



**THE CORPORATION OF THE TOWN OF FORT FRANCES
REQUEST FOR PROPOSALS**

FOR

**THE PROVISION OF FOOD/CANTEEN SERVICES AT THE
MEMORIAL SPORTS CENTRE (2 year term)**

REQUEST FOR PROPOSALS – RFP No. 2022-CSEC-01

July 2022



TOWN OF FORT FRANCES

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF FOOD/CANTEEN SERVICES
AT THE MEMORIAL SPORTS CENTRE**

R.F.P. No. 2022-CSEC-01

The town of Fort Frances wishes to obtain proposals from qualified individuals interested in providing food/canteen services at the Memorial Sports Centre, as outlined in this proposal.

Sealed proposals, in quadruplicate and clearly marked, shall be submitted to:

**Faisal Anwar, CAO
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario P9A 3P9**

and must be received no later than:

Tuesday August 2nd, 2022 AT 2:00 P.M. (CST)

Proposals will be opened publicly and read aloud immediately thereafter in the Committee Room of the Civic Centre, 320 Portage Avenue, Fort Frances, Ontario.

Questions regarding this proposal must be directed to Tyler Young, Recreation & Culture Manager, by telephone (807) 274-4561 ext. 1717 or email tyoung@fortfrances.ca

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the proposal in the best interest of the Town in its sole and unfettered discretion. All proposals must clearly reference the proposal number (R.F.P. No. 2022-CSEC-01), when submitted. The accepted proposal must be approved by Council.

GENERAL INFORMATION AND INSTRUCTIONS

1.0 INTENT OF THE REQUEST FOR PROPOSALS

1.1 - The purpose of the request for proposals (RFP) is to obtain a qualified food service provider (“Concessionaire”) to operate the Canteen at the Memorial Sports Centre.

2.0 OPERATIONAL INFORMATION

2.1 - The Canteen will commence operations in early September 2022 (date to be determined by the Recreation & Culture Manager) and will conclude operations on June 30th, 2024, and will correspond with activities taking place in the arena. This includes events taking place on the ice surface, as well as any scheduled Special Events that may be taking place in the facility. The operator will have exclusive rights to sell, at their own expense, food, beverages, and other miscellaneous products (subject to approval by the Recreation & Culture Manager).

3.0 TERM

3.1 - The term of the agreement will cover the operational period from September 17th, 2022 until June 30th, 2024. This will cover all Laker games, Muskie games, tournaments, and other activities and events outlined by the Recreation & Culture Manager.

4.0 EQUIPMENT

4.1 - The canteen equipment available for use is owned, maintained, and repaired by the Town (“Schedule A”). If any additional equipment is needed, it must be provided at the expense of the Concessionaire, and is subject to approval by the Recreation & Culture Manager.

5.0 INSURANCE

5.1 - The Concessionaire will provide and maintain during the term of the contract, Comprehensive General Liability insurance acceptable to the Corporation of the Town of Fort Frances – listing the Town of Fort Frances as additional insured - and subject to limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property, including loss of use thereof.

6.0 COMPLIANCE WITH REGULATIONS

6.1 - The Concessionaire agrees to comply with all laws and regulations, including Federal, Provincial, Municipal, and all Municipal bylaws and regulations pertaining to the storage and serving of food, goods and refreshments. The Concessionaire agrees to comply with all labour and employment laws and regulations in the operation of the canteen and will, at his or her own expense, obtain and pay for all required licenses or permits they require.

7.0 SITE INSPECTION

7.1 - Applicants may request a site inspection of the canteen area at the Memorial Sports Centre and must satisfy themselves by such examination to ascertain the facility capabilities and

conditions to establish requirements for their proposal. Such investigations shall include all materials and service to be supplied and/or work to be done and no claims will be accepted for unintentional error or omissions in the contract agreement. Arrangements for site inspection can be made by contacting Tyler Young (Recreation & Culture Manager) at the Memorial Sports Centre – 807-274-4561 x 1717.

8.0 QUALIFICATIONS

- 8.1 - The lowest or any proposal will not necessarily be accepted.
- 8.2 - The Town reserves the right to reject any or all submissions, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole discretion.
- 8.3 – The Town reserves the right to disqualify proposals not submitted in strict accordance with the requirements of this document.
- 8.4 – All pages of the submission must be numbered.
- 8.5 - It is the responsibility of the Concessionaire to determine the levy of HST amounts and shall show the HST amount separately, or alternatively cite the basis of exemption in lieu thereof.
- 8.6 - The successful proposal must be approved by Council.

9.0 LIST OF ADDENDA

- 9.1 - During the RFP period, the applicants may be advised of required additions to, deletions from, or alterations in the document. All such changes shall become an integral part of the RFP requirements and be allowed for in the submission.

10.0 SUBMISSION WITHDRAWAL AND AWARD

- 10.1 - Proposals received by the Administrator prior to closing may be withdrawn upon written application only. Withdrawal of Proposal shall be in writing with the official company logo, letterhead, corporation signature and/or seal only. The last proposal received by an applicant shall invalidate all previous submissions received from the same proponent. No contract will be negotiated without Council's approval or direction.

11.0 LICENSES AND PERMITS

- 11.1 - Prior to commencing operations under this contract, the successful proponent shall, at their own expense, secure and keep in effect all permits, licenses, and authorizations that may be required by Federal, Provincial, and Municipal Authorities.

12.0 EVALUATION

- 12.1 - Proposal evaluation will include, but not be limited to, the financial contribution to the Town, the proponents past experience in the food service retail sector, hours of operation, creativity of proposal, and ability to complement facility programs and services.

13.0 PROPOSAL REQUIREMENTS

13.1 The successful proposal will include, but not necessarily be limited to the following:

- Request for Proposals Cover Sheet
- Financial Contribution to the Town
- Product Selection and Pricing
- Hours of Operation
- Proponents Experience, including two references
- Staffing Policy
- Customer Relations
- Proposed Facility Improvements (if any), including dollar value

14.0 AGREEMENT

14.1 - The successful applicant will enter into an agreement with the Town of Fort Frances. An example of such agreement is attached and is subject to the inclusion of the terms and conditions of the successful proponent.

15.0 CLOSING DATE

15.1 - The Request for Proposals closes at 2:00 pm Local Time (C.S.T.), Tuesday August 2nd, 2022 and will be publicly opened immediately thereafter at the Committee Room, Civic Centre, Fort Frances, Ontario.

Four (4) copies of the proposal, fully completed, sealed, and marked as “**R.F.P. No. 2022-CSEC-01**” must be delivered to the main reception desk in the Finance Department at the Civic Centre, 320 Portage Avenue, Fort Frances, Ontario, no later than 2:00 pm (C.S.T.) on the closing date.

16.0 MUNICIPAL FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT

16.1 - The Town is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore the contents of all proposals can be made public as a condition of the request for proposal process.

Schedule "A"

List of Canteen Equipment currently in the Facility

- 1 Quest Gas Grill and Oven Combination
- 1 Quest Two Basket Deep Fryer
- 1 Popcorn Machine
- 3 Deep Freeze Chests
- 2 Bunn Coffee Machines with corresponding glass pots
- 2 Pepsi-branded Display Coolers

REQUEST FOR PROPOSALS 2022-CSEC-01

TENDER FORM

**TO PROVIDE FOOD/CANTEEN SERVICES
AT THE MEMORIAL SPORTS CENTRE**

Tenderer Name _____

Address _____

Phone #'s _____

Signature _____

Witness Signature _____ Witness Name _____
(or company seal) (printed)

Dated this _____ day of _____, 2022.

Financial

The proponent shall pay to the Town a minimum guarantee of \$ _____ per month,

OR

A minimum of _____% of all monthly gross sales,

OR

Compensation proposed as follows:

