



Township of Sables-Spanish Rivers Request for Proposal RFPPR 19-01

Massey and District Community Centre and Arena
Canteen Lease and Operation

Issue Date: September 4th 2019

Closing Date: September 20th 2019 12:00pm EST.

Submission Location

Township of Sables-Spanish Rivers Municipal Office
11 Birch Lake Road Massey Ontario P0P-1P0

Inquires are to be submitted in writing to:

Brady Ropp C.I.T.

Parks and Recreation Coordinator Township of Sables-Spanish Rivers
455 Government Road Massey On. P0P1P0
Email: massey.arena@sables-spanish.ca

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Introduction

The Corporation of the Township of Sables-Spanish Rivers, hereafter referred to as the Township, is requesting proposals from qualified vendors for lease and operation of the canteen located in the Massey and District Community Centre, 455 Government Road Massey Ontario. The successful proponent will provide snacks and meals options and include to best of their ability healthy options.

The successful Proponent will enter into a Lease Agreement for duration of (1) season (season September 26th –March 31st) with the potential of a (1) season extension year with the Township.

Instructions, Terms of Reference and Conditions

Proposals in sealed envelopes marked RFPPR 19-01 will be received until 12:00pm EST. Friday September 20th 2019 at the Township of Sables-Spanish Rivers municipal office, 11 Birch Lake Road Massey Ontario POP-1PO.

Responses received after this time and date will be returned unopened.

All proposals and subsequent information material received will not be returned and shall become the property of the Corporation of the Township of Sables-Spanish Rivers and as such would be subject to disclosure provisions of the Freedom of Information and Protection and Privacy Act. The Township reserve the right to make copies for utilization during the evaluation period process only.

Information acquired about the Township by the Proponent during this process must not be disclosed unless authorized by the Township, and this obligation will survive the termination of the Request for Proposal process.

Submission of a response by a Proponent and its subsequent receipt by the Township does not represent a commitment on the part o the Township to proceed further with any Proponent.

Prior to closing time. Proponents must not establish contact with anyone inside the Townships organization regarding the Proposal, (other than contact person listed) without that representatives' permission

The Township will not accept any responsibility for costs incurred by the Proponent in responding to this Request for Proposal.

The Township is under no obligation to award a contract as a result of this Request for Proposal and reserve the right terminate the process at any time.

All costs quoted are exclusive of any applicable taxes.

Any Proponent may withdraw their Proposal by written request to the contact person listed above, at anytime prior to the scheduled closing time.

Proponents are cautioned to carefully read and follow the procedures required by the Request for Proposal as any deviation, omission as well as any inaccuracies or misstatements may be cause for rejection.

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Description of Facility

Massey & District Community Centre is located on 455 Government road in Massey Ontario. The facility consists of (1) single pad ice sheet, (1) banquet facility and his home to minor hockey, figure skating and other user groups.

*Additionally, the facility is host to the Winter carnival Biidaaban Classic Hockey Tournament and the Sagamok Family Tournament

The Food service (canteen) area is approximately 188 sq.ft. and is located in the lobby area of the facility. There is a single opening for counter service into the lobby. There are no formal seating areas directly associated with the canteen but space is allocated along wall for condiment placement. There is sufficient space for exterior signage and a dry erase board is available to the left of counter window for use.

The facility is in operation with rentals, including but not limited to:

Mondays to Fridays from approximately 5:30pm to 1030pm most evening for practices and public skating on Friday.

Saturdays and Sundays fluctuate based on schedule and play host to games primary along with some skating times

Regular facility open times:

Monday to Friday 9:00am-5:00pm

The facility is closed for following dates:

Oct. 31, Dec. 24 (after 4:00pm) Dec. 25, Dec. 26, Dec. 31(after 4pm) and Jan.1

Note: There is currently a beverage vending machine that is in agreement between the Township and Pepsi Co. this machine remains the property of Pepsi Co. and the responsibility of the Township.

Contractor/ Licensee Responsibilities.

The Township expects a high standard of quality and professionalism in all aspects of the service. The Contractor/ Licensee is expected to:

- Offer competent and prompt service to the public.
- Maintain high standard of quality products for sale.
- Maintain cleanliness and good appearance of food services.
- Be responsible for repairs or cost of repairs to Township property caused by damage in the course of Contractors/ Licensees work services.
- Ensure professional behaviour and appropriate attire of employees.

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- Install and maintain all equipment required to supply and furnish food services equipment deemed necessary above and beyond facility provided equipment as per Appendix A.
- Ensure tactful and prompt handling of public complaints.
- Perform required daily, weekly, monthly service to equipment and inspections of food service area and equipment.
- Operate all food services in accordance with the regulation set out in the Ontario Health Protection and Promotion Act R.S.O. 1990, CHAPTER H.7
- Ensure a minimum of (1) persons per shift is a certified food handler.
- Capital Investment- the lessee is not expected to provide the tenant improvements within the leased space. All leasehold improvements to the canteen area will be subject to approval by the Township.
- Interior or exterior signage must be approved in advance by the Parks & Recreation coordinator
- Pay all licenses, fees, business taxes or other fees necessary to conduct the business of canteen operator.
- Daily Cleaning of the canteen and food service prep areas during hours of operation and remove garbage or refuse from the area to the allocated area.

Insurance

The successful Proponent must maintain during the Lease period(s) Comprehensive General Liability Insurance in terms and to the amount of (two million dollars). The Township shall be named additionally insured under said policy. Must be submitted prior to operation of the canteen

Workplace Safety Insurance Board

The successful proponent shall be in good standing with The Workplace Safety Insurance Board (WSIB) and must be able to provide proof of workplace insurance. Must be submitted prior to operation of the canteen

Indemnification

The contractor shall at all times indemnify and save harmless the Township of Sables-Spanish Rivers and any of its employees, officers and authorized agents from and against; legislation, demands, awards judgement, actions, and proceedings whomsoever made, brought or prosecuted in respect of loss of, damage to, or destruction of property or personal injuries including death (including legal fees) arising out of or in any with the Township.

Personnel

The Township has legitimate interests in ensuring positions of trust are occupied by duly qualified individuals and individuals who meet minimum age requirements in accordance with Employment Standards Act, 2000, S.O. 2000, c. 41. As such vulnerable patrons are present in the facility and therefore all personnel shall require an up to date Criminal records check and Vulnerable Sector Check and be provided to the Township at their own cost.

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Terms of Agreement and Termination

Any contract awarded as a result of this RFP will be fixed for a period of (1) season (season Sept.26th-March 31st) with potential for a (1) season extension from commencement date.

The Township reserves the right to terminate any contract awarded upon written notice should the contractor become insolvent, file bankruptcy, abandon or discontinue satisfactory service.

Pricing

All pricing of canteen items shall be stated in Canadian dollars. it is expected the contractor will attempt to make pricing in line with local market values.

Reference materials

An optional site visit can be scheduled by contacted listed contact via email prior to Sept .19th 2019 4:00pm

Appendix A - List of Equipment owned by the Township

Proponent Submittal Form

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Appendix A

Food Service Equipment

- (1) Auto Fry Deep Fryer with built in suppression system
- (1) Hot Dog Roller Cooker
- (1) Stand Up Freezer
- (1) Small Electric Skillet
- (1) Commercial Soup Warmer
- (1) Mini Fridge
- (1) Microwave

Safety Equipment

- (1) Type K Fire Extinguisher

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Proponent Submittal Form

Person(s) Name _____

Company (if applicable) _____

Address _____ City _____ Postal Code _____

Phone Number _____

Email Address _____

Proposed Menu Options:

Option 1 Annual Lease (will cover whole season September 26th –March 31st payment due on start date of contract)

Proposed Lease fee \$ _____

Option 2 Monthly Lease (payment per month for 6 months first payment due at start of each month on the 1st)

Proposed Lease Fee \$ _____

By Signing this document, you agree the conditions contained within the Request for Proposal and to the fee schedule documented

Name _____

Signature _____

Date _____