**SCHEDULE A – FORM OF PROPOSAL**

Schedule A – Form of Proposal consists of:

|  |  |
| --- | --- |
| **Section** | **Description** |
| Schedule A-1 | Proposal Submission Authorization |
| Schedule A-2 | Statement of Departures |
| Schedule A-3 | Proponent’s Experience, Reputation & Resources |
| Schedule A-4 | Proponent’s Technical Proposal (Service) |
| Schedule A-5 | Proponent’s Financial Proposal. |

Schedule A-1 - PROPOSAL SUBMISSION AUTHORIZATION

**RFP Project Title: Lease Opportunity Café Space at Burke Mountain Discovery Centre**

**RFP Reference No.: 21-043**

**Legal Name of Proponent:**

**Contact Person and Title:**

**Business Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

TO:

[bid@coquitlam.ca](mailto:bid@coquitlam.ca)

Dear Purchasing Manager:

**1.0 I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda, and having full knowledge of the Café Space, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

**2.0 I/We confirm** that the following appendices are attached to and form part of this Proposal:

Schedule A-1 – Proposal Submission Authorization;

Schedule A-2 – Statement of Departures;

Schedule A-3 – Proponent’s Experience, Reputation and Resources;

Schedule A-4 –Proponent’s Technical Proposal (Services);

Schedule A-5 – Proponent’s Financial Proposal.

**3.0 I/We confirm** that this Proposal is accurate and true to best of my/our knowledge.

**This Proposal** is submitted this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.

**I/We have the authority to bind the Proponent.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Proponent) (Name of Proponent)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Signature of Authorized Signing Officer) (Signature of Authorized Signing Officer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name and Position of Authorized (Print Name and Position of Authorized

Signing Officer) Signing Officer)

**SCHEDULE A-2 - STATEMENT OF DEPARTURES**

1. I/We have reviewed the proposed Form of Lease attached to the RFP as Appendix “A”. If requested by the City, I/We would be prepared to enter into negotiations for a Lease based on the Form of Lease provided it is amended by the following departures (list departures, if any, and, if necessary, attach additional pages):

|  |  |
| --- | --- |
| **Section** | **Departure/Alternative** |
|  |  |
|  |  |
|  |  |

1. The City of Coquitlam requires that the Tenant have the following in place **before commencing the Services:**
2. **Workers’ Compensation Board** coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided, **Worker’s Compensation Registration Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. **Insurance** coverage for the amounts required in the Form of Lease as a minimum, naming the City as additional insured;
4. **City of Coquitlam Business License**;
5. **Fraser Health Food Permit.**

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any, and, if necessary, attach additional pages):

|  |  |
| --- | --- |
| **Section** | **Departure/Alternative** |
|  |  |
|  |  |
|  |  |

1. I/We offer the following alternates to improve the Services described in the RFP (list, if any, and, if necessary, attach additional pages):

|  |  |
| --- | --- |
| **Section** | **Departure/Alternative** |
|  |  |
|  |  |
|  |  |

**SCHEDULE A-3 - PROPONENT’S EXPERIENCE, REPUTATION AND RESOURCES**

1. Proponents to provide information on the following (use the spaces provided and attach additional pages, if necessary):
2. Number and location of current stores along with background, stability and business structure:

|  |
| --- |
|  |

1. Proponent’s relevant experience, qualifications and demonstrated ability to deliver Services similar to those required by the RFP:

|  |
| --- |
|  |

1. Evidence of Proponent’s financial strength and capacity to make ongoing lease payments, property tax payments and the payment of other expenses required to effectively and continuously operate a café related business as a going concern.Provide recent evidence of your ability to raise capital. Reference letters from your primary banker and other evidence should be provided that demonstrates your financial ability to sustain a café related business as proposed. Indicate the amount, if any, of a Security Deposit to be proposed for the Lease. The Proponent should also provide full details of any Indemnifier that would be prepared to sign the Indemnity Agreement attached as Schedule “G” to the Form of Lease.

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1. Proponents to provide information on the background and experience of **key personnel** proposed to undertake the Services (complete the chart below for all personnel proposed to undertake the Services):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Business Name** | **Role and Responsibility** | **Qualifications** | **Years Experience** |
|  |  |  |  |  |  |
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1. Proponent to provide **three (3) references** of recent successful performance where the requirements were similar to the City’s requirements as set out in the RFP. The City reserves the right to request site visits and demonstrations of existing Proponent operations. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.

|  |  |
| --- | --- |
| **Description of Business** |  |
| **Years in Business** |  |
| **Company/Landlord** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |

|  |  |
| --- | --- |
| **Description of Business** |  |
| **Years in Business** |  |
| **Company/Landlord** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |

|  |  |
| --- | --- |
| **Description of Business** |  |
| **Years in Business** |  |
| **Company/Landlord** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |

**SCHEDULE A-4 - PROPONENT’S TECHNICAL PROPOSAL (SERVICES)**

1. Proponents should provide the following (use the spaces provided and attach additional pages, if necessary):
2. An estimate budgeted cost (and breakdown) and description of the tenant improvements, furniture, fixtures and improvements and description of key consultants to be used for designing and fitting out the Café Space.

|  |
| --- |
|  |

1. A description of approach and methodology for operating at this location including: proposed approach for reaching out to the community as a good corporate citizen; how staff will be presented, identified and will interact with customers; proposed business hours; and how the Café Space will be displayed.

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|  |

1. A comprehensive sample menu plan showing the food and beverage items proposed for sale including the item description, size, and price. Please also describe whether products are produced from scratch and whether they are produced on or off site. Describe how long products are held before being deemed unsaleable and describe how these products are disposed of at that time. Provide any information with respect to "Fair Trade" or "Organic" products being proposed along with any "healthy choices" items being available for purchase. If applicable, please describe any other products proposed to be sold other than food and beverage items.

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1. A narrative that illustrates Proponent’s philosophy and approach to quality assurance and quality control:

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**SCHEDULE A-5 - PROPONENT’S FINANCIAL PROPOSAL**

1. **Proposed Length of Initial Term**

Indicate the Proponent’s proposed length of the initial Term expressed in years (minimum of 5 and maximum of 10 years):

|  |  |
| --- | --- |
| **\_\_\_\_** | **Years** |

1. **Proposed Length of Extended Term (if being proposed)**

Schedule “F” (Special Provisions) of the Form of Lease includes an Option to Extend Term (if applicable) provision. **Please note the City prefers that the length of the Extended Term does not result in the Term being extended more than 10 years from the original Commencement Date. For example, if the Proponent is proposing an initial Term of 7 years, then the City prefers the length of Extended Term to be no more than 3 years**. Based on the foregoing, indicate the length in years (if any) of any Extended Term the Proponent proposes that the Landlord include within the Option to Extend Term provision of the Form of Lease.

|  |  |
| --- | --- |
| **\_\_\_\_** | **Years** |

1. **Proposed Annual Basic Rent**

Indicate the Proponent’s proposed Annual Basic Rent (excluding GST) for each year of the proposed initial Term for the Café Space based on a Floor Area of 1,744 square feet:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lease  Year** | **Annual Basic Rent** | | **Monthly Installment of Annual Basic Rent** |
| **Per Square Foot** | **Annual Amount** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

1. **Proposed Percentage Rent**

Indicate the Proponent’s proposed Percentage Rent formula:

For each Lease Year, Percentage Rent shall be equal to either **[select one only and complete]**:

|  |  |  |
| --- | --- | --- |
| the amount, if any, by which | **%** | of annual Gross Revenue exceeds Annual Basic Rent |

**OR*,***

|  |  |  |
| --- | --- | --- |
| **%** | of the amount, if any, by which annual Gross Revenue exceeds | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |

1. **Proposed Tenant Improvement Allowance (if any)**

Please note the City prefers not to provide any Tenant Improvement Allowance. Despite this, if the Proponent still intends to propose that the Landlord provide a Tenant Improvement Allowance, please indicate the amount (if any):

Amount of Tenant Improvement Allowance is:

|  |  |
| --- | --- |
| **Per Square Foot** | **Total Amount (based on 1,744 ft²)** |
| **$\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **Other - Financial**

Outline other financial aspects important to the Proposal below:

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