

HILLCREST GOLF CLUB RESTAURANT REQUEST FOR PROPOSALS

The Hillcrest Golf Course is seeking proposals from experienced and capable parties interested in the lease and operation of the Restaurant & Lounge located at 1599 Main St N in Moose Jaw, SK.

The objective of this Request for Proposals is to award an initial one (1) year Agreement, with the possibility of extending a maximum of three (3) years, if the services prove to be an asset to the Hillcrest establishment.

This is an exciting opportunity where the successful Proposer will be responsible for providing restaurant and banquet services to members, green fee players, tournaments and special events. This will include operating and maintaining restaurant facilities including the kitchen, dining area, washrooms, and the outdoor patio area at the Hillcrest Golf Course.

The successful Proposer shall develop a service-oriented and responsive food service program, which places top priority on customer service satisfaction, facility cleanliness, and consistent food quality. They shall demonstrate the ability to carry out all areas of an operational restaurant, provide adequate hours of operation, deliver a clear business plan to the Hillcrest Board of Directors, and follow all appropriate laws and regulations according to public health laws.

The selected Proposer shall demonstrate the ability to operate a restaurant and banquet services that will meet the objectives of the Hillcrest Golf Course as well as incorporate innovative ideas that are appropriate for this facility, at the discretion of the Hillcrest management.

The relationship between the Hillcrest Golf Course and the Proposer is that of Owner and Independent Contractor. It shall be further agreed and understood that a relationship of Employer/Employee is not created by the operation of the agreement. All staff employed in the kitchen area will be the responsibility of the contracted party. The front of house (servers and bartenders) will be employed and paid by the Hillcrest Golf Club.

Facility Overview

1. The Hillcrest Golf Club is a non-profit, Board of Directors' governed, golf recreational facility, open to all public players
2. The restaurant area is approximately 2200 sq. ft., which consist of a restaurant and bar area; food preparation area; storage areas; kitchen; washrooms, and outdoor patio space.
3. There is seating capacity in the restaurant/bar for approximately 90 individuals and seating for approximately 60 on the outdoor patio space.
4. The number of golf rounds per year, at the Hillcrest, averages 25,000 + with approximately 20+ tournaments and special events booked at the facility throughout the year.
5. Kitchen equipment includes 2 deep fryers, 2 gas ovens, flat top grill, microwave, prep table, commercial fridge, 5 freezers, 2 beer fridges and additional food and beverage equipment. If any supplied equipment is broken due to misuse or mistreatment (proper daily cleaning regiment put in place) by the Proposer, that equipment must be replaced or repaired at the Proposer's expense.
6. The Hillcrest Golf Course shall provide the electricity, gas, water, POS system, and wireless internet for the restaurant, and assume the costs for such utility services.

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7. The successful Proposer shall be responsible for removing all personal equipment and leaving the premises clean and presentable upon completion of the contract unless specific arrangements have been made with the Board of Directors, prior to contract termination.

General Operational Requirements

The selected Proposer will:

1. Have demonstrated experience in the development and provision of restaurant and banquet services, including both restaurant and banquet/tournament-related activities.
2. Comply with *The Food Safety Regulations*, RRS c P-37.1 Reg 12.
3. Work with the Hillcrest General Manager on establishing a proper menu for the club.
4. Possess the knowledge and ability to meet the legal requirements that are involved in this type of operation, including obtaining all necessary permits/licenses necessary for the provision of services. The SLGA Liquor License shall always remain the property of the Hillcrest Golf Course.
5. Demonstrate adequate and fair pricing on all items sold from the restaurant.
6. Be in full operation to provide restaurant and banquet services to the Golf Course operations no later than April 15th, 2027 ending October 15th, 2027. Off season food and beverage services can also be available and offered at the discretion of the contractor and with a proper proposed business plan submitted to the Hillcrest Board of Directors.
7. Recruit and retain qualified staff, with experience in this type of operation, and have sufficient employees to provide outstanding service. The selected Proposer shall ensure employees are distinctively uniformed or appropriately attired on a consistent basis. All employees must have the appropriate certification Safe Food Handling Certificate and Serve It Right Certification).
8. Manage meal requests including the maintenance of a professional calendar and be available to answer questions and provide coordination with the General Manager with respect to servicing golf tournaments and other club events.
9. The selected Proposer shall not undertake any activity which interferes with the operation of the golf course.
10. Attend and participate in all meetings initiated by the General Manager or Board of Directors.
11. Provide employee training and protect the Hillcrest brand.
 - i. Although the kitchen staff are not employed by the Hillcrest, they do represent the Hillcrest Golf Course.
 - ii. This representation must uphold the highest customer service standards possible.
12. All staff in the restaurant/kitchen must be a minimum of 19 years of age with their terms of employment complying with all Saskatchewan labour standards.
13. The successful Proposer shall keep the areas of responsibility neat and tidy and shall pick up all waste emanating from the business. As well, the successful Proposer shall be responsible to maintain the inside of the restaurant/kitchen according to Public Health Public Eating Establishment Regulations and the Board of Fire Insurance Underwriters requirements. The successful Proposer shall also be responsible for keeping all equipment and fixtures in the leasable area of the restaurant in a clean and sanitary condition, at all times.

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Hours of Operation

The Selected Proposer will:

1. Coordinate activities with the General Manager during normal operations.
2. Be required to open the restaurant for business, every day, and to remain open to coincide with the hours of operation of the Pro Shop; a minimum of 60 minutes after sunrise to 60 minutes prior to sunset. Any extended or additional hours of operation will be at the discretion of the Proposer and will be communicated in a timely manner, when needed for tournaments and special events.
3. Ensure restaurant, banquet services are provided based on demand, on a set schedule (terms to be finalized during negotiation process).
4. The operating hours specified above should be considered the minimum operating hours that will be allowed.
5. The selected Proposer shall submit a schedule of intended hours of operation to the General Manager prior to contract approval.
6. Proposers may submit recommendations for additional services and operating hours as part of the proposal, with the understanding the final determination will be made during negotiations.

Restaurant and Banquet Services

The Selected Proposer shall be responsible for the following:

1. Provide a wide variety of concession, restaurant, grab and go, and banquet services in a manner that ensures a high- level of service and quality to both golfers and non-golfers.
 - a. At minimum, it is expected the Proposer provide the following:
 - i. quickly prepared or pre-prepared breakfast items
 - ii. quickly prepared or pre-prepared lunch items
 - iii. full-service restaurant with full menu
 - iv. banquet services for golf tournaments and special events
2. The successful Proposer shall not sell unshelled sunflower seeds, unshelled peanuts, tobacco or tobacco products, or any other items of food that the Hillcrest shall deem undesirable.
3. Advertising for the sale of food and catering is permitted
4. Additional advertising shall be permitted on the course and within areas of the course with the prior approval of the Board of Directors.
5. Honor all tournament and club event dates already booked for the 2027 season.
6. Maintain all food service areas and equipment in a safe and sanitary manner, as may be required by Saskatchewan Health Association.

Alcoholic Beverages

The Hillcrest Golf Course is the sole holder of the Liquor License through the Saskatchewan Liquor and Gaming Authority. The Hillcrest holds all rights to the distribution and selling of all alcoholic beverages at the Hillcrest Golf Club. The Hillcrest Golf Club will retain all revenue from all alcoholic beverage sales.

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Record Keeping

- a. The Contractor is required to record all sales by means of a computerized point of sale system (POS-Lightspeed). Access the lightspeed system will be given to the lessee.
- b. System records shall be made available to the Hillcrest for audit purposes at any time.
- c. The Hillcrest Golf Club shall provide a summary report of gross sales by receipt category each week.
- d. Invoicing will be received from the Lessee every two weeks to the Hillcrest Golf Club and will be paid via transferred funds. Payments will be tracked and discussed with both parties to ensure all is correct and coordinated.

Required Information and Content of Proposals

1. Proposals should be made on the form provided in Schedule A – Proposal Form, and in accordance with any directions stated in Schedule A – Proposal Form.
2. The Hillcrest expects that the pricing provided in each proposal will remain available for a period of thirty (30) days following the proposal submission deadline to allow the Hillcrest sufficient time to review and evaluate proposals.

Submission of Proposals

1. Proponents should submit one (1) copy of their Proposal to the following email address by 4:00p.m. (Saskatchewan Time) on January 29th, 2027: hillcrestgolf@sasktel.net **c/o Jasmine Cameron**
2. To confirm the intent of this RFP and the scope of the project, all interested vendors must attend a mandatory site inspection and facility walkthrough with the General Manager. To schedule an appointment for walkthrough, please send an email to hillcrestgolf@sasktel.net or call (306) 631-7556.
3. Proposals and accompanying documentation provided in response to this RFP will not be returned.

RFP Documents

The following documents are attached to and form part of this RFP: **Schedule A - Proposal Form.**

The RFP Documents are provided to Proposers for the sole purpose of obtaining Proposals to provide the Project described in this RFP, and do not confer any license or grant permission for any other use.

Inquiries/Addenda

Any inquiries concerning this RFP should be submitted by email to Jasmine Cameron, at hillcrestgolf@sasktel.net, and the following applies to all inquiries:

- a. All inquiries should be in writing and received by the Hillcrest not less than five (5) days before the deadline set for submission of Proposals.

***We thank all interested parties who take the time to submit a proposal
and look forward to working with the selected contractor.***

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Schedule A – Proposal Form

Submit Proposal: C/o Jasmine Cameron

By Email: hillcrestgolf@sasktel.net

It is the responsibility of the proponent to confirm the email has been received.

Proponent Information:

Proponent's Legal Name: _____

Address: Street/PO Box: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

Phone: _____ E-mail: _____

Proposal Document Requirements:

This proposal form should be accompanied by the following items:

1. The duration and extent of experience in the operation of restaurant, banquet, meeting, and concession facilities.
2. Your proposed financial terms for the lease of the facility, including, but not limited to, base rent, percentage of gross revenue, or a combination of both.
3. Description of your company's proposed business approach for the Hillcrest Food & Banquet services; including operational and marketing strategies; staffing plans; customer service plans; facility maintenance plans; and any other pertinent information that would enable the Hillcrest to assess your proposal.
4. A proposed operating schedule for the restaurant beginning April 15 through October 15th, including opening and closing times, including an outline of position duties.
5. Proposed types of menus and general pricing targets.
6. The name of the person(s) who will be responsible for your company's operation at the Hillcrest along with his/her/their experience.
7. A copy of your valid City of Moose Jaw Business Licence.
 - a. If the proponent does not have a current City of Moose Jaw Business Licence, they must include under the Scope of Work, their express intent to provide this document prior to commencing any work.
8. Provide proof of comprehensive general liability insurance in a minimum amount of two million dollars (\$2,000,000.00).
9. Any other information that will enable the Hillcrest to make an objective decision.

Signature:

The undersigned Proponent has signed this Proposal Form on _____, 2027.

Name of Proponent: _____

Signature: _____