

# Request for Proposal

## Glenwood Ice Cream Parlor



## Commercial/Retail Lease Space

Date Issued: February 8, 2023

Submit Proposals to:

Village of Glenwood  
59 Main Ave, Glenwood, AB  
T0K 2R0, Canada  
Phone: 403-626-3233  
E-Mail: [cao@glenwood.ca](mailto:cao@glenwood.ca)

Closing Date:

12 Noon, March 7, 2023

### 1. INTRODUCTION

The Village of Glenwood is currently requesting proposals for a leaseholder in accordance with the specifications, terms and conditions set out in this Request for Proposal (RFP).

The lease space is located at 78 Main Ave NW, Glenwood, AB T0K 2R0, commonly known as the Pioneer Ice Cream Parlor, hereinafter referred to as the "Parlour".

This Request for Proposal (RFP) will be conducted to maximize the benefit to the Village of Glenwood while offering the successful Proponent an opportunity to present an alternative solution to the Village for the management and operation of the Parlour."

Proposals will be received until 12 Noon, March 7, 2023 and forwarded either in person, at the Village Office, located at 59 Main Avenue, or via email to:

Attention: Cynthia Vizzutti CAO  
Village of Glenwood  
59 Main Ave, Glenwood, AB  
T0K 2R0, Canada  
Phone: 403-626-3233  
E-Mail: [cao@glenwood.ca](mailto:cao@glenwood.ca)

The selection of the successful Bidder, hereinafter referred to as the "Proponent" shall be based on Village of Glenwood's evaluation of the merits of the proposal. The Village of Glenwood reserves the right to accept or reject any and all proposals, and to waive irregularities and informalities at its sole discretion. Village of Glenwood reserves the right to accept a proposal other than the proposal with the lowest bid without

publicly stating reasons. By submitting their proposal, the Proponent waives any right to contest, in any proceedings or action, the right of Village of Glenwood to accept or reject any proposal, in its sole and unfettered discretion.

## 2. BACKGROUND

Located an hour west of Lethbridge and just minutes from Waterton International Peace Park, Head Smashed in Buffalo Jump, Remington Carriage Center and numerous other tourist attractions the Glenwood Ice Cream Parlor is a prime location. Within minutes of Glenwood there are four campgrounds and with approximately 1000 campsites.

## 3. SCOPE OF WORK

### 3.1 Scope

Village of Glenwood is seeking a Vendor (the “Proponent”) to enter into a lease agreement related to the business and building associated with the Parlour. This building is located beside the Community Hall and within 100 meters from the water park, grocery store and restaurants.

The Proponent is expected to provide for the sale of ice cream and other food services approved by the Village of Glenwood.

## 4. RFP TERMS and CONDITIONS

### 4.1 Content

Proposals shall include:

- A cover letter identifying the Proponent and the intended use of the lease space.
- A detailed breakdown of the proposed use of the space including the services to be provided. This document shall include:
  - Proposed hours of operation.;
  - Summary of products or services to be offered through the kiosk location;
  - Proposed staffing levels;
  - Benefit to the Village of Glenwood, its residents and visitors;
  - Explanation of how the proposed use of space compliments existing community businesses;
  - Explanation of how the proposed use of space may enhance the attraction of the Village of Glenwood;
  - **A statement that the Proponent shall be responsible for all costs, including expenses, salaries, utilities, use of point of sale debit machine in the name of the Proponent, and adherence to all legislative requirements associated with the operation of the kiosk, by making said statement in the proposal;**

- A summary of any lease space improvements, if required by the Proponent, that would be required in order to transition the space into an appropriate location for the Proponent’s purposes. This will include a detailed summary of the anticipated costs for these improvements and a commitment that the Proponent will undertake such lease space improvements upon approval from the Village of Glenwood and at the Proponent’s own cost;
- Summary of company and staff experience of those who will be assigned to this contract; and
- Disclosure of Interest which makes full disclosure, in writing, on any existing business relationship(s) presently in place with the VILLAGE OF GLENWOOD. Failure to disclose an interest may result in termination/cancellation of any agreement that may have been entered into with the Proponent.

#### 4.2 RFP Schedule of Events

RFP Issue Date	February 8, 2023
RFP Closing Date and Time	March 7, 2023 @ 12:00 noon MST
Evaluation of Proposals	March 8, 2023
Selection of Preferred Proponent	March 16, 2023

#### 4.3 Proposal Submission

- Proposals can be submitted in person or by email to [cao@glenwood.ca](mailto:cao@glenwood.ca)

In responding to this RFP, the Proponent’s attention is drawn to the following:

- A Proposal must be submitted with a cover letter or page signed by a representative of the Proponent, authorized to bind the Proponent to the content of the Proposal.
- Proposals received unsigned or after the RFP's closing date and Time will be rejected, unless the closing date and time has been extended by the Village of Glenwood.
- Ambiguous, unclear or unreadable Proposals may be rejected.

Proposals must be delivered marked with the RFP's title in the subject line of the email:

### **Request for Proposal - Glenwood Ice Cream Parlour**

#### 4.4 Bidders Meeting

**A Bidders Meeting will be held on Wednesday, March 1, 2023 at 12:00 NOON at the Pioneer Parlour located at 78 Main Avenue in Glenwood Alberta. Any and all questions will be addressed at that meeting.**

#### 4.5 RFP Opening

Proposals will be opened, by the Chief Administrative Officer, at Village of Glenwood Office, Glenwood Alberta, immediately following the RFP Closing Date and Time.

#### 4.6 Proponent Questions

All technical questions regarding this RFP must be in writing to Cynthia Vizzutti (VILLAGE OF GLENWOOD).

**Viewing of the building and equipment for the purpose of submitting a proposal shall be set for 12:00 Noon on Tuesday, February 21, 2023. Please meet at the Village Office on this date and time.**

#### 4.6 Period of Commitment

Proposals shall be final and binding on the Proponent for sixty (60) days from the RFP's Closing Date and Time and may not be altered by subsequent offerings, discussions, or commitments unless the Proponent is asked to do so by the VILLAGE OF GLENWOOD. The Proposal shall be used as the basis for the Contract.

#### 4.7 Extension, Amendment to or Cancellation of RFP

The VILLAGE OF GLENWOOD may extend the RFP Closing Date and Time, or the VILLAGE OF GLENWOOD may amend, suspend, postpone or cancel this RFP in part or in whole.

#### 4.8 Costs of the Proposal

The Proponent is responsible for all costs of preparing and presenting their Proposal.

#### 4.9 Contract Award

Following the final selection, if any, the VILLAGE OF GLENWOOD and the successful Proponent will enter into a Contract containing the terms and conditions of the agreement. If, in the opinion of the VILLAGE OF GLENWOOD, it appears that a Contract will not be entered into with the successful Proponent within 30 days, the VILLAGE OF GLENWOOD may contract with another Proponent.

#### 4.10 Representations and Warranties

Statements made in the Proponent's Proposal may be incorporated into, attached to, or otherwise included to the Contract, and shall constitute representations and warranties of the successful Proponent and shall form part of the Contract.

### 5. EVALUATION

#### 5.1 Proposal Screening

After receiving the Proposals, the VILLAGE OF GLENWOOD will evaluate each proposal to determine if the Proponent met the requirements of this RFP.

#### 5.2 Rating

The VILLAGE OF GLENWOOD will use the following evaluation criteria to rate Proposals. Subject to the requirements of FOIP, the ratings shall be confidential, and only the total scores shall be released to the Proponents.

### 5.3 Proposal Evaluation Criteria

Each Proponent, by the submission of a proposal, assents to each and every term and condition set forth within this specification and agrees to be bound thereby.

Any proposal which is incomplete, conditional, or obscure, or which contains irregularities of any kind, may be cause for rejection.

The RFP evaluation criteria will be distributed within the following rating categories.

Proposal Evaluation Criteria	Maximum Points	Proponent's Score
Understanding of the facility and the facility's clients.	20	
Proponent's proposed use of the space and value to the facility and services offered to the customers.	30	
Proponent's direct experience providing like services to like facilities.	10	
References	20	
Agreement included stating the Proponent will incur all costs	10	
Lease fee proposed	20	
<b>TOTAL</b>	<b>110</b>	

### 5.4 Reference Checks

The Proponent shall provide references, complete with contact information so The VILLAGE OF GLENWOOD may conduct Proponent reference checks.

### 5.5 Selection

Proposals will be evaluated and scored based on the quality of response to the requirements and provisions of this RFP. The VILLAGE OF GLENWOOD will make the final selection, if any, based on the Proposal's evaluation scoring, and reference checks.

### 5.6 Proposal Clarifications

At any time during the evaluation process, the VILLAGE OF GLENWOOD may ask the Proponent to clarify statements made in its Proposal.

Dated this \_\_\_\_\_ day of February, 2023

\_\_\_\_\_  
Cynthia Vizzutti CLGM, CTAJ – Chief Administrative Officer