



Request for Proposal

Food Services

Date of Release – Monday, March 25, 2019

**Closing Date and Time:
Monday, April 29, 2019
12:00 p.m. Mountain Standard Time**

**2020 Alberta Summer Games Society
Attention: Brian Wichers
Director of Food Services**

Table of Contents

1. Invitation Summary

1.1 Definitions	3
1.2 Introduction.....	3
1.3 Purpose	4

2. Instructions and Information to Respondents

2.1 Project Overview	4
2.2 Contact Information	5
2.3 Response Delivery Instructions	5
2.4 Schedule	6
2.5 Proposal Contents	7
2.6 Weighted Evaluation Criteria	8

3. Terms and Conditions

3.1 Confidentiality	9
3.2 Conflict of Interest	9
3.3 Cost of Preparation	9
3.4 Revisions to Proposal	9
3.5 City of Lethbridge Business License	9
3.6 Liability, Insurance and WCB	10
3.7 Offer Eligibility	10

Appendix A – Acknowledgment Form.....	11
Appendix B – Introduction and Vendor Questionnaire.....	12
Appendix C – Project Details	13
Appendix D – Price Detail List	15
Appendix E – Client Reference Sheet	16
Appendix F – Additional Information from Proponents.....	17
Appendix G - Sample Menu from 2018 Games.....	18
Appendix H – Sample Volunteer Form.....	25
Appendix I – Sample Food Venue Layout.....	26



SECTION 1 -- INVITATION SUMMARY

The Lethbridge2020 Alberta Summer Games is seeking proposals from qualified, professional firms to provide food services to the participants and coaches from July 23 – 26, 2020. The intent of this Request for Proposal (RFP) is to obtain the services of a qualified firm on a contractual basis.

1.1 Definitions

The following definitions apply to the following terms used throughout this document:

- a) Closing Time – means the date and time for the closing of this RFP as identified on the front cover.
- b) Mandatory Requirements – are those requirements in this RFP described with a “must”. Failure to provide mandatory information could result in a Tender being rejected.
- c) The Society – The Lethbridge 2020 Alberta Summer Games Society.
- d) Procurement Contact – the individual identified in the “Invitation Summary – Contact Information” responsible for managing the RFT process through whom all correspondence will be directed through including receiving all commercial and technical questions and issuing addenda to this RFP.
- e) Proposal – means the Proponent’s response to the RFP and includes all the Proponent’s attachments and presentation materials.
- f) Proponent – party responding to this RFP.
- g) RFP – Request for Proposal.
- h) Work – means the goods and services described in this RFP and detailed in the attached documentation.

1.2 Introduction

The Alberta Summer Games are the province's premier multi-sport and cultural events. They provide many benefits to both the host community and to thousands of Albertans who participate at local, zone, and provincial levels. The Alberta Games involve approximately 2500 - 3000 athletes, coaches and officials. The purpose of the Alberta Summer Games is to provide a competitive opportunity for developing athletes, generally 11 to 17 years of age. The goals of the Alberta Summer Games are to:

- Motivate Albertans to achieve a higher level of physical fitness through more active participation in sport.
- Develop the cultural and social components as an enhancement to Games in Alberta.
- Showcase the talents of Albertans in a wide range of sport and activities.
- Provide host communities with a legacy of experienced volunteers and upgraded facilities

The Lethbridge2020 Alberta Summer Games Society (hereinafter referred to as “The Society”) will be hosting the 2020 Alberta Summer Games.



1.3 Purpose

This Request for Tender is issued to invite proposals for the provision of **Option A or Option B or Option C** (Combination of both Option A and Option B):

Option A) Provide all breakfast and dinner meals to be served at a central facility in Lethbridge, Alberta. (Please refer to Appendix C for full proposal details.)

Option B) Provide boxed lunches that will be delivered to various locations in Lethbridge. (Please refer to Appendix C for full proposal details.)

Option C) Provide All breakfast and dinner meals to be served at a central location along with delivering boxed lunches to various locations in Lethbridge. (Appendix C)

SECTION 2 – INSTRUCTIONS AND INFORMATION TO RESPONDENTS

2.1 Project Overview

This RFP is issued to invite Proposals for the Society's requirements, hereinafter referred to as Work, see Work definition which are described below and detailed in Appendix C attached.

1. Option a) Breakfast and dinner meals to be served at a central facility in Lethbridge, Alberta

- a. Location: Must be provided by the proponent. (Appendix I)
- b. Work Description: Requires planning, purchase, preparation, transportation, serving, and clean-up of breakfast and dinner buffets for approximately 3000 people on Thursday (3:30pm-6:30pm), Friday (6:00am-9:00am and 5:00pm-9:00pm) and Saturday (6:00am-9:00am and 5:00pm-9:00pm). Buffet brunch will be provided to approx. 3000 people on Sunday (10:00am-1:00pm). Volunteers will be provided to assist with the serving of meals and clean-up of the Food Centre. (Appendix H)

Option B) Provide boxed lunches that will be delivered to various locations in Lethbridge.

- a. Location: Must be provided by the proponent.
- b. Work Description: Requires planning, purchase, preparation and transportation of boxed lunches for approximately 2900 people on Friday and Saturday to various locations around Lethbridge. Time Frame: 11:00am-1:30pm. Volunteers will be provided to assist with the loading and delivering of meals. (Appendix H)

Option C) Provide All breakfast and dinner meals to be served at a central location along with delivering boxed lunches to various locations in Lethbridge.

Providing both Option A & Option B in combination.

*Meal numbers are approximate and will be determined 3 weeks prior to games. Proponent may need to adapt to a small increase or decrease in meal numbers. The work will take place July 23-26th, 2020.



2.2 Contact Information

It is the Proponent's responsibility to clarify interpretation of any matter the Proponent considers to be unclear before the closing time, by contacting:

Procurement Contact: Brian Wichers
Director, Food Services
Phone: 403-317-4680
Email: BrianWichers@shaw.ca

Proponents should direct all inquiries to the contact shown above.

The Society is not responsible for any misunderstanding on the part of the Proponent to this RFP or its process. Questions will be deemed to be received once the questions submitted by Proponents have been received by the Procurement Contact noted above. Questions regarding this RFP will be accepted via e-mail no later than 5 Business Days prior to the closing time.

2.3 Response Instructions

The closing time for this RFP is **12:00 noon MST on Monday, April 29, 2019**. All proposals must be clearly marked as **"2020 Lethbridge Alberta Summer Games Food Services Proposal"**.

Proposals must be emailed to: Brian Wichers, Director of Food Services (contact info above) prior to the closing time and date listed above.

A mandatory pre-proposal meeting is scheduled as follows.
Date: Monday, April 15, 2019
Time: 3:00pm
Location: Games Office (Bowman Art Center - 811 5 Ave S, Lethbridge, AB T1J 0V2)

Pertinent information regarding this RFP and this project may be conveyed at this pre-proposal meeting. The Society is not responsible for conveying details or minutes of the pre-proposal meeting to potential Proponents.

Please confirm attendance by emailing Brian Wichers, Director of Food Services with the company name and the number of attendees prior to March 18, 2019.

The Society reserves the right to respond to questions, make clarifications and changes, in its sole discretion, to this RFP at any time prior to the Closing Time through the issuance of addenda. Proposals must be valid for 90 days.



2.4 Schedule

- A. Request for Proposal distributed to Vendors: **Monday, March 25, 2019**
- B. A pre-proposal site meeting is mandatory and will be held at the Games office. **Monday, April 15, 3:00pm.**
- C. Submission deadline for RFP: **Monday, April 29, 2019**
- D. Notify successful RFP: **Monday, May 12, 2019**
- E. Meet with successful proponent to discuss provision of food service in further detail, and arrange tour of facilities by: **Monday November 4th, 2019**
- F. Food Centre Schedule: **July 23-26, 2019**

Thursday Supper Hours:	3:30pm - 6:30pm	(estimated # of meals: 3000)
Friday Breakfast Hours:	6:00am - 9:00am	(estimated # of meals: 3000)
Friday Box Lunch Delivery:	11:00am - 1:30pm	(estimated # of meals: 2900)
Friday Supper Hours:	5:00pm - 9:00pm	(estimated # of meals: 3000)
Saturday Breakfast Hours:	6:00am - 9:00am	(estimated # of meals: 3000)
Saturday Box Lunch Delivery:	11:00am - 1:30pm	(estimated # of meals: 2900)
Saturday Supper Hours:	5:00pm - 9:00pm	(estimated # of meals: 3000)
Sunday Brunch Hours:	10:00am - 1:00pm	(estimated # of meals: 3000)

****Hours are approximate and may be adjusted****

ALL MEALS AT THE FOOD CENTER WILL BE SERVED BUFFET-STYLE WITH PARTICIPANTS ENTERING THE FOOD CENTRE ON AN ONGOING BASIS. Please note, approximately 550 athletes will require 'second helpings' which is over and above the estimated number of meals in the above chart.



2.5 Proposal Contents

Proposals submitted should be in enough detail to allow the Society to determine the Proponent's qualifications and capabilities from the documents received. Every effort should be made to include complete details of the proposed Work. (Include Appendix A through F)

Proposals must contain, at minimum, the following items and should be labeled accordingly:

A. Appendix A – Acknowledgement Form

Include a completed and signed form as the first page of the RFP Response.

Proponent should identify key persons or teams who will provide specific knowledge and experience in performing work for the projects and services requested in this RFP. Proponent should include the details of any equipment proposed for the project.

Provide the name of a single contact person for all future communications between the Proponent and The Society. Also provide the name of a secondary contact in the event the primary is not available. These persons will be the sole contacts for the purposes of this RFP.

B. Appendix B – Introduction & Vendor Questionnaire

Include a brief introduction (1-2 pages) that describes your company and experience relevant to the Society's request for tender. Proponent should outline their understanding of the project and their approach and methodology. Please include answers to all questions on the Vendor Questionnaire.

C. Appendix C – Meal & Venue Details

Ensure each criterion as outlined in the Weighted Evaluation Matrix is addressed: understanding, approach and ability to meet scope, total cost, experience/work history and innovation/value added.

Include a detailed project schedule outlining complete timelines from start to finish. Include complete meal plans – See Appendix G as an example you can use and adapt. Include a Food Center Venue diagram for **Option A**.

D. Appendix D – Price Detail Sheet

Proponent should:

- Include all costs that will apply to the Work.
- Include prices as a total cost and in average price per meal format.
- Provide all pricing information in Canadian funds, exclusive of G.S.T.

E. Appendix E – Client Reference Sheet

Ensure 3 relevant references are provided.

F. Appendix F - Additional Information from Proponents

If the Proponent wishes to include any other material not specifically requested by this RFP, it may do so by including additional materials, as appendices to the Proposal.



2.6 Weighted Evaluation Matrix

Eligible Proposals will be evaluated for criteria in accordance with the following:

Item	Evaluation Criteria	Weight	Rating	Score
1	Understanding, approach and the ability to meet the scope with a firm understanding of the work to be performed.	15		
2	Food Center Venue (Option A), location, meets requirements needed to serve 3000 meals as outlined in Appendix C.	15		
2	Total Cost (Value). Provide pricing as specified in Appendix D. It is requested that this price sheet be completed and submitted along with any other pricing information	30		
3	Experience / Work History: Provide information on company background including work history, experience, qualifications and knowledge of staff.	35		
4	Innovation / Value added services / Environmental Sustainability	5		
	Total	100		

Proposals will be evaluated and ranked according to the outline below. The evaluation will be based on a 0 to 10 scale.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; high probability of success
6	Meets expectations; Proponent has good understanding of requirement, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score.

The Society reserves the right to reject any proposal that receives a rating of two (2) on any criterion.

PRICING

Pricing is not the final factor in the decision-making process. Pricing will be weighted as 1000 points. Price will be evaluated using the following pricing formula. Lowest total price of all Proposals/Proposed price x 1000 (weight) = Evaluated Score. For example: The lowest total price of all Proposals is \$100 by Proponent 'A'. Proponent 'B' submits a total price of \$125. The evaluated score of pricing is $100 / 125 \times 1000 = 800$.

HIGHEST EVALUATED PROPOSAL

The highest evaluated Proposal is determined as the submission, which receives the largest sum where the Evaluation Matrix and Pricing are combined.

SECTION 3 – TERMS AND CONDITIONS

3.1 Confidentiality

Except as required by law, neither the Society nor the Contractor shall disclose, nor permit any person employed or engaged by it to disclose (except in the proper performance of the Services) confidential information gained by it as a result of the performance of the Services. All such confidential information and records shall be returned to the Society by the Contractor upon the expiry or earlier termination of the Term or alternatively, upon the request of the Society, destroyed.

3.2 Conflict of Interest

Proponents must fully disclose, in writing to the Procurement Contact on or before the Closing Time, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to the RFP. The Society shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of the Society, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to the RFP.

3.3 Cost of Preparation

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

3.4 Revisions to Proposal

Amendments to the submitted proposal will be permitted, if received in writing (hard copy) at the Lethbridge2020 Alberta Summer Games Office, prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer. Amendments will be accepted provided that the amendment only is shown and not the total tendered package price. Any revision must be in writing, properly executed, and received by the Games Office before the closing time.

3.5 City of Lethbridge Business License

The successful Proponent must have or obtain a valid City of Lethbridge Business license. All costs associated with licensing, insurance and all other requirements are to be borne by Proponent.

3.6 Liability Insurance and WCB



The successfully proponent will maintain a minimum of \$2,000,000 in liability insurance (a copy of which must be provided to the Society upon award of Tender). The proponent must maintain Worker's Compensation for the employees of their business.

- **Indemnity**

To the fullest extent permitted by law, the Proponent agrees to indemnify, defend and hold harmless the Society, from and against all claims, damages, losses and expenses arising directly or indirectly out of, or resulting from the Services described in this RFP provided such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage, including the loss or diminution in value resulting therefrom, as well as any fines, penalties, liens, judgments, awards, injunctions liquidated damages; but only to the extent caused in whole or in part by the Proponents subcontractors, or anyone directly or indirectly employed or hired by Proponent or anyone for whose acts Proponent may be liable.

- **Limitation of Damages**

The Proponent, by submitting a tender, waives any claim for loss of profits if no award is made to the Proponent.

3.7 Offer Eligibility

In order for Proposals to be eligible they must:

- Be received by the Closing Time, at the address specified in Section 2.3 – RESPONSE DELIVERY INSTRUCTIONS, above;
- Include a copy of the Acknowledgement Form – Appendix A signed by an individual authorized to do so on behalf of the Proponents



APPENDIX A – ACKNOWLEDGEMENT FORM

RFP#ASG2020

Project Title: Lethbridge 2020 Alberta Summer Games Food Services

Proponent will clarify below what Option the proposal is for.

Option A) Provide all breakfast and dinner meals to be served at a central facility in Lethbridge, Alberta. (Please refer to Appendix C for full proposal details.)

Option B) Provide boxed lunches that will be delivered to various locations in Lethbridge. (Please refer to Appendix C for full proposal details.)

Option C) Provide All breakfast and dinner meals to be served at a central location along with delivering boxed lunches to various locations in Lethbridge. (Appendix C)

This RFP is for option: _____

The Proponent hereby acknowledges that 1) it understands and agrees with the RFP process described in this document, and 2) the information included in this Proposal is correct and has been thoroughly reviewed and has complied with the documents making up this Proposal:

Business Name:

Full Business Address:

<u>PRIMARY CONTACT</u>	<u>SECONDARY CONTACT</u>
Name:	Name:
Position:	Position:
Cell:	Cell:
Email:	Email:
Date:	Date:
Signed:	Signed:



APPENDIX B – INTRODUCTION AND VENDOR QUESTIONNAIRE

Include a brief introduction (1-2 pages) labeled Appendix B that describes your company and experience relevant to the Society's Request for Proposal. The Proponent should outline their understanding of the project and their approach and methodology.

Please include answers to the following five questions on Appendix B.

1. Provide general information about your business, facility size and capacity, location, years in business, and number of employees.
2. Provide a few examples of other special events (athletic oriented preferred) that your company has catered. Please indicate when, where, duration, type of service provided and numbers of people served.
3. Provide an indication of your firm's ability to provide back up or emergency food service in the event of an accident or problem that causes a need for immediate high volume food service.
4. Indicate how your firm will deal with the specialized nature of this event, specifically the possible fluctuation of athletes at each meal, special diet requirements, early/late meals, etc. as well as lack of onsite kitchen facilities, and transportation of meals.
5. Please provide a list of equipment required and a list of equipment that is supplied by your firm. (Any special/small wares equipment required to prepare and serve the food is the responsibility of your company).



APPENDIX C - PROJECT DETAILS

Include extra pages labeled **Appendix C** that address criterion as outlined in the Weighted Evaluation Matrix: understanding, approach and ability to meet scope, total cost, experience/work history and innovation/value added.

Include a detailed project schedule outlining complete timelines from start to finish.

Include complete meal plans – See Appendix G for examples you can use and adapt for each option.

Include a Food Center Venue diagram for **Option A**.

Project details and background information for proposal:

Alberta Games Food Policy

Meals should be low fat and nutritious yet appealing to the age group of the Games participants.

All meals and Snacks MUST be Nut free.

At least two alternatives (one being vegetarian) MUST be provided at each meal.

Options for special meals (i.e. celiac etc.) MUST be provided and included in the menu

Menus WILL be reviewed by a sport nutritionist and approved by the ALBERTA SPORT CONNECTION.

Option A - Breakfast and dinner served in the food center.

The Lethbridge 2020 Summer Games Society is requesting tenders to provide meal services at the main Food Centre to athletes, coaches, volunteers, technical officials and ambassadors who will be attending the Lethbridge2020 Alberta Summer Games, July 23-26, 2020. This is Alberta's premier multi-sport event consisting of **3000 athletes, coaches and officials** competing in **13 various sports**. Breakfast and supper services are required in the Food Centre for athletes, coaches and technical officials. A sample Food Center Diagram has been provided as a sample (Appendix I). **The proponent will plan and present food center diagram and include it as part of Appendix C.**

The intent of this Proposal Request is to assist the Society in determining the caterer best suited to work with the Food Services Portfolio to provide high quality, cost effective and efficient food service to the athletes, coaches and officials.

The Proponent must have the ability to:

- Provide food prep/services in their facilities.
- Design and provide healthy meals.
- Meet the scheduled deadlines.
- Plan, purchase, prepare, serve and clean-up of breakfast and dinner buffets for approximately 3000 people for 6 meals.
- Be flexible in dealing with donated food items and special needs menu.
- Work with provided volunteers.
- Be flexible in dealing with extra service for early/late meal provisions.
- All cutlery, dinnerware, and lunch clamshells must be BPI compostable.



Sample menus (Appendix G) have been provided for information only; but they may be used and adapted. **The proponent will plan and present the meals and include them as part of Appendix C.**

Option B - Boxed Lunches delivered to various locations around Lethbridge

The Lethbridge 2020 Summer Games Society is requesting tenders to provide boxed lunches to athletes, coaches, volunteers, technical officials and ambassadors who will be attending the Lethbridge2020 Alberta Summer Games, July 23-26, 2020. This is Alberta's premier multi-sport event consisting of **3000 athletes, coaches and officials** competing in **13 various sports**. Boxed lunches are required for athletes, coaches and technical officials.

The intent of this Proposal Request is to assist the Society in determining the caterer best suited to work with the Food Services Portfolio to provide high quality, cost effective and efficient boxed lunches to the athletes, coaches and officials.

The Proponent must have the ability to:

- Provide food prep/services in their facilities.
- Design and provide healthy meals.
- Meet the scheduled deadlines.
- Be flexible in dealing with donated food items and special needs menu.
- Plan, purchase, prepare and transport boxed lunches for approximately 2900 people on Friday and Saturday to various locations around Lethbridge.
- Work with provided volunteers.
- Be flexible in dealing with extra service for early/late meal provisions.
- All cutlery, dinnerware, and lunch clamshells must be BPI compostable.

Sample menus (Appendix G) have been provided for information only; but they may be used and adapted. **The proponent will plan and present the meals and include them as part of Appendix C.**

Boxed lunches are to be prepared the morning of the day they are consumed. Lunches will be labeled and stored in a refrigerated truck and delivered to the athletes just prior to lunch. A typical lunch consists of: 12" submarine or 2 sandwiches, AND milk, juice, fruit, dessert, condiments, napkins for approximately 2900 people for two days (Friday and Saturday). All lunches must be nut-free, healthy and nutritious (low fat, salt and sugar).



APPENDIX D – PRICE DETAIL SHEET

PRICE DETAIL SHEET FOR PROPOSAL

Price quoted to be in Canadian funds. **Do not** include the GST in the total price.

Options		PRICE (Canadian Dollars)
A	Total project cost for the Food Centre Venue along with 2 breakfasts (3000 each), 3 dinners (3000 each) and 1 brunch (3000 meals)	\$
B	Total project cost lunches: 2 box lunches (2900 each) delivered to various venues around Lethbridge	\$
C	Combination of Option A and Option B	\$

Options		PRICE (Canadian Dollars)
A	Average per meal cost for the Food Centre Venue along with 2 breakfasts (3000 each), 3 dinners (3000 each) and 1 brunch (3000 meals)	\$
B	Average per boxed lunch cost: 2 box lunches (2900 each) delivered to various venues around Lethbridge	\$

* Prices listed should include all costs related to planning, purchase, preparation, delivery for the items, serving, set-up and clean-up, equipment and applicable services proposed, transportation, staff and any other expense required to provide the meals. This will be an average cost as some meals may be more expensive than others. We will provide volunteers as outlined in Appendix H. Meal numbers are approximate and will be determined 3 weeks prior to games. Proponent may need to adapt to a small increase or decrease in meal numbers. The work will take place July 23-26th, 2020.

Please identify any discounts on material, equipment and labour that will be applied:

The Lethbridge2020 Summer Games Society may at its discretion 1) negotiate with a Proponent to award a contract for all or a portion of the Work; 2) Cancel this RFP and issue a new RFP with a new scope of work; or 3) cancel this RFP in its entirety.



APPENDIX E – REFERENCE SHEET

CLIENT REFERENCE INFORMATION

Company Name	
Address	
City / Prov / Postal Code	
Contact Person / Title / Phone Number and email address	
Description of work performed (include start & finish date)	
COMMENTS:	

Company Name	
Address	
City / Prov / Postal Code	
Contact Person / Title / Phone Number and email address	
Description of work performed (include start & finish date)	
COMMENTS:	

Company Name	
Address	
City / Prov / Postal Code	
Contact Person / Title / Phone Number and email address	
Description of work performed (include start & finish date)	
COMMENTS:	



APPENDIX F – ADDITIONAL INFORMATION FROM PROPONENTS

If the Proponent wishes to include any other material not specifically requested by this RFP, it may do so by including additional materials, as appendices to the Proposal labelled as Appendix F.



APPENDIX G – SAMPLE MENUS

DINNER #1 (THURSDAY)

3200 Dinner Rolls (whole wheat)

3200 Individual Butter Portions

Salad

3200 Quinoa Fruit Salad (whole grain)

3200 Cajun Lemon Chicken Salad Plate (LS)

3000 Mixed Dressing Portions (Caesar/Italian/Thousand Island) (Low Calories Mixed)

Entrée

2000 Beef Vegetable Kabob

2000 Chicken Vegetable Kabob

400 Tofu Vegetable Kabob

3200 Tzatziki (2oz)

3200 BBQ (2oz)

3200 Teriyaki (2oz)

3200 Brown Rice

Dessert

3200 Mixed Berry Crisp

Whole Fresh Fruit

1000 Apples

1000 Bananas

1000 Oranges

Celiac Station

150 Cajun Lemon Chicken Salad Plate

150 Tofu Vegetable Kabob (Use gluten free marinade)

150 Brown Rice

150 Tzatziki (2oz)

Refreshment Station

Coolers

1500 Bottled water

1000 Gatorade

1000 Chocolate Milk (250ml)

1000 White Milk (250ml)

2000 Real Fruit Juice

25 Soy Milk

Hot Drink Station

1000 Coffee

1000 Cream/Sugar

100 Herbal Tea

50 Lemon Wedge

50 Individual Honey

50 Sweetener



BREAKFAST #1 (FRIDAY)

Toaster Bank (Double Toasters in Separate Room if Possible)

Celiac Toaster Bank (2 Double Toasters)

10 Raisin

50 White

50 Whole Wheat

50 Flax

600 English muffin (100 Packs)

2000 Individual Butter

2000 Individual Strawberry Jam

2000 Peanut Butter

250 Corn Muffin

250 Raisin Bran Muffin

500 Blueberry Muffin

360 Cold Cereal Cups

3200 Cereal Bar Variety

3200 Fruit Salad

1500 Low Fat Yogurt

Celiac Station

300 Gluten free bread and muffins

Hot Food Buffet Line

3200 Scrambled Eggs (No Added salt & butter)

3200 Hash Browns

3200 Breakfast Grilled Ham Steak

Whole Fresh Fruit

1000 Apples

1000 Bananas

1000 Oranges

Refreshment Station

Coolers

1500 Bottled water

1000 Gatorade

1000 Chocolate Milk (250ml)

1000 White Milk (250ml)

2000 Real Fruit Juice

Hot Drink Station

1000 Coffee

1000 Cream/Sugar

100 Herbal Tea

50 Lemon Wedge

50 Individual Honey



DINNER #2 (FRIDAY)

3200 Dinner Rolls (whole wheat)

3200 Individual Butter Portions

Salad

3200 Asian Noodle Vegetable Salad

3200 Mixed Greens Red Leaf Salad

2000 Mixed Dressing Portions (Ranch/Italian/Thousand Island)

1200 Low Calories Mixed

Entrée

3200 Cheese Tortellini

3200 Italian Roast Beef

3200 Low Sodium Mashed Potato

3200 Roasted Corn

3200 Gravy (Low Sodium/Gluten Free)

Dessert

3200 Variety Sheet Cake

Carrot/Chocolate

Whole Fresh Fruit

1000 Apples

1000 Bananas

1000 Oranges

Celiac Station

150 Mixed Greens Red Leaf Salad

150 Italian Roast Beef

150 Low Sodium Mashed Potato

150 Roasted Corn

Dessert

300 Rice Pudding

Refreshment Station

Coolers

1500 Bottled water

1000 Gatorade

1000 Chocolate Milk (250ml)

1000 White Milk (250ml)

2000 Real Fruit Juice

25 Soy Milk

Hot Drink Station

1000 Coffee

1000 Cream/Sugar

100 Herbal Tea

50 Lemon Wedge

50 Individual Honey



BREAKFAST# 2 (SATURDAY)

Toaster Bank (Double Toasters in Separate Room if Possible)

Celiac Toaster Bank (2 Double Toasters)

10 Raisin

50 White

50 Whole Wheat

50 Flax

600 English muffin (100 Packs)

2000 Individual Butter

2000 Individual Strawberry Jam

2000 Peanut Butter

250 Corn Muffin

250 Raisin Bran Muffin

500 Blueberry Muffin

360 Cold Cereal Cups

3000 Cereal Bar Variety

3200 Fruit Salad

1500 Low Fat Yogurt

Hot Food Buffet Line

3200 Breakfast Burritos

3200 Hash Browns

3200 Breakfast Sausage or Ham

Celiac Station

150 Gluten-free Bread

150 Gluten-free Muffins

300 Breakfast Burritos with gluten-free tortilla wraps

300 Hash browns

300 Breakfast Ham

Whole Fresh Fruit

1000 Apples

1000 Bananas

1000 Oranges

Refreshment Station

Coolers

1500 Bottled water

1000 Gatorade

1000 Chocolate Milk (250ml)

1000 White Milk (250ml)

2000 Real Fruit Juice

25 Soy Milk

Hot Drink Station

1000 Coffee

1000 Cream/Sugar

100 Herbal Tea



50 Lemon Wedge
50 Individual Honey

DINNER #3 (SATURDAY)

3200 Dinner Rolls (whole wheat)
3200 Individual Butter Portions

Salad

3200 Salad Pasta, Bow Tie & Roasted Vegetable Salad (use whole wheat pasta)
3200 Summer Greens Salad with Fresh Berries
3200 Spring Herb Chicken Salad
2000 Mixed Dressing Portions (Ranch/Italian/Thousand Island)
1200 Low Calories Mixed

Entrée

3200 Tofu Vegetable Kabob
3200 Fried Brown Rice
3200 Chicken Stir-Fry
2200 Green Beans
1500 Baked Sweet Potato
1500 Herbed Yukon Potatoes

Dessert

3200 Mini Berry Cheese Cake

Whole Fresh Fruit

1000 Apples
1000 Bananas
1000 Oranges

Celiac Station

150 Spring Herb Chicken Salad
150 Balsamic Salad Dressing
150 Brown Rice
300 Gluten-free bread
150 Chicken Stir Fry with Blood Orange Sauce

Refreshment Station

Coolers
1500 Bottled water
1000 Gatorade
1000 Chocolate Milk (250ml)
1000 White Milk (250ml)
2000 Real Fruit Juice

Hot Drink Station

1000 Coffee
1000 Cream/Sugar
100 Herbal Tea
50 Lemon Wedge
50 Individual Honey



BRUNCH (SUNDAY)

Toaster Bank (Double Toasters in Separate Room if Possible)

Celiac Toaster Bank (2 Double Toasters)

5 Raisins

25 White

25 Whole Wheat

25 Flax

240 Bagel

200 Individual Butter Portions

200 Individual Strawberry Jam

200 Light Cream Cheese

100 Apple Cinnamon Muffin

100 Raisin Bran Muffin

250 Blueberry Muffin

100 Cold Cereal Cups

1000 Cereal Bar Variety

1000 Parfait Station

Hot Food Buffet Line

1000 French toast Station

1000 Grilled Ham Steak

1000 Classic Scrambled Eggs (No added salt & butter)

1000 Hash Browns

1000 Pulled Pork on whole wheat bun

1000 Roasted Vegetable

1000 Baked Beans

1000 Coleslaw

Celiac Station

100 French Toast with Gluten-Free Bread

100 Grilled Ham Steak

100 Classic Scrambled Eggs (No added salt & butter)

100 Hashbrowns

100 Pulled Pork on Gluten-Free, whole wheat bun

100 Gluten-free Roasted Vegetables

100 Baked Beans

100 Coleslaw

Sliced Fresh Fruit

1000 (Watermelon/Honeydew/Pineapple)

Refreshment Station

Coolers

500 Bottled water

200 Gatorade

500 Chocolate Milk (250ml)

500 White Milk (250ml)

500 Real Fruit Juice



50 Soy Milk

Hot Drink Station

500 Coffee/Cream/Sugar

50 Herbal Tea

25 Lemon Wedge

25 Individual Honey

<p style="text-align: center;">Example of Box Lunch:</p> <ul style="list-style-type: none">✓ Two different sandwiches or one submarine sandwich✓ Must be NUT FREE✓ A vegetarian choice✓ One piece fruit✓ Dessert (e.g. canned fruit or pudding)✓ Small container of milk (skim or 1%)✓ Juice✓ Condiments (salt, pepper, mustard)✓ Napkin	<p style="text-align: center;">Examples of Containers Used for Lunches Include:</p> <ul style="list-style-type: none">✓ Paper bags✓ Cardboard boxes✓ Foam trays covered in plastic wrap
---	--



APPENDIX H – SAMPLE VOLUNTEER FORM

Typical Number of Volunteers provided Per Shift in the <u>Food Centre</u>			
Position	Duties	Provided for Breakfast	Provided for Supper
Food preparation		Catering staff	Catering staff
Access control	<input type="checkbox"/> Controlling entrance to food centre <input type="checkbox"/> Checking accreditation tags or punching accreditation tags	4	4
Counters	<input type="checkbox"/> Collecting meal tickets, counting people, or counting trays/plates	4	4
Servers (Food Lines)	<input type="checkbox"/> Serving food	10	10
Servers (Dessert Table)	<input type="checkbox"/> Serving & replenishing dessert table	N/A	3
Servers (Beverage Centre)	<input type="checkbox"/> Serving & replenishing coffee, juice, milk, pop at the beverage tables	6	6
“Go-fers”	<input type="checkbox"/> Replenishing serving line trays <input type="checkbox"/> Running errands	4	4
Cleanup	<input type="checkbox"/> Cleaning food preparation and serving areas and utensils <input type="checkbox"/> Cleaning eating tables <input type="checkbox"/> Bagging garbage - Sweeping floors	10	10
Tray Washers	<input type="checkbox"/> Cleaning trays	4	4
Setup/Dismantle Crew	<input type="checkbox"/> Setting up & taking down tables, chairs, covering tables, etc. (15 - 20)		
Decorating Crew	<input type="checkbox"/> Decorating the food centre		
	TOTALS	42	45

Typical Box Lunch Volunteers:

- Preparing food (6)
- Packaging and labeling lunches (4)
- Transporting lunches into cold storage area (e.g. young, strong people!) (3)
- Dispatching lunches from cold storage area into delivery vehicles (3)
- Transporting and unloading lunches at venues (4)
- Distributing lunches at venues (4)

Proponent will schedule a Training Session for Food Centre Volunteers:

- to introduce the food services contractor and staff and provide a brief overview of responsibilities.
- to confirm final work schedules.
- to confirm requirements for hygiene and safe food handling with the Public Health Inspector.

Consider the Following When Selecting the Food Centre Location:

- Large seating capacity of 1000 minimum is required. (e.g. in recent Games Food Centre was 20,000 square feet; food preparation area was 7500 square feet);
- Adequate area for 6 - 8 serving lines;
- Adequate kitchen and storage facilities on site, or a viable means of adding what is required (e.g. space available to park caterer's trailers adjacent to Food Centre);
- Proximity to Games Village;
- Area should be self-contained and easily secured;
- Availability of water, power, and sewage;
- Entry and access control;
- Tables and chairs
- Results posting area
- Area to sell Games photos
- Garbage receptacles (indoor and outdoor)
- First Aid
- Volunteer Area
- Recycling
- Lost and Found
- Washroom capacity;
- External parking and loading for buses;
- Space required by other Games committees in the Food Centre, e.g. luggage storage area in vicinity, souvenir sales, etc.

