



REQUEST FOR PROPOSALS

OPERATION OF NIPIGON COMMUNITY CENTRE CONCESSION

Deadline to apply September 1st, 2024

Scope:

The concession to be awarded under these specifications shall grant exclusive right and privilege to the concession operator (the Operator) to operate the canteen concession for a defined term at the Nipigon Community Centre, owned by the Township of Nipigon. The concession covers only the actual canteen at the above location: the remainder of the building is under the administration of the Township.

Supplies and Equipment:

The Township will supply the equipment currently at this facility as of October 1st, 2024, to March 31st, 2025, with the possibility of a year-round operation. The maintenance of this equipment will be the responsibility of the Operator. Other equipment the Operator deems necessary for the operation of the concession will be the responsibility of the Operator. All equipment installed or used must comply with applicable building and/or CSA safety codes. The Operator is prohibited from installing or operating any equipment that would increase the Townships insurance premiums for this facility.

Sales & Products:

The quantity and quality of all goods for sale must be up to acceptable standards. The menu items will be set by the operator and shall provide show cards indicating the prices that they're charging for all goods for sale. Such cards must be placed in such a way as to be always in clear view of the public. Due to the increase in individuals with allergies, consideration of allergen free food would be appreciated along with offering healthy eating options, at the Nipigon Community Centre Canteen.

Utilities:

The Township will provide electric power, gas, water, internet, and heat. Telephones shall be maintained at the expense of the Operator as well any garbage removal.

Performance:

Each applicant may be required to furnish evidence that they have been successfully engaged in operations of the above nature in the past and that they are competent to perform the work contemplated hereunder. A minimum of one {1} worker present must have their Safe Food Handling Course which must be provided and attached to the RFP. It is expressly understood that the Manager of Culture and Recreation is the representative of the Township and must be cooperated with at all times.

Period of Operation:

The concession hours must coincide with the hours of operation of the Nipigon Community Centre. Proposals will be considered for either full-time or part-time concession operation as follows:

- **OPTION 1# - PART-TIME OPERATION**

This option will require the successful bidder to operate **only** during events such as hockey practices (up to 5 hours per day, Monday-Thursday for example, 3:30-8:30 or 4pm-10pm), hockey tournaments, Jr. B games (usually Friday evenings) and any other events that may arise throughout the season.

- **OPTION 2# - FULL-TIME OPERATION**

This includes mandatory operation as per Option #1, and any additional hours, provided the hours of operation align with those of the Nipigon Community Centre.

Length of Concession:

This agreement shall be for 6-months, and the Township may entertain a request to extend hours during beyond contract term can be negotiated at any time during the contract term at an increased rate.

The Township may cancel this agreement at any time for:

- failure to provide services as described herein;
- in the event of an Operator being adjudicated bankrupt;
- failure to adhere to the general Regulations;
- crisis management-working in good faith

If the Township cancels the agreement for the above listed causes, there will be no refund of lease payments already paid.

Concession Fees:

The applicant shall indicate in their proposal what they would expect to pay to the Town for the granting of this concession for a 6-month period.

Concession Personnel:

Concession personnel are employees of the Operator, not the Township, and the Operator is responsible for all their personal and obligations.

Concession Maintenance Standard:

The Operator is responsible to clean and continue to maintain the premises to a standard of cleanliness acceptable to the Township, and the Thunder Bay District Health Unit.

Liability Insurance:

The Operator shall supply to the Township, before beginning operations, proof of liability insurance in the amount of one million dollars (\$1,000,000) for the operation of the concession, with the Township of Nipigon being named an additional insured.

Execution of Agreements:

The Operator will be expected to sign an agreement with the Township setting out all conditions for operation of the concession.

Terms and Conditions:

1. The area covered by this proposal is the canteen of the Nipigon Community Centre.
2. Payment of lease must be paid to the Township of Nipigon monthly and is due the first of each month beginning October 1st, 2024.
3. The Township of Nipigon does not guarantee a minimum amount of canteen revenue.

RESPONSE TO REQUEST FOR PROPOSALS
FOR OPERATION OF THE
NIPIGON COMMUNITY CENTRE CONCESSION

The undersigned hereby provides the below quote for concession services at the Nipigon Community Centre in accordance with the terms and conditions stated in this “Request for Proposals – Operation of Nipigon Community Centre Concession” document. A description of experience, a proposed list of menu items, and proof of the Operators Safe Food Handling certification must be attached to this quotation for it to be accepted. Prior to award of contract, the Township of Nipigon may ask the successful candidate for two (2) professional references.

Our quote for the above project is (please only choose one option):

OPTION # 1 – PART-TIME OPERATION (Minimum proposal accepted will be \$600/month)

\$ _____ per month, for six months.

OPTION #2 – FULL-TIME OPERATION (Minimum proposal accepted will be \$1,000/month)

\$ _____ per month, for six months.

(Respondents may submit a proposal for one or both options)

Company/ Agency/ Association Name: _____

Business Address: _____

Telephone #: _____ Fax#: _____

Email: _____

Contact Name: _____

Authorized Signature: _____

Title: _____

Date: _____