

REQUEST FOR EXPRESSIONS OF INTEREST

Cafe at Saanich Commonwealth Place – Lease

The District of Saanich is seeking expressions of interest for an experienced and innovative food and beverage service provider, to manage the daily service and operation of a cafe space within the Saanich Commonwealth Place (SCP) building located at 4636 Elk Lake Drive, Victoria, B.C., (the “Cafe”).

Floor Area: +/- 622 sq.ft (see Appendix “A” floor plan and Appendix “B” pictures)

Proposed Lease Term: 5+ years with renewal options

Summary:

SCP is a fully accessible facility offering registered and drop in programs for the community. SCP is open seven days a week and offers free parking, an Olympic size swimming pool with lane swimming, leisure and tots pools, hot tub, sauna, steam room, and waterslide. SCP also offers a weight room, multipurpose rooms, and gymnasium.

SCP hosts 40-52 aquatic events annually. Those events range from 300-1000 in attendance. Also included with the facility are two health service providers who provide an extensive range of services and programs, including massage, physiotherapy, and kinesiology. Daily attendance at SCP ranges from 900-1600 drop in attendees and registered program participants.

The existing Cafe has been in operation since 1994. The space is located on the main floor of the building finished with tile flooring and walls, and aluminum and wood framed windows overlooking the pool area. The area includes a small office and storage room with a sink. A folding grill track secures the space at closing and video surveillance, run by the District of Saanich, overlooks the area. An adjacent seating area is provided and is included in the common floor area as this seating area is not for the exclusive use of the cafe tenant. Although some leasehold improvement work is anticipated, it is the intent of SCP to have as seamless transition as possible from the current operator to the successful proponent to minimize any inconvenience to the visitors and the staff. The operator shall furnish everything needed to perform all the requirements of service including all material, labour, equipment and services. Some restaurant chattels are owned by the District of Saanich, including a full commercial grade kitchen with cooler. The lease will include use of these chattels.

Average annual current Cafe sales are approximately \$335,000. Hours of operation are as follows (fewer hours are at the discretion of the proponent):

September to June:

Monday to Friday: 5:30am – 10:00pm

Saturday to Sunday: 8:00am – 10:00pm

Summer and Stat hours vary

Annual shutdown is 2 weeks beginning the 1st of September

General Requirements:

The proponent shall:

- a) have successful operations experience in food service management, or related hospitality industry experience, with strong detail on excellent food service and customer satisfaction;
- b) have competent management services with proven capability to operate and respond effectively in a recreation facility context and provide a dedicated and stable work force with necessary characteristics, knowledge, skills, and ability for the services required and experience in the duties assigned to them;
- c) have a proven ability to provide food and beverage services, concession services, and non-alcoholic beverage services;
- d) have qualified food service employees with proper and sufficient training in the area of food and beverage services and meet appropriate certifications;
- e) provide a proposed menu for the retail food services establishment, along with retail prices of proposed menu items;
- f) offer an innovative variety of high quality, appetizing, and nutritious foods, preferably within the Canadian Food Guide;
- g) be a financially viable company and be able to provide evidence of adequate financial resources and investment to provide services when requested;
- h) conform to the *Food Safety Act* of the Province of British Columbia and comply with the Food Regulations of the *BC Public Health Act*;
- i) comply with Food Safe, Serving it Right, and all WorkSafeBC, and applicable health and safety regulations, permits, licensing, and legal requirements;
- j) provide POS equipment to allow payment options of cash, debit, and credit card transactions;
- k) provide all daily light janitorial services as required within the Cafe; and
- l) comply with facility's established security and identification rules and regulations

Preferred Qualifications:

- a) currently operating a successful food service business;
- b) formal education, such as a certificate or diploma, in hospitality management; and
- c) experience with merchandising and marketing.

Submissions: Submissions clearly marked "Expression of Interest: Saanich Commonwealth Place Cafe – Lease" will be received by the District of Saanich up until 3:00 p.m. on **September 10, 2019**, at the Municipal Hall, 770 Vernon Ave, Victoria BC, V8X 2W7.

Submissions should include:

- a description of the entity proposing to lease and the impact the lease will have on its organizational objectives;
- a description of how the Cafe will be used;
- a description of food and beverages to be served;
- a list of proposed improvements or renovations (if any), including any changes to the Cafe that will be required;
- the proposed date of occupancy and commencement of lease term; and
- the proposed monthly rent (inclusive of utilities, garbage, recycling, and custodial services).

Evaluation: The District may consider the following factors when evaluating submissions:

- Suitability of proposed services and products of the Cafe, including facility benefit;
- Perception of the probability of success of the operation at the location; and
- Proposed rental rate.

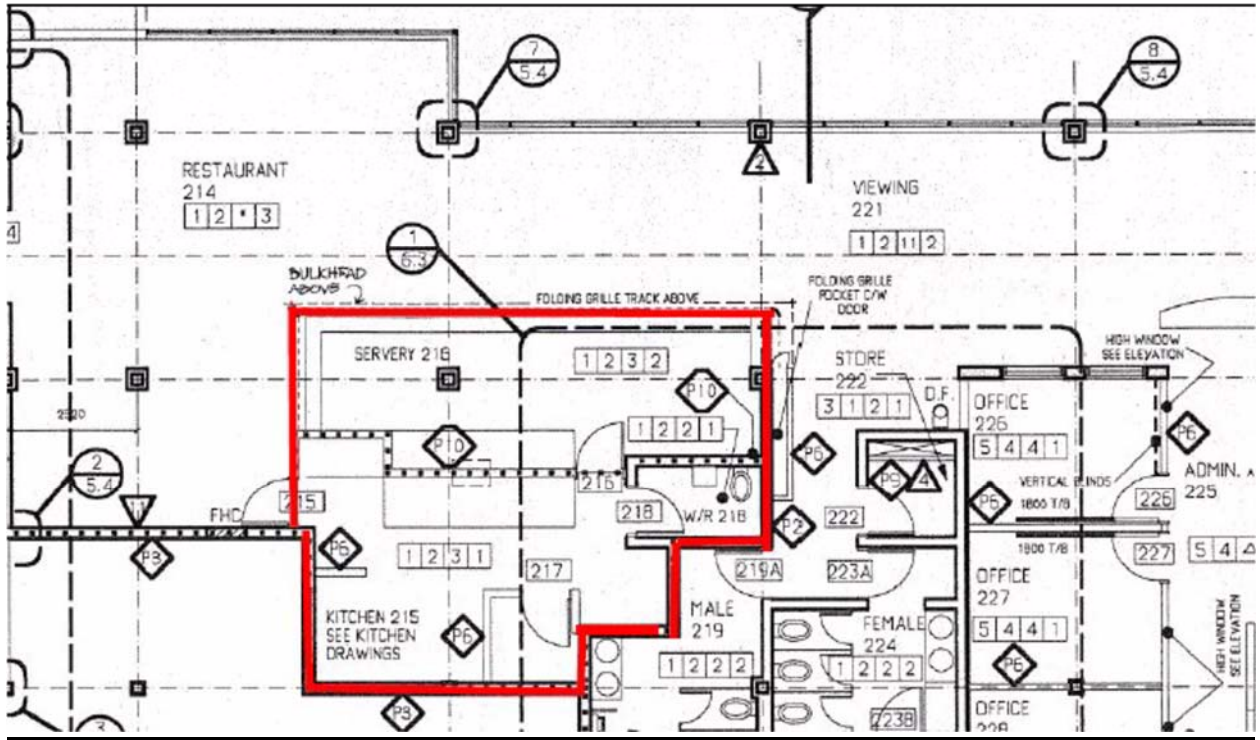
The District may also consider any and all other factors or information it deems appropriate when evaluating submissions, whether publicly disclosed or otherwise, in its sole and unfettered discretion.

Enquiries and Site Visits: Questions and site visit enquiries may be directed to:

Janet Racz, Land Agent
770 Vernon Ave., Victoria BC, V8X 2W7
250-475-5494 x 3557
janet.racz@saanich.ca

Conditions of Submission: This Request for Expressions of Interest is for information purposes only. It is not a tender. Neither the issuance of this Request for Expressions of Interest, nor any submission in response, shall create or result in binding legal obligations of any kind. The District is under no obligation to enter into negotiations or contract with any respondent. The District at its sole discretion may negotiate with any party whether they have submitted an expression of interest or not. Respondents must bear all costs associated with a submission and all documents submitted to the District become the property of the District. Submissions will be received and held in confidence by the District subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

APPENDIX "A"



APPENDIX "B"

