



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] historypa@citypa.com | [w] www.historypa.com

## Request for Proposals: Operation of the Tea Room at the Prince Albert Historical Museum for the summer of 2024

### Background

The Prince Albert Historical Society operates four museums within the city. The Historical Museum opened in our current location in 1977. More information regarding the Society can be found at <http://historypa.com> or <https://www.facebook.com/PrinceAlbertHistoricalSociety/>.

The Historical Museum at 10 River St. E. has a small tea room on the second floor which has an indoor seating area that is 11.5 feet by 18.5 feet and an outdoor patio that is 12.5 feet by 32.5 feet overlooking the river. The Historical Society has contracted out food services in this area for four summers.

It is a popular location for lunch and is the only public location overlooking the river. During the 2023 summer season, approximately 5000 people visited the Museum.

Past rental agreements have had a minimum \$300.00 rental rate per month.

### Scope of the contract

The Historical Society is seeking a food service contractor(s) to open the tea room from May 21 to August 30, 2024.

The Society would like the Tea Room to be open for customers from 11 AM to 3 PM, Monday to Saturday, including during the Downtown Association's Street Fair, offering a light table lunch, snacks and beverages. However, additional hours during the day can be accommodated.

The Society will consider multiple contractors for the summer season if the contractors desire such an arrangement.

Evening meals can be provided at the discretion of the contractor(s) but must be coordinated with the Society since the usual operating hours for the museum are 9:00a.m. to 5:00 p.m. Occasionally there may be groups who would like to rent the space for a private function outside of the agreed upon public hours. These groups will be directed to the contractor(s) as the preferred caterer.

There is a small kitchen of 7.5 feet by 11.5 feet which was renovated in 2017 to meet the requirements of Saskatchewan Public Health. It contains a fridge, sanitizing dishwasher, and sinks including a handwashing sink. The indoor and patio areas include tables and chairs. There is a propane barbeque on the patio for the use of the contractor(s).

### **Responsibilities of the Contractor**

1. The contractor(s) will be responsible to keep the Tea Room kitchen, seating area and patio clean and operating safely.
2. The contractor(s) will be responsible for any staff required to operate and not rely on museum staff for anything other than opening and closing the building.
3. The contractor(s) will be responsible for all required licenses – City of Prince Albert Business License, Food Safety Certificate, etc. for a safe commercial food operation. Copies of these documents must be provided to the Historical Society.
4. The Society and the contractor(s) will jointly acquire a license to operate from the Public Health Inspector prior to the start of operations.
5. The contractor(s) will pay the Historical Society the agreed monthly fee at the beginning of each month.
6. The contractor(s) will inform the Historical Society of any changes in the daily plan and give a minimum of a week's notice if any evening or weekend events are planned.

## **Submission requirements**

If further information or an inspection of the Tea Room is desired please contact the Society at 306-764-2992.

The Historical Society will receive bids for the tea room contract until April 22, 2024. These can be emailed to [curator@historypa.com](mailto:curator@historypa.com) or mailed to 10 River St. E, Prince Albert, SK, S6V 8A9, ATTN: Tea Room Committee.

A decision will be communicated to the contractor(s) by May 1 and there will be a signed contract by May 12 to allow preparation time.

Background information that will allow the Society to determine the viability of the contractor(s) must be included. We require a proposal with the hours, general menus including the type of food that will be offered, and staffing plans. If the vendor intends to provide an evening meal on occasion we require a plan for when and how this will be done particularly including staffing plans.

## **Terms**

The Historical Society reserves the right to cancel the contract if it deems that the agreed services are not being provided or that the contractor is violating any terms of the agreement.

The highest bid will not necessarily be accepted by the Society.