



MEMORIAL UNIVERSITY OF NEWFOUNDLAND

REQUEST FOR PROPOSALS

FOR

FOOD TRUCK – JOHNSON GEO

CENTRE

Request for Proposal Number: RFP-053-21

Issued: June 3, 2021

Submission Deadline: Thursday, June 17, 2021 @ 10:00 AM NDT

There will be no extensions for this Open Call for Bids Closing Date

Request for Proposal			
Title:	FOOD TRUCK – JOHNSON GEO CENTRE		
Open Call #:	RFP-053-21	Issue Date:	June 3, 2021
Questions Deadline:	72 hours prior to close time	Closing Date and Time:	Thursday, June 17, 2021 @ 10:00 AM NDT
		Proposal Submission Format:	opencalls@mun.ca
		Opening Date & Time:	Thursday, June 17, 2021 @ 10:30 AM NDT
			Via Conference Line: 1-416-915-6530 (toll free) Access Code: 1325458504 Attendee ID: Please Press Pound (#)
Proposals Irrevocable Period after Submission Deadline:			90 days
Proposal Submission: Responses to this solicitation must be submitted by email to opencalls@mun.ca. Email subject line must read: <u>PROPOSAL SUBMISSION: RFP-053-21 FOOD TRUCK – JOHNSON GEO CENTRE</u>			
Inquiries and Communication:			
<p>Inquiries and communication: Strategic Procurement Office, Financial and Administrative Services, Memorial University of Newfoundland, opencalls@mun.ca. Inquiries accepted only via email. No phone calls will be accepted.</p> <p>Please reference <u>RFP-053-21 FOOD TRUCK – JOHNSON GEO CENTRE</u> in subject line. Emails not containing this requirement information in the subject line will NOT be responded to.</p> <p>Proposals submitted by fax, mail, courier, drop off or by any other means of delivery other than by email stated above shall not be accepted.</p>			

ABOUT MEMORIAL UNIVERSITY

As Newfoundland and Labrador's only university, Memorial has a special obligation to the people of this province. Established as a memorial to the Newfoundlanders who lost their lives on active service during the First and Second World Wars, Memorial University draws inspiration from these shattering sacrifices of the past as we help to build a better future for our province, our country and our world.

We are a multi-campus, multi-disciplinary, public university committed to excellence in teaching and learning, research and scholarship, and to public engagement and service. We strive to have national and global impact, while fulfilling our social mandate to provide access to university education for the people of the province and to contribute to the social, cultural, scientific and economic development of Newfoundland and Labrador and beyond.

The Memorial experience goes beyond academics; it invites a discovery of self, community and place. At Memorial, we celebrate our unique identity through the stories of our people – the work of scholars and educators, the ingenuity of students, the achievements of alumni – and the impact we collectively make in the province, the country and the world. Memorial is the natural place where people and ideas become.

Memorial University has more than 18,500 students and 3,600 faculty and staff spread across four campuses and nearly 100,000 alumni active throughout the world. From local endeavors to research projects of national importance, Memorial's impact is felt far and wide.

Mission, Vision and Values

Vision

Memorial University will be one of the most distinguished public universities in Canada and beyond, and will fulfill its special obligation to the people of Newfoundland and Labrador.

Mission

Memorial University is an inclusive community dedicated to innovation and excellence in teaching and learning, research, scholarship, creative activity, service and public engagement.

Memorial welcomes and supports students and scholars from all over the world and contributes knowledge and expertise locally, nationally and internationally.

Values

Excellence: Encouraging and promoting excellence through innovation and creativity, rigor and pragmatism.

Integrity: Being honest and ethical in all interactions, maintaining the highest ethical standards in teaching, research, public engagement and service.

Collegiality: Engaging others with respect, openness and trust in pursuit of a common purpose, having regard for individuals, ideals and the institution as a whole.

Inclusiveness and diversity: Embracing and acting on responsibility to guarantee diversity and equity.

Responsiveness: Being receptive to individuals and communities.

Accountability: Accepting responsibility for achievement of common goals and objectives.

Freedom and Discovery: Supporting the freedom to pursue knowledge that is based on individual and collective intelligence, curiosity, ingenuity and creativity.

Recognition: Acknowledging, tangibly, all aspects of university enterprise including teaching and learning, research, scholarship, creative activity and public engagement.

Responsibility to place: Valuing and fulfilling the special obligation to the people of Newfoundland and Labrador by supporting and building capacity for excellence that:

- addresses needs and opportunities for Newfoundland and Labrador;
- engages the university community on matters of national and international significance;
- produces and delivers academic programs of national and international calibre; and,
- Recognizes the dynamic opportunities presented by a multi-campus institution.

Responsibility to learners: Recognizing students as a first priority and providing the environment and support to ensure their academic and personal success.

Interdisciplinary collaboration: Supporting overarching themes in all pursuits that cut across academic units and address significant opportunities and challenges for which Memorial is particularly well positioned to build nationally and internationally recognized capacity.

Sustainability: Acting in a manner that is environmentally, economically and socially sustainable in administration, academic and research programs.

Memorial's exceptional staff and students contribute to the vitality and positive environment of the university through active community engagement. Memorial University has always been a publicly engaged institution. Since the founding of the University in 1949, the work of many of Memorial's students, faculty and staff has emphasized the importance of strong, sustained partnerships with members of the public of Newfoundland and Labrador and beyond.

Faculty and Staff

Memorial is one of the largest employers in the province, with approximately 3,600 faculty and staff. Memorial has been recognized as an Employer of Distinction by the Newfoundland and Labrador Employers' Council, which is reflective of its investment in comprehensive benefits, services such as childcare and recreation facilities, emphasis on work-life balance, and its vibrant work environment.

Governance and Administration

The management, administration and control of the property, revenue, business and affairs of the University are vested in a Board of Regents. The Board is appointed under the *Memorial University Act* and is responsible for the management, administration, and control of the property, revenue, business and affairs of the university. Matters of an academic character are in general charge of the Senate of the University.

For more information on Memorial University of Newfoundland, please

visit: Memorial home page: <http://www.mun.ca/>

Land Acknowledgement

We respectfully acknowledge the territory on which we gather as the ancestral homelands of the Beothuk, and the island of Newfoundland/ Ktaqmkuk as the ancestral homelands of the Mi'kmaq and Beothuk. We would also like to recognize the Inuit of Nunatsiavut and NunatuKavut and the Innu of Nitassinan, and their ancestors, as the original people of Labrador. We strive for respectful relationships with all the peoples of this province.

PART 1 – SUBMISSION INSTRUCTIONS

1.1 Proposals to be Submitted on Time

Proposals must be submitted as set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. Onus and responsibility rests solely with the proponent to submit its Proposal to the email indicated in the Request for Proposal on or before the Submission Deadline. The Owner does not accept any responsibility for any proposals submitted by means other than the email listed above. Proponents making submissions near the deadline do so at their own risk due to server availability. The time for the closing will be determined according to the inbox time stamp on opencalls@mun.ca . Proposals received after the closing time based on this time stamp, will NOT be considered.

1.2 Proposals to be Submitted in Prescribed Format

Proponents should submit **One (1)** email submission as a single file in PDF format. **Please note: File size cannot exceed 15 MB. Otherwise server may reject proposal submission due to size.** Proposals submitted by fax, mail, courier, drop off or by any other means of delivery other than by email stated above shall not be accepted.

1.3 Amendment of Proposals

Proponents may amend their Proposals after they have been submitted if, and only if, the amendment is emailed prior to the Submission Deadline marked PROPOSAL SUBMISSION AMENDMENT followed by **RFP-053-21 FOOD TRUCK – JOHNSON GEO CENTRE**. Proposal revisions, changes and alterations may be made only by completing a new proposal. Previous submissions will be cancelled and the submission with the most recent date and time will be considered the final proposal.

Email inquiries and requests for clarification shall be accepted up to **72 hours** prior to the closing time. Inquiries and requests for clarification received after this date shall not be addressed. The Strategic Procurement Office will be the only official source of information regarding this Open Call for Proposals and information from any other source shall be considered unofficial and may not be correct.

To ensure consistency and quality in the information provided to Proponents the Owner shall provide, by way of amendment to this request for proposals in the form of an addendum, any relevant information with respect to the Request for Proposal inquiries received in writing without revealing the source of those inquiries. Proponents are cautioned that it is their responsibility to ensure that they receive all information relevant to this Request for Proposal. The Owner shall not be responsible for Proponents who fail to inform themselves regarding the scope and nature of the work. The Owner shall publish all amendments on Memorial University's website at www.mun.ca/procurement or current service providers: MERX: www.merx.com, Bids: www.bids.ca and PODS: www.pods.net. Proponents should check on a regular basis for Request for Proposal updates. Proponents are solely responsible for ensuring they are aware of and have complied with all amendments by proposal submission closing time. Proponents are welcome to register their email address through opencalls@mun.ca to receive addendum notifications from Open Calls as a matter of courtesy. This does not relieve any Proponent of their responsibility to ensure all addenda has been received.

1.4 Withdrawal of Proposals

Proponents may withdraw their Proposals prior to the Submission Deadline. To withdraw a Proposal, a notice of withdrawal must be sent to the opencalls@mun.ca prior to the Submission Deadline and must be signed by an authorized representative of the Proponents. The Owner is under no obligation to return withdrawn Proposals.

1.5 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of **90** days running from the moment that the Submission Deadline passes.

1.6 Delivery

Delivery of all materials and services must be DAP (delivered at place) or DDP (delivered duty paid (all locations) and local environs).

1.7 Signature

Memorial University, in consideration of section 11 of the Electronic Commerce Act, confirms its acceptance of electronic signatures, or other acceptable form of electronic consent, in satisfaction of the signature requirement for proposal submissions. The electronic form of signature or consent must be directly related to the relevant proposal submission at issue and must be reliable, in a manner as determined by Memorial University, for the purpose of identifying the person submitting the proposal response. By submitting a proposal under this process, the proponent confirms that the signatory has the appropriate and proper authority to bind the proponent to its submission, a confirmation upon which Memorial University relies in the processing of the proposal submission. **Proponents must complete Appendix B – Submission Form. Proposals received without Appendix B completed will be deemed non-compliant.**

1.8 Closure

In the event that the University is closed earlier than normally expected prior to a scheduled Request for Proposal closing for that day, or for the full day, the closing date for those Request for Proposal will be extended to the next business day for the University at the same time as listed originally.

1.9 Corporations Act

The Corporations Act of Newfoundland and Labrador requires that an extra-provincial company be registered before it begins or carries on business in the Province. If your company is not registered, please apply for the appropriate forms and procedures to:

Commercial Registrations Division

Department of Government Services

PO Box 8700

St John's, NL Canada A1B 4J6

Phone: 709-729-3317, Fax: 709-729-0232

Website: http://www.gs.gov.nl.ca/registries/companies/corp_art_inc.html

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The Owner will conduct the evaluation of Proposals in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which Proposals comply with all of the mandatory submission requirements. Proposals that do not comply with all of the mandatory submission requirements as of the Submission Deadline will, subject to the express and implied rights of the Owner, be disqualified and not evaluated further. The submission form (**Appendix B**) must be completed. Submission without **Appendix B completed will be disqualified.**

2.3 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the Request for Proposal, a Proponent may not make any changes to any of the forms. Any Proposal containing any such changes, whether on the face of the form or elsewhere in the Proposal shall be disqualified.

Stage II will consist of the following:

2.4 Mandatory Technical Requirements

The Owner will review the proposals to determine whether the mandatory technical requirements as set out in **Appendix A** been met. Proposals that do not comply with all of the mandatory technical requirements will, subject to the express and implied rights of the Owner, be disqualified and not evaluated further.

2.5 Rated Criteria

The Owner will evaluate each qualified proposal on the basis of the rated criteria set out in **Appendix C.**

2.6 Selection of Proponent

After the completion of Stage II proponents will be ranked based on their total scores, all scores from will be added together and proponents will be ranked based on their total scores. Subject to the reserved rights of the Owner, the top-ranked proponent may be selected to enter into the Agreement in accordance with the following section.

Provincial suppliers, suppliers with a place of business in Newfoundland and Labrador, will be given provincial supplier preference provision. This mandates an allowance of ten percent for provincial suppliers for all procurement below trade agreement thresholds.

Please note, the supplier preference does not apply when the estimated value of the commodity is above the trade agreement threshold shown below.

Public Body	Thresholds			
	Goods	Services	Public Works	Lease of Space
Memorial University	\$105,700	\$105,700	\$264,200	\$100,000

2.7 Notification

Notice of selection by the Owner to the preferred supplier(s) shall be in writing.

2.8 Failure to Enter into Agreement

If a preferred supplier fails to satisfy the pre-conditions of award within fifteen (15) days of notice of selection, the Owner may, without incurring any liability, proceed with the selection of another proponent and pursue all remedies available to the Owner

2.9 Payment Terms

The University's standard payment terms are net 30 days after delivery of goods, or net 15 days after successful completion of installation as applicable. In the case of services, payment terms are also net 30 days after successful completion of the service. These terms shall also apply in the case of sub-contracted items. Prepayments will not be considered unless the supplier provides an irrevocable standby letter of credit, or the supplier provides a credit reference from its banker satisfactory to the Director of Financial and Administrative Services.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE OPEN CALL PROCESS

3.1 Incorporated into Proposal

All of the provisions of this Request for Proposal are deemed to be accepted by each Proponent and incorporated into each Proponents' Proposal. A Proponent who submits conditions, options, variations or contingent statements to the terms as set out in this Request for Proposal, either as part of its Proposal or after receiving notice of selection, unless otherwise indicated, may be disqualified. If a Proponent is not disqualified despite such changes or qualifications, the provisions of this Request for Proposal, including any agreement set out in will prevail over any such changes or qualifications in the Proposal.

3.2 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this Request for Proposal. Where information is requested in this Request for Proposal, any response made in a Proposal should reference the applicable section numbers of this Request for Proposal.

3.3 Proposals in English

All Proposals are to be in English only.

3.4 No Incorporation by Reference

The entire content of the Proponent's Proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's Proposal but not attached will not be considered to form part of its Proposal.

3.5 References and Past Performance

In the evaluation process, the Owner may include information provided by the Proponents references and may also consider the Proponents past performance or conduct on previous contracts with the Owner or other institutions.

3.6 Information in Request for Proposal Only an Estimate

The Owner and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this Request for Proposal or issued by way of addenda. Any quantities shown or data contained in this Request for Proposal or provided by way of addenda are estimates only, and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the Proponents' responsibility to obtain all the information necessary to prepare a Proposal in response to this Request for Proposal.

3.7 Proponents to Bear Their Own Costs

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its Proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.8 Proposal to be Retained by the Owner

The Owner will not return the Proposal or any accompanying documentation submitted by a Proponent.

3.9 Trade Agreements

Proponents should note that procurements falling within the scope of the Canadian Free Trade Agreement and/or the Canada-European Union Comprehensive Economic Trade Agreement are subject to those trade agreements but that the rights and obligations of the parties will be governed by the specific terms of this Request for Proposal.

3.10 No Guarantee of Volume of Work or Exclusivity of Contract

The Owner makes no guarantee of the value or volume of work to be assigned to the successful Proponent.

3.11 Proponent to Review Request for Proposal

Proponents shall promptly examine all of the documents comprising this Request for Proposal, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the Request for Proposal contact on or before the Deadline for Questions. All questions or comments submitted by Proponents by email to the Contact shall be deemed to be received once the email has entered into the contact's email inbox. No such communications are to be directed to anyone other than the Request for Proposal Contact, and the Owner shall not be responsible for any information provided by or obtained from any source other than the Request for Proposal Contact. The Owner is under no obligation to provide additional information. It is the responsibility of the Proponent to seek clarification from the Request for Proposal Contact on any matter it considers to be unclear. The Owner shall not be responsible for any misunderstanding on the part of the Proponents concerning this Request for Proposal or its process.

3.12 All New Information to Proponents by Way of Addenda

This Request for Proposal may be amended only by addendum in accordance with this section. If the Owner, for any reason, determines that it is necessary to provide additional information relating to this Request for Proposal, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of this Request for Proposal and may contain important information, including significant changes. Proponents are responsible for obtaining all addenda issued by the Owner. In the Submission Form (**Appendix B**), Proponents shall confirm their receipt of all addenda by setting out the number of each addendum in the space provided. Proponents who **fail** to acknowledge all posted addenda will be deemed non-compliant and disqualified.

3.13 Addenda and Extension of Submission Deadline

Any addendum added within four (4) calendar days of the Request for Proposals closing (Including on closing day) will extend closing by a reasonable period to be determined by Memorial University

3.14 Verify, Clarify and Supplement

When evaluating Proposals, the Owner may request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in the Proponent's Proposal. The response received by the Owner shall, if accepted by the Owner, form an integral part of the Proponent's Proposal.

3.15 Notification to Other Proponents

In accordance with section 30 of the *Public Procurement Regulations*, once the Agreement is awarded by the Owner, the outcome of the Request for Proposal will be publicly posted at Public Procurement Agency Website.

3.16 Debriefing

Unsuccessful Proponents may request a debriefing within ten (10) business days after the award has been posted. The request must be sent in writing to the Request for Proposal Contact. The intent of the debriefing information session is to aid the Proponent in presenting a better Proposal in subsequent procurement opportunities. The debriefing process is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.17 Supplier Complaint Process

If a Proponent wishes to register a complaint with respect to the Request for Proposal process, it should provide it in writing and within the parameters established by section 25 of the *Public Procurement Regulations*, as amended. The notice must provide a detailed explanation of the Proponent's concerns with the procurement process or its outcome, in addition to such other information as may be required by the *Regulations*. Proponents should note that these complaint procedures are separate and distinct from any dispute resolution processes that may be provided for under applicable trade agreements. If a Proponent wishes to dispute a matter under an applicable trade agreement, the Proponent must follow the process set out in the trade agreement.

3.18 Conflict of Interest

The Owner may disqualify a Proponent for any conduct, situation or circumstances, determined by the Owner, in its sole and absolute discretion, to constitute a conflict of interest.

The Owner reserves the right to disqualify any Proponent that in the Owner's sole opinion has an actual or potential conflict of interest or an unfair advantage, or may permit the Proponent to continue and impose such terms and conditions, as the Owner in its sole discretion may require.

For the purposes of this Request for Proposal, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where in relation to the Request for Proposal process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to: (i) having, or having access to, confidential information of the Owner in the preparation of its Proposal that is not available to other

Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the Request for Proposal process (including but not limited to the lobbying of decision makers involved in the Request for Proposal process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive Request for Proposal process or render that process non-competitive or unfair.

Proponents are required to disclose, to the Request for Proposal Contact, any potential or perceived conflict of interest issues prior to Request for Proposal closing date and time.

3.19 Disqualification for Prohibited Conduct

The Owner may disqualify a Proponent, rescind a notification of selection or terminate a contract subsequently entered into if the Owner determines that the Proponent has engaged in any conduct prohibited by this Request for Proposal.

3.20 Proponents Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this Request for Proposal or any agreement entered into pursuant to this Request for Proposal without first obtaining the written permission of the Request for Proposal Contact.

3.21 No Lobbying

Proponents must not, in relation to this Request for Proposal or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent(s).

3.22 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as Proposal-rigging, price-fixing, bribery, fraud, coercion or collusion must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Owner; deceitfulness; submitting Proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this Request for Proposal.

3.23 Past Performance or Past Conduct

The Owner may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Owner, in its sole and absolute discretion, to have constituted a Conflict of Interest.

In addition, the Owner may suspend the proposal privileges of a supplier in regard to non-compliant

or substandard performance in accordance with section 26 of the *Public Procurement Regulations*.

3.24 Confidential Information of the Owner

All information provided by or obtained from the Owner in any form in connection with this Request for Proposal either before or after the issuance of this Request for Proposal:

- (a) is the sole property of the Owner and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this Request for Proposal and the performance of the Agreement;
- (c) must not be disclosed without prior written authorization from the Owner; and
- (d) must be returned by the Proponent to the Owner immediately upon the request of the Owner.

3.25 Confidential Information of Proponents

This procurement process is subject to the *Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)*. A Proponent must identify any information in its Proposal or any accompanying documentation supplied in confidence for which confidentiality is requested to be maintained by the Owner. The confidentiality of such information will be maintained by the Owner, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their Proposal will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Owner to advise or assist with the Request for Proposal process, including the evaluation of Proposals.

The Proponent agrees that any specific information in its submission that may qualify for an exemption from disclosure under subsection 39(1) of the *ATIPPA, 2015* has been identified in its submission. If no specific information has been identified it is assumed that, in the opinion of the Proponent, there is no specific information that qualifies for an exemption under the subsection 39(1) of the *ATIPPA, 2015*.

Contracting with the Owner is a public process. Information provided through this process will be disclosed when requested under the *ATIPPA, 2015*, except where disclosure of that information is harmful to the business' interests, as set out in the three-part test in the *ATIPPA, 2015*.

Information, including the financial value of a contract resulting from this procurement process, will be publicly released as part of the award notification process, in accordance with section 30 of the *Public Procurement Regulations*.

If a Proponent has any questions about the collection and use of personal information pursuant to this Request for Proposal, questions are to be submitted to the Request for Proposal Contact. Further information relating to subsection 39(1) of the *ATIPPA, 2015* is provided in guidance documents available through the Office of the Information and Privacy Commissioner at <https://oipc.nl.ca/guidance/documents>.

3.26 Reserved Rights of the Owner

The Owner reserves the right to:

- (a) make public the names of any or all Proponents as well as Proposal price and value of contract;
- (b) make changes, including substantial changes, to this Request for Proposal provided that those changes are issued by way of addendum in the manner set out in this Request for Proposal;
- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal. This shall not be an opportunity for Proposal repair;
- (d) assess a Proponent's Proposal on the basis of: (i) a financial analysis determining the actual cost of the Proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this Request for Proposal, consider any other relevant information that arises during this Request for Proposal process;
- (e) waive formalities and accept Proposals that substantially comply with the requirements of this Request for Proposal;
- (f) verify with any Proponent or with a third party any information set out in a Proposal;
- (g) check references other than those provided by any Proponent;
- (h) disqualify a Proponent, rescind a notice of selection or terminate a contract subsequently entered into if the Proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (i) cancel this Request for Proposal process at any stage;
- (j) cancel this Request for Proposal process at any stage and issue a new Request for Proposal for the same or similar deliverables;
- (k) accept any Proposal in whole or in part; or
- (l) reject any or all Proposals;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.27 Limitation of Liability

By submitting a Proposal, each Proponent agrees that:

- (a) neither the Owner nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this Request for Proposal process including but not limited to costs of preparation of the Proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the Proponent waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the Proposal, loss of profit or loss of opportunity by reason of the Owner's decision not to accept the Proposal submitted by the Proponent, to enter into an agreement with any other Proponent or to cancel this open call process, and the Proponent shall be deemed to have agreed to waive such right or claim.

3.28 Governing Law and Interpretation

These Terms and Conditions of the Request for Proposal Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Owner; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Newfoundland & Labrador and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – SPECIFICATIONS & SCOPE

The Opportunity

The University is seeking dynamic, entrepreneurial food truck operators to conduct business with the Johnson Geo Centre for on-site operations at the Geo Centre, located at 175 Signal Hill Road for the term of start date (TBD), to April 30th, 2022. This can certainly be a seasonal approach, with the opportunity to continue operations throughout the fall and winter, if viable. The selected operator, will be expected to meet customer expectations and achieve all food truck service objectives in a professional and collaborative manner, consistent with industry standards and expectations of the visitor. The operator will work with Memorial University to develop the details of the service to be offered; matching the spirit of the Johnson Geo Centre's visitor engagement, enhancing overall visitor experience.

Johnson Geo Centre

Gifted to the University in 2019 and located on Memorial University of Newfoundland's scenic Signal Hill Campus, the Johnson Geo Centre is a university and community space with opportunities to teach, learn and research. Since its opening, the centre has continued to expand its exhibits and programming. The Johnson Geo Centre has made great strides to provide valuable contributions to the science, engineering, and education communities.

Vision

To create a space where the University community shares expertise, and a place that nurtures the public's curiosity in science and the world around them.

Mission

To educate and inform the public on the importance of Newfoundland and Labrador's geology, and to foster an appreciation for all things science.

Food Service Vision and Objectives:

The Johnson Geo Centre is seeking proposals from potential Food Truck Operators that are able to achieve the following objectives:

- Align its operations with Johnson Geo Centre's vision by creating an exciting culinary experience for visitors.
- Create a 'buzz' worthy food destination
- Deliver high-quality food and beverage offerings for a broad audience, enhancing visitor experience.
- To provide Food Truck Services for visitors and be aware of, and adaptable to, special events that would be hosted by the Johnson Geo Centre, with the potential of augmenting normal hours of operations to be available for special events.
- Provide excellent customer service
- Demonstrate and understand the value of sustainability by implementing a green strategy
- Be proactive in marketing and public relations.

The Facility

Johnson Geo Centre

- The parking lot at the Johnson Geo Centre, located at 175 Signal Hill Road, boasts up to 80 usable parking spaces, with a lane dedicated to bussing. It is in this bussing lane that a Food Truck could be parked and proceed with operations. There is potential for an area with picnic tables, to be discussed and logistically addressed with successful candidates.

The Scope of Work

Specific Food Truck services and expectations of the operator at the Johnson Geo Centre will include, but not be limited to, the following:

- Delivery of all Food Truck services on a daily basis, generally coinciding with daily operations of the Johnson Geo Centre (10am to 4pm, Wednesday to Sunday), with considerable overlap between operating hours of the Johnson Geo Centre and the Food Truck.
- Development and presentation of a menu that maintains high food-standards. Adaptability of menu items to meet market demand, and a willingness to adapt to customer needs is a definite asset.
- Provision of menu options that incorporate interesting, nutritious, and where feasible, locally sourced ingredients.
- Providing services from a Truck that is well-maintained, and meets all industry standards, particularly in regards to applicable permits and licensing.
- Purchase, and/or provision, cleaning, and replacement of all materials and supplies necessary to provide consistent Food Truck Services.
- Delivery, set-up, and removal of all equipment and supplies used as part of Food Truck Services.
- Coordinating the immediate removal of all organic Food Truck-related waste.
- Food Truck areas, and all food, beverage, and catering service equipment to meet or exceed any applicable standards or regulatory requirements.
- To maintain and keep in good repair all Food Truck facilities, and all food, beverage, and catering service equipment; owned either by the university or the Proponent, such as that it operates in optimal working order at all times.
- Reporting to Johnson Geo Centre management any repairs needed to the physical building or University owned equipment. In instances where maintenance and repairs are required to a University-owned facilities or equipment, this work must be completed by the University's Facilities Management department.
- Ensuring that all spaces and equipment used off-site and/or vehicles used to transport food (hot or cold) meet or exceed applicable authority standards and regulations, as well as all applicable municipal and provincial licensing regarding food handling, service, and transport, while holding appropriate insurance.
- Organizing delivery of produce and arrival of staff such that there is minimal disruption to visitors or operations.
- Provision of experienced and qualified supervisory, , and service personnel, to provide the above services at a level that meets or exceeds service standards of food service industry

- Responsibility for all costs related to food and beverage preparation, maintenance, repair, and all other aspects of the Proponents operations necessary to perform the outlined scope of work.
- Engaging in a periodic review and/or updating of menu, service policies and procedure in conjunction with Johnson Geo Centre Management to optimize facility and service need requirements.
- The Proponent must be open a minimum of three days per week during the months of May to September, inclusive, operating a minimum of five hours per day, with consideration to the Operator that there may be days when they find themselves in a 'Sold-Out' position prior to the five-hour minimum. Seasonally or year-round operations can be negotiated.

Exclusion from Scope

Food, Truck services will specifically exclude the following:

- Exclusive food, beverage, and/or catering services for public programming or events organized or showcasing the culinary industry, including but not limited to food festivals, tasting events, food truck programs, etc.,
- Exclusive food, beverage, and/or catering services for public programming or events organized by cultural associations and or for cultural organization with specific traditional food request and/or requirements.
- Exclusive food, beverage, and/or catering for private events booked by clients hosted within the Johnson Geo Centre.
- Custodial services outside the above-mentioned food service preparation, server, or storage areas).
- Set-up, tear-down, or removal of non-catering or non-food service furniture, equipment, or materials.

Additional items to be addressed in Proposals:

- **Site maintenance/Clean-Up:** Operators would be responsible for maintaining the general area of Food Truck Operations, and should provide waste receptacles and recycling bins, when necessary.
- **Required services:** Does the potential Operator require services through existing infrastructure (i.e. water, power, refrigeration, etc.) that are not/cannot be contained within the Food Truck?
- **Eating Areas:** Does the Operator have the ability to provide picnic tables or other suitable arrangements for on-site dining?
- **Menu:** What is the current scope of the Operator's menu? Does the Operator have the ability to adapt menus to market demands? Does the Operator have the ability to provide options for food allergies/sensitivities?
- **Licensing/Permits:** Does the Operator have the appropriate licences, permits, insurance coverage, indemnifications, and liability protections to be able to safely and legally operate a Food Truck in the municipality and province?

With the exception of licenses, insurance, and permits, all of the above are negotiable and subject to further discussion between the University and the successful Operator.

The Johnson Geo Centre reserves the right to contract other Food Truck Operators when and, if, in its sole judgement, the facility determines that, or whatever reason, the selected Proponent is unable to provide the services necessary.

Non-mandatory Site-visits can be arranged for interested Operators, and should be coordinated through Mike Daly, Events Coordinator, Johnson Geo Centre. Please contact him via email at mike.daly@mun.ca .

APPENDIX B – SUBMISSION FORM

1. Proponent’s Information

Please fill out the following form, naming one person to be the Proponent’s contact for the Open Call process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent’s Contact Name and Title:	
Proponent’s Contact Phone:	
Proponent’s Contact Fax:	
Proponent’s Contact Email:	

2. Offer

The Proponent has carefully examined the Open Call documents and has a clear and comprehensive knowledge of the Deliverables required under the Open Call. By submitting a Proposal, the Proponent agrees and consents to the terms, conditions and provisions of the Open Call, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in the pricing section.

3. Rates

The Proponent has submitted its rates in accordance with the instructions in the Open Call. The Proponent confirms that it has factored all of the provisions of Appendix A, including insurance and indemnity requirements, into its pricing assumptions and calculations.

4. Addenda

The Proponent is deemed to have read and accepted all addenda issued by the Owner. The onus is on Proponents to make any necessary amendments to their Proposals based on the addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word “None”, on the following line: _____. Proponent(s) who fail to complete this section will be deemed to have not received all posted addenda and shall be deemed **non-compliant**.

5. No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this Open Call.

6. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Owner to the advisers retained by the Owner to advise or assist with the Open Call process, including with respect to the evaluation of this Proposal.

7. Proposal Irrevocable

The Proponent agrees that its proposal shall be irrevocable for a period of **90** days following the Submission Deadline.

8. Required Signatures

Failure to submit this signature section will render the Proposal NON-COMPLIANT and the Proposal will be disqualified.

Name of Proponent's Representative

Title of Proponent's Representative

Date

I have the authority to bind the Proponent.

IN SIGNING THIS PAGE AND SUBMITTING YOUR PROPOSAL, THE PROPONENT ACKNOWLEDGES HAVING READ AND UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS DOCUMENT.

APPENDIX C – EVALUATION CRITERIA

Rated Criteria Category	Weighting (Points)
1. Creativity of Proposal	10
2. Menu + Addressing Dietary Restrictions	20
3. Presentation (Vehicle and Staff)	10
4. Maintenance/Cleanliness/Environmentalism + On-site Requirements	10
5. Hours of Operation/Business Model	10
6. Financial Proposal	20
7. Experience	10
8. Accessibility	10
Total Points	100

The following criteria will be used as a guideline by MUN in awarding Food Truck contract(s) at the Johnson Geo Centre for the summer season of 2021. Each criterion is awarded a point value, adding to 100, which will serve to help inform MUN of the scope and scale of service provided by individual vendors.

- Creativity of proposal (10/100 points)
 - Your proposal will serve as your initial introduction of your business, and reflects the type of energy that you will bring to MUN campus, so have fun with it!
- Menu + Addressing Dietary Restrictions (20/100 points)
 - MUN is dedicated to diversity, and we hope your menu can reflect that! Do you rotate your menu? Would offerings change due to season? Who does your menu cater to primarily? We value adaptability, but we also want you to be true to your brand. Situated on Signal Hill, your Food Truck would have access to clientele that range from visitors to the Geo Centre (local and tourists), Signal Hill walkers (they often have their pets with them!), casual passer-bys, destination travelers, and more.
 - Dietary restrictions: MUN is dedicated to ensuring that everyone who visits our campus has a fun and inclusive experience. Can you cater to vegetarians/vegans? Anything for those that are gluten-free? How about allergies? The ability for you to offer a little something for everyone goes a long way.

- Presentation (Vehicle and Staff) (10/100)
 - We take a lot of pride in our appearance, and we hope that you do too. Please tell us a little about your truck. Is it well-maintained? What are your criteria for staff (uniforms, etc.)? How do you present, and further represent your brand? We'd love to hear all about it.
- Maintenance/Cleanliness/Environmentalism + On-site Requirements (10/100)
 - The Food Truck business can be a messy one, so we'd like to hear about how you plan to keep your Food Truck and surrounding area clean. Do you have a responsible recycling program in place? How would you handle garbage created by your business? Is your packaging eco-friendly?
 - On-site Requirements: What would you require in regards to infrastructure from the Johnson Geo Centre? Do you require access to water? Electricity? Needing these services would not count as a strike against you in the evaluation process, but a clear understanding of your needs is a definite plus.
- Hours of Operation/Business Model (10/100)
 - Please provide us with a clear plan as to what your commitment would be to the Johnson Geo Centre. What would your proposed Hours of Operation be? Are you flexible with those hours? Would you be available and interested in special events, or holidays when foot traffic would be increased? We are excited to work with businesses that can offer a consistency of brand, so please let us know a schedule that you would be comfortable with.
- Financial Proposal (20/100)
 - How do you envision the financial structure working with the Johnson Geo Centre and MUN? We want to work with you to create a plan that works for everyone. Straight lease? Revenue-sharing? Please let us know your ideas, and how we can all work together to have a profitable season. Please show us your calculations and assumptions so we can understand the financial return of your proposal.
- Experience (10/100)
 - We'd love to hear about your experience running a food truck. How long have you been in business? Where have you been set up before? What worked, and what didn't? Please tell us a little more about your experience in the community. We do require that operators have at least five years experience in the food industry.
- Accessibility (10/100)
 - Accessibility is less of a criterion, and more of a requirement. MUN and the Johnson Geo Centre pride ourselves on being fully accessible to individuals with disabilities or mobility issues. Please let us know whether your business is accessible to everyone.

***** PRICING FORMULA *****

lowest price ÷ proponent's price × weighting = proponent's pricing points

APPENDIX D – REQUEST FOR PROPOSAL PARTICULARS

Negotiations

Memorial University reserves the right to conduct negotiations with more than one vendor simultaneously.

Submission Requirements

- **Submission Form (Appendix B)**
- **Submission – Detailing Scope and Specifications Required**

Evaluation Committee

Members of the Evaluation Committee are:

Director of Operations – Conference Services and Events
Director – Johnson Geo Centre
Events Coordinator – Johnson Geo Centre