



REQUEST FOR PROPOSALS THE DOCK+ ICE PLANT, COLD STORAGE & BLAST FREEZER OPERATOR

I. Reference Date

This Request for Proposals (RFP) is dated September 22, 2021

II. Background

The Port Alberni Port Authority (PAPA) operates The Dock+ food hub located adjacent to Fishermen's Harbour at 3140 Harbour Road, Port Alberni, BC. The Dock+ currently includes 6 "anchor tenants;" each of which is operating their own distinct micro-processing plant, and a commercial kitchen space available for small businesses, organizations and individuals requiring a health authority-permitted food making facility. Additionally, The Dock+ includes Canada Food Inspection Agency (CFIA)-permitted fee-for-use cold storage and blast freezing facilities as well as a commercial, CFIA certified ice plant with a production capacity of 25 tonnes per day. The ice plant provides sales of ice in quantities ranging from bags to multiple full totes to public at large. The Facility has been operating for over the past year. All the freezing units are in working order and the ice plant has been producing ice for the past number of months.

III. Purpose

In order to continue to enhance the efficiencies and expand the availability of services provided from The Dock+ PAPA is issuing a Request for Proposals (RFP) for the operation of the cold storage, blast freezing and ice plant with the intent of entering into a lease agreement for the operation of these facilities.

IV. Terms and Conditions

The terms and conditions of the lease agreement will be negotiated with the successful proponent. PAPA does, however, expect that the successful proponent will operate the facilities in an economical, efficient and safe manner that provides service year-round and 24 hours a day, 7 days a week during fishing openings.

The successful proponent will also be required to conduct all regular upkeep and maintenance to ensure continued safe and efficient operation of all equipment and, also, to ensure all operating permits are upheld.

PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca



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V. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- ✓ Experience of proponent in this sector
- ✓ Expertise of proponent to operate the equipment
- ✓ Knowledge of applicable certification requirements including mechanical and operating
- ✓ Proponent references

VI. Submissions

All interested parties are encouraged to submit proposals in confidence by email outlining their credentials and operational vision for this business opportunity.

- Operational vision should provide enough details for clarity of operating hours/ days.
- Planned charges for unit of ice
- Planned rates for cold storage/blast freezing per unit
- Any additional product/services prospective tenant is planning to provide
- All inclusive net to port monthly rental fee
- Maintenance and upkeep plan

Any parties interested in viewing the facilities in support of developing a proposal may contact:
Kate Smith, Administrative Operations Manager at 250-731-9123

VII. Contact

Please email proposals to:

Kate Smith: Administrative Operations Manager
Email: ksmith@papa-appa.ca

VIII. Deadline

All proposals must be received by 4:00 pm on October 22, 2021