

PART E
SPECIFICATIONS

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GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E2. SERVICES

E2.1 The Contractor shall operate the four clubhouse food and beverage concessions, 2 mobile concession carts, and up to two on-course concession stands in accordance with the requirements hereinafter specified.

E2.2 Hours of Operation:

- (a) Clubhouse – Kildonan Park, Windsor Park and Crescent Drive Golf Courses.
 - (i) operating season is: every day of the golf season that the clubhouse is open to the public (approximately April 15th to approximately October 31st).
 - (ii) Minimum hours of operation: daily ½ hour before sunrise to ½ hour after sunset.
- (b) Clubhouse – Harbour View Recreation Complex.
 - (i) Harbour View is a year round facility. April through October the hours of operation are ½ hour before sunrise to ½ hour after sunset.
 - (ii) During the winter / ice season, minimum hours of operation are 9:00 am to 9:00 pm daily.
 - (iii) During the shoulder seasons (approx Nov 1st to Dec 15th and approx March 15th to April 15th hours may be reduced to not less than 8 hours per day at the discretion of the Contract Administrator.
 - (iv) In addition to the restaurant operation, banquets are booked on a regular basis year round. Notwithstanding any of the foregoing all banquet bookings and special events are to be serviced whether within or outside of normal operating hours.

E2.3 Mobile Concession carts

- (a) Kildonan Park & Windsor Park Courses mobile concession carts are provided by the City;
- (b) Mobile carts operate daily from May 1st to September 15th and on weekends until the end of September. Minimum hours of operation are 11:00 am until 1.5 hours before sunset;
- (c) The contractor is responsible for all costs associated with the operation of the mobile concession cart (including but not limited to staffing and damage repair) with the exception of gasoline and regular scheduled maintenance.

E2.4 On-course Concession Stands

- (a) Kildonan Park Golf Course 10th hole concession;
 - (i) Operating season is as soon as practical after season opening until October 15th;
 - (ii) Daily minimum operating hours are from 2 hours after sunrise to 1½ hours before sunset.
- (b) Windsor Park Golf Course on-course concession may be implemented during the term of the contract at the discretion of the Contract Administrator.

E2.5 The Contract Administrator has the authority to change the hours of service of Clubhouse, Mobile Carts and/or On Course concessions through written notification to the Contractor.

E3. ADDITIONAL CONTRACTOR PROVIDED SERVICES

E3.1 Facilities

- (a) Attend at each of the facilities and verify the inventory of fixtures, equipment and small wares found at each concession facility as at the date of the opening inventory;
- (b) Provide fully qualified personnel at each concession operation to the satisfaction of the Contract Administrator;
- (c) Provide at all times at each concession operation a sufficient number of personnel to provide proper and efficient service to the general public including counter, table and patio service at each clubhouse. The Contractor agrees to increase or decrease the number of employees at each concession upon a written request to do so from the Contract Administrator.
- (d) Permit the Contract Administrator free access at any and all times to inspect, examine, copy or audit the said books of account and the Contractor shall furnish such supporting data and other data and other information relating thereto as the Contract Administrator or his/her designate may require;
- (e) Ensure that all concession operations operate on a daily basis throughout the term as prescribed in E2.2. Failure to operate any concession operation in whole or in part on a daily basis without written permission from the Contract Administrator shall result in a penalty of \$30.00 for each hour that the concession or any part or component thereof is not in operation. An invoice listing the dates and which site(s) in whole or in part that were closed will be forwarded to the Successful Bidder.
- (f) Provide and pay all costs associated with a telephone at each clubhouse concession facility.
- (g) Provide and pay the cost of a communication system between the clubhouse and 10th hole concession at Kildonan Golf Course.
- (h) Supply transportation for employees and supplies from the clubhouse to the 10th hole concession at Kildonan Golf Course.
- (i) Assume full responsibility for the actions of such personnel employed by the Contractor while performing services pursuant to this contract and shall be solely responsible for the supervision, daily direction and control, payment of salaries (including withholding and paying income tax, unemployment insurance and Canada Pension) as same may be required by law.
- (j) Ensure that concession staff are dressed in matching uniforms and are at all times clean and neat in appearance. The Contract Administrator will advise the Contractor of any employees who do not meet the acceptable appearance standards. Appearance standards are to be agreed upon between the Contractor and the Contract Administrator, however, should mutual agreement not be reached the Contract Administrator shall have final determination of appearance standards;
- (k) Not carry on any business in, from or about the concessions other than that of food services provided for and approved by the terms of this contract;
- (l) Take precautions to prevent fire occurring in or about the concessions and shall observe and comply with all laws and regulations in force respecting fires by Federal, Provincial or Municipal authorities and will comply with all instructions given by the Contract Administrator or other competent Federal, Provincial and Municipal authorities with regard to fire safety and fire regulations;

E3.2 Food Preparation

- (a) Ensure that all employees engaged in the preparation, handling, serving and storage of food meet Federal, Provincial and Municipal Health Department requirements;

- (b) Ensure that all food and beverages offered for sale at each concession shall be stored in proper and sanitary containers satisfactory to the Contract Administrator;
- (c) Comply with the terms of the Workplace, Safety and Health Act of the Province of Manitoba and any regulation there under insofar as they are applicable to the food service operation;
- (d) Be responsible to maintain all concession areas in the provision of food services including floors, counters, patios and tables at a high level of neatness and cleanliness. The Contract Administrator is the sole judge as to the sufficiency of the cleanliness and neatness of appearance of the facility;
- (e) Provide catering for any banquets held at the Harbour View Recreation Complex or any other concession operation as required;
- (f) Maintain at all times the kitchen and food preparation areas and all equipment, furniture, fixtures, small wares, merchandise and materials and all other items therein, weather owned by the City or the Contractor, in a clean and sanitary manner. During the term of the contract, replacement, maintenance and repair of concession equipment and furnishings owned by the Contractor shall be at the expense of the Contractor. The contractor shall be responsible for the repair or replacement of City owned equipment resulting from misuse, abuse or neglect;
- (g) Ensure that all cooking equipment is steam cleaned annually including fan grills and exhaust filters;
- (h) Leave the Concessions, equipment, fixtures and small wares in a neat and tidy condition and in a good state of repair at the expiration of the term herein except for normal wear and tear. The Contract Administrator shall be the sole judge as to what is deemed to be wear and tear;
- (i) Purchase and pay for, at the Contractors sole cost and expense, such foods and beverages listed on the menu, as well as such foods, beverages, and confectionary items as the Contract Administrator may from time to time direct;
- (j) Provide and sell the aforesaid foods, beverages, and confectionary items, from the concessions and at the prices as approved by the Contract Administrator. The Contractor may make a written request on an annual basis to review all prices. The Contract Administrator shall approve all prices;

E3.3 Alcoholic Beverages

- (a) Serve and dispense at the concessions licensed by the Manitoba Liquor Control Commission such alcoholic beverages and at such prices as the Contract Administrator shall direct.
- (b) Ensure that all employees engaged in the dispensing of any alcoholic beverages take the necessary courses as prescribed by the Manitoba Liquor Control Commission. All fees and charges associated with any MLCC course work is the responsibility of Contractor;
- (c) Procure and maintain at its sole expense, such licences, permits or approvals from Manitoba Liquor Control Commission as aforesaid, Federal, Provincial, Municipal or other authorities as may be required to enable the Successful Bidder to furnish the services provided;

E3.4 Equipment

- (a) Not alter, add to or in any way vary from the concession, fixtures or equipment therein or make any installation without the express written consent on the Contract Administrator;
- (b) Not remove or permit to be removed any furniture, fixtures, equipment, small wares, articles or other property belonging to the City of Winnipeg.

- (c) Replace such small wares which are damaged or lost in the conduct of the food service operation;
- (d) Permit and facilitate the inspection of the concessions by the Contract Administrator or his/her designate so authorized at all times;

E3.5 Other

- (a) Pay all taxes including, but not limited to, Federal and Provincial Sales Taxes, Provincial Payroll Tax, Municipal Business Tax and all other taxes arising from the Successful Bidder's operation of the food services;
- (b) Keep or cause to be kept at its principal office true and accurate books of accounts prepared in accordance with generally accepted accounting principles (Satisfactory to the Contract Administrator or his/her designate) showing all income derived from the concession operations;
- (c) Provide audited financial statements at the request of and in a form satisfactory to the Contract Administrator within sixty (60) calendar days from the conclusion of each contact year that being March 31st;

E4. CITY PROVIDED SERVICES

E4.1 Services supplied by the City of Winnipeg:

- a) provide heat, light, hot and cold water, power services and garbage removal from all clubhouse concession operations;
- b) furnish, paint, equip, all concessions at such time and to such extent as the City determines necessary and to standards as advised by the prevailing health authority;
- c) provide the small wares found at each of the concessions upon commencement of the contract;
- d) provide after-hour janitorial service in the dining areas;
- e) maintain all lines for water, sewer and electrical service from the stub-in point at each facility;
- f) supply 2 mobile concession carts;
- g) maintain the right to grant non-profit organizations the privilege of supplying food and beverage services for specific fund raising special events sponsored by that non-profit organization. The same shall hold true for events sponsored in whole or in part by the City;
- h) provide the Contractor with a list of product suppliers with whom it has sponsorship or other arrangements. The City retains the right to determine suppliers of food and beverage (alcoholic and non alcoholic) product and the right to change suppliers throughout the term of the contract

E5. BACKGROUND

E5.1 Kildonan Park Golf Course, 2021 Main St. This site consists of a clubhouse concession with normal indoor seating for approximately 60 (licensed capacity 152), an outdoor patio with seating for approximately 20, a 10th hole concession stand (no seating) and an on-course concession cart. Kildonan operates during the golf season.

E5.2 Windsor Park Golf Course, 10 Des Meurons St. This site consists of a clubhouse concession with normal indoor seating for approximately 60 (licensed capacity 134), an outdoor patio with seating for approximately 20, and an on-course concession cart. An on-course concession stand is being considered which the successful bidder will operate if it is constructed. Windsor operates during the golf season and in the winter for cross country skiing. **The winter operation is not part of this contract.**

E5.3 Crescent Drive Golf Course, 781 Crescent Drive. This site consists of a clubhouse concession with normal indoor seating for approximately 40 (licensed capacity 84) and outdoor patio seating for approximately 20. Crescent Drive operates during the golf season.

E5.4 Harbour View Golf Course and Recreation Complex, 1867 Springfield Rd. This site consists of a restaurant seating 87, banquet room seating 136, outdoor patio seating 55 and an open air inner courtyard seating 49 (licensed capacity of entire site 327). It is operated year round with hours of operation adjusted seasonally.

E5.5 Historical Gross Sales Food and Non-alcoholic Beverage

	Kildonan G.C.	Windsor G.C.	Crescent Drive	Harbour View R.C.
2003	\$110,387	\$81,216	\$24,264	\$ 86,328
2002	\$ 85,850	\$64,150	\$24,150	\$101,525
2001	\$108,850	\$69,756	\$30,056	\$126,137

E5.6 Historical Gross Alcohol Sales

2003	\$ 82,606	\$77,788	\$10,167	\$ 6,362
2002	\$ 81,380	\$64,459	\$ 7,811	\$ 7,892
2001	\$ 80,092	\$75,492	\$ 7,905	\$13,479

E5.7 Rounds played

2003	45,203	42,596	33,719	29,987
2002	41,336	37,327	31,527	28,118
2001	48,278	42,462	37,862	35,492

E5.8 The above historical data is intended for information purposes only. It does not necessarily represent past potential of the operation nor is it necessarily a predictor of future sales or rounds played.