusivity agreement does not include provision of food to any Host Committee or VIP sponsored reception or any function leading up to and during the Games, including Hospitality Suites.

## Evaluation Criteria

All submissions will be evaluated by the Host Committee in consultation with the Food Services Committee based on the criteria listed below. Each criterion is assigned a weighted value to represent the importance of quality food service to the Games participants. Responses should address all criteria. The response that best satisfies the RFP will score the highest.

Responders must comply with all terms and conditions set out in this document. Vendors interested in submitting a proposal for the provision of food and supplies are asked to inform the Games office of their intention to bid by **Friday, February 9, 2024**.

Final proposals must be received by the Games office **no later than 4:00 PM on Thursday, February 23, 2024**. No late bids will be reviewed.

### 1. Total Cost of Requested Food and Supplies – 30 Points

- 1.1. Detailed costs of food and supplies, including all applicable taxes, are to be submitted.

## 2. Delivery and Storage – 40 Points

- 2.1. Up to three deliveries per day will be included as part of the proposal.
- 2.2. On site refrigerated storage “reefers” will be required at both cafeteria sites and will be included as part of the proposal.
- 2.3. Emergency response for unforeseen shortages or special deliveries will be included as part of the proposal.
- 2.4. The Vendor shall demonstrate appropriate training certificates, licenses, permits and registration to operate a business within Canada and Newfoundland and Labrador
- 2.5. Additional consideration may be made for providers able to provide reasonable assurances that all orders will be delivered complete and on time.

## 3. Management and Organization – 30 Points

- 3.1. The Vendor’s reputation and service history in the community.
- 3.2. The Vendor’s ability to provide the food products and supplies required efficiently, on time and within budget.
- 3.3. The Vendor’s understanding of the importance of providing the highest quality level of service to our athletes and coaches to make the games experience memorable for all the right reasons.
- 3.4. The Vendor’s ability to be flexible and provide suitable replacements or substitutes of equal or higher quality in case of inventory supply issues.



## Submission

Interested parties are asked to submit a **Proposal for Provision of Food and Related Supplies for the 2024 NL Summer Games**. The proposal should include, but is not limited to, a description of the following:

- Corporate Management and relevant previous experience in providing similar products and services.
- Ability to supply all products requested.
- Ability to perform requested services.
- Detailed product list and pricing including volume discounts.
- Complete and accurate response providing all information requested for evaluation.

**The 2024 NL Summer Games Host Committee is not bound to accept the lowest or any proposal.** Proposals, in sealed envelopes clearly marked, "Proposal for Provision of Food and Related Supplies for the 2024 NL Summer Games" must be received at the Games Office no later than 4:00 PM on Thursday, February 16, 2024.

No late bids will be reviewed.

Proposals will be accepted either in person, by email or by mail.

For more information please contact:

2024 NL Summer Games - Bay Roberts  
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PO Box 114  
Bay Roberts, NL  
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Brian Dawe - Games Manager  
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## APPENDIX A - List of Products Required

Pack	Size/Weight	Description	QUANTITY/UNITS REQUIRED
8	12 EA	TORTILLA TOMATO SUN DRIED 12"	40
6	5 LB	EGG SCRAMBLE BOIL N BAG CANADA	10
2	3.7LTR	SAUCE TERIYAKI GLZ CDN	4
6	2 KG	MIX BUTTERMILK COMPLETE	12
200	10 ML	JAM BLUEBERRY DOUBLE FRUIT	25
2	1 KG	CHEESE SHREDDED PARMESAN	3
200	10 ML	JAM RASPBERRY LIGHT FRUIT	20
200	10 ML	JAM STRAWBERRY LIGHT FRUIT	20
12	738 GR	SPICE STEAK MONTREAL CDN	1
1	3.8 KG	EGG HARDBOILED MED - PAIL	6
60	152G	BEEF BURGER HMSTL 78% 5.3 OZ	20
1	5 LB	MUSHROOM FRESH MEDIUM	16
200	10 ML	JAM RASPBERRY CUP W/PECTIN	10
200	10 ML	JAM STRAWBERRY CUP W/PECTIN	10
1	22-25#	PEPPER BELL RED HOTOHOUSE	18
1	11 LB	PEPPER BELL YEL HOTOHOUSE #1	18
144	1.58OZ	WAFFLE SQUARE HT&SRV 4	14
216	1.25OZ	PANCAKE BTRMLK HT&SRV 4	14
120	57 GR	MUFFIN ENGLISH PLAIN	22
4	12 CT	LETTUCE ROMANE HEART OF FRESH	30
1	20 KG	RICE CONVERTED	3
1	8 LB	SALAD FRUIT CHPOG LT SYRUP	10
480	7 GM	MARGARINE CUP PORTIONS GF	8
3	1 KG	TURKEY BREAST DELI SLICE	50
16	250 GR	CHEESE CHEDDAR MED SLICE	16
108	1 oz	CEREAL OATMEAL	18
1	4 KG	CHICKEN BRST BNLS 6 OZ	75
1	20 KG	SUGAR GRANULATED FINE	2
6	1325GM	CEREAL RAISIN BRAN SLEEVE	8
2	5 KGAV Y	HAM BNLS CHOPPED RTS	4
2	4 KG	RICE BASMATI	2
2	3 KG	CHEESE PIZZA MOZZ SHRD 20% M. F.	16
8	30 CT	BAR GRANOLA CHEWY CHOC CHIP	8
25	454 GM	BUTTER UNSLT CDN	10



160	40 GR	ROLL DINNER WI-IL WHEAT 60%	30
4	728 GM	CEREAL CORN FLAKES SLEEVE PK	10
36	454 GM	MARGARINE PRINT NH HARD CDN	5
48	250 ML	MILK 2% 250 ML CTN	80
2	4.54KG	PASTA PENNE RIGATE I-IVY WALL	5
1	9.07KG	PASTA SPAGHETTI 20"	3
2	2.27KG	PASTA FUSILLI TRI-COLOUR	3
6	500 GM	HAM BLACK FOREST SLCD RED/SODM	50
2	2 KG	CHICKEN BRST STRIP ALL WHT	24
200	18 ML	DRESSING MAYO MIRACLE WHIP PTN	8
2	3.70L	SAUCE SALSA MILD CHUNKY	8
100	21 GM	CHEESE CHEDDAR MILD PTN CR BRL	6
200	18 ML	DRESSING RANCHER CH PTN	6
200	18 ML	DRESSING SALAD FRCH PTN	6
200	18 ML	DRESSING SALAD CAESAR CREAMY	6
48	90 GR	YOGURT ASST STR, RASP TCH BLU 0%	60
48	90 GR	YOGURT ASST STR, VAN/P-A 0% FF	60
1	1.9BHL	PEPPER BELL GREEN MED	12
14	18 oz	PIZZA CRUST 16TRDTNL PAR BAKE	45
4	1.135K	PORK PULLED GREENFIELD NAT ING	16
6	850 GM	CEREAL VECTOR SLV PK	8
4	1.25KG	BACON TURKEY SLI WHL MUSCLE	9
10	12CT	TORTILLA FLOUR WI-IL WHEAT 12 IN	13
6	1.5KG	BARLEY POT	1
200	16 ML	SYRUP PANCAKE NEW CDN	40
210	0.380Z	MAYONNAISE REAL STICK PACK GF	25
4	2.27KG	BEEF GROUND FINE 78/22 FRZN	16
36	112GM	BAGEL CINNAMON RSN T&S 40Z	4
16	675GM	BREAD SLICED THICK WHT T&S	18
96	75GM	BUN HAMBURGER SESAME SEED T&S	18
4	1.25KG	BACON TURKEY BRKFS STRP FC HAL	4
1	4.54KG	TURKEY SAUSAGE RND 1.4 OZ CKD	4
1	25 KG	OAT QUICK LITTLE JOHN	2
1	10 KG	OAT QUICK LITTLE JOHN	2
1	5 KG	SOUP BASE BEEF CANADA	2
1	5 KG	SOUP BASE CHKN CANADA	2
24	5.2 oz	PIZZA CRUST CAULIFLWR GF 10	9



24		5.2 oz	PIZZA CRUST BROCC CHED GL 10	9
2		1 KG	CHEESE PARMESAN SHREDDED CDN	4
12		710 GR	SPICE BLEND MONTREAL CHKN CAN	4
1		4 KG	CHICKEN BRST IQF B/S 60Z	45
4		2.5 KG	CHEESE SHRD PUB MIX	6
2		5 KG Y	PEPPERONI SLICED 2"	4
42		40z	BEEF BURGER ROADHOUSE FRZ	30
1		20KG	SALT TABLE HIGRADE	1
1		3.4 KG	SPICE STEAK MONTREAL	1
1		20 KG	FLOUR ALL PURP	2
48		3.5 oz	OMELET EGG CHS CHDR CANADA	40
48		3 oz	OMELET EGG CANADA	30
504		7 ML	MUSTARD PKT CANADA	4
2		4 LTR.	SYRUP PANCAKE & WFFL	6
2000	3.5 GR	SERENE	SUGAR PACKET INDIV LANTIC	10
4	IOOCT	TETLEY	TEA BAG TETLEY	10
12	175 GR	IMP/MCC	SPICE THYME LEAVES CDN	10
96	50 GM	CITAVCO	COFFEE GRND 100% COLO FINE W/F	10
1	2#	PACKER	GINGER ROOT FRESH	1
4	1.5 KG	SUMFRSH	SALAD GRAIN SEVEN	45
1	16 LTR	SYS CLS	OIL CANOLA JIB	2
4	5 LTR	SYS CLS	VINEGAR WHITE DISTILLED 5% CUB	1
1	5 KG	JOHNSON	SALAD COLESLAW CREAMY ISLD	4
1	5 KG	JOHNSON	SALAD POTATO	10
6	2.84LT	PRIMO	SAUCE TOMATO	10
6	2.84LT	SYS REL	BEAN GARBANZO CHICKPEAS CANADA	3
6	2.84LT	PRIMO	TOMATO WHOLE PLUM	8
6	2.84L	SYS CLS	BEAN KIDNEY DARK RED	4
4	3 LTR	AREZZIO	OIL OLIVE	2
1	775 GR	IMPMCC	SPICE BASIL LEAVES CDN	40
1	2.1 KG	IMPMCC	SPICE GARLIC POWDER CDN	4
1	650 GR	IMP/MCC	SPICE OREGANO LEAVES CDN	4
1	5KG	JOHNSON	SALAD MACARONI	10

Other Items Required		Description	Quantity
		16 Oz Kraft Round Container	3500
		Lid to fit 12-20 oz	3500
		12 oz Round Kraft Container	3500
		9 "x 6" MPFF Hinge Container	1050
		9" Sugarcane Plate	3500
		Pulp 6" x 6" MPFF Hinge Container	1400
		Small Sandwich Wedge Pactiv YTBO7581	2100
		Pizza Wedge Tray	3500
		12oz Dessert Container with lid	1680
		9" x 6" Base Sabert EcoSnap	2100
		9" x 6" Lid Sabert EcoSnap	2100
		9 "x 9" Base Sabert EcoSnap	2100
		9" x 9" Lid Sabert EcoSnap	2100

