



The Corporation of the Township of Douro-Dummer

Request for Proposal

Identification: PR-2022-02

Canteen Operator Services for the Douro Community Centre and Warsaw Community Centre

RS - Recreation Services

Tender Closing

Date: Friday, October 14, 2022

Time: 12:00PM (noon) local time

**Location: The Township of Douro-Dummer
894 South Street
Warsaw, Ontario K0L 3A0**

Late Bids Will Not Be Accepted.

The Corporation of the Township of Douro-Dummer reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this Call for Bids at any time.

1. SUMMARY AND BACKGROUND

The Township of Douro-Dummer is seeking an individual or organization to provide Food Service Operations for patrons at the Township's **two (2)** Community Centres/Arenas. The canteens are self-contained municipally owned facilities inside the Douro Community Centre located at 2893 Highway 28, Douro-Dummer, and the Warsaw Community Centre located at 93 Ford Street, Warsaw. The canteens will operate from October 2022 to March 2023.

During the winter months the Douro and Warsaw Community Centre's ice surface is home to minor hockey, adult and rep hockey leagues and public skating. The Douro Community Centre also contains two rental rooms, and the Warsaw Community Centre has one rental room that can accommodate private parties, meetings, and workshops. There may also be special events from time to time that will be communicated to the Operator.

2. GENERAL TERMS AND CONDITIONS

i. Site Visit

Site visits may be coordinated as requested by contacting Mike Mood, Manager of Recreation Facilities at 705-742-0008 or by emailing mikem@dourodummer.on.ca.

ii. Submission of Tenders

Proposals are to be submitted on or before Friday, October 14, 2022 at 12:00 p.m. (noon) local time to:

Mike Mood, Manager of Recreation Facilities

Township of Douro-dummer
894 South Street
Warsaw, Ontario
K0L 3A0

iii. Process Schedule

The Township of Douro-Dummer intends to utilize the following schedule in completion of this process. The Township reserves the right to amend the schedule should it be deemed necessary.

Issuance of RFP – September 15, 2022

Deadline for inquiries/clarifications – October 12, 2022

Deadline for submissions – October 14, 2022

iv. Tender Form

Sealed tenders must be submitted to the Township of Douro-Dummer using the Canteen Bid Submission Form, Appendix A hereto, and shall be signed by the bidder, with their business address clearly indicated. The Township will not be responsible for any lost documents.

v. Cost of Submission

Bidders assume responsibility for all costs, expenses, loss, damage and liabilities incurred as a result of or arising from the invitation to bid.

vi. Rejection of Tenders

The following tenders will be rejected:

1. Late tender
2. Incomplete tender
3. Canteen Bid Submission Form not signed
4. Canteen Bid Submission Form not used

vii. Irrevocable

All tenders will be irrevocable for a period of ninety (90) days from the closing date of the Tender or until a Contract is signed with the Successful Proponent, whichever comes first.

viii. Withdrawal of Tenders

Requests for withdrawal of tenders received prior to closing time will be allowed. However, withdrawal requests received after the closing time will not be allowed.

ix. Errors and Omissions

It is understood, acknowledged and agreed that while this Request for Tenders includes specific requirements and specifications, and while the Township of Douro-Dummer has used considerable efforts to ensure an accurate representation of information in this tender, the information is not guaranteed by the Township to be comprehensive or exhaustive. Nothing in the tender is intended to relieve the bidders from forming their own opinions and conclusions with respect to the matter addressed in the Request for Tenders. There will be no consideration of any claim, after submission of Request for Tenders, that there is a misunderstanding with respect to the conditions imposed by the contract.

x. Insurance

The successful candidate shall maintain comprehensive liability and fire insurance in the minimum amount of Five Million Dollars (\$5,000,000.00), including tenant's package, and all coverage necessary for the operation of a food and beverage service so that full indemnity is provided to the Township for the operation of the premise as a canteen.

The tenant shall provide evidence on the Certificate of Insurance of this coverage including confirmation that the Township of Douro-Dummer is an additional insured. The Tenant agrees that all coverage obtained will be maintained during the term of the Lease and shall be on terms and to the extent required and acceptable to the Municipality's Insurers.

xi. Indemnification and Hold Harmless

The successful bidder shall indemnify and save harmless the Township of Douro-Dummer, Council Members and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or missions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.

xii. Restriction of Use

The premise shall be used as a canteen only. The canteen cannot be used for any purpose which may render the insurance on the Douro and Warsaw Community Centres as void or voidable.

xiii. Historical Performance

The Manager of Recreation Facilities or designate reserves the right to disqualify and remove from the tender process those whose historical performance has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations, of which the Manager shall be the sole judge.

3. SCOPE

i. The Township of Douro-Dummer will lease the canteen space to the successful bidder for one (1) upcoming ice season (2022-2023) with option of renewal should all of the conditions in the Contract be met.

ii. The lessee is responsible for providing canteen services whenever the arena is open to the public. Hours may vary due to tournaments, special events, and ice bookings. Some discretion is used in consultation with the Manager of Recreation Facilities and the successful proponent. The successful proponent is responsible for operating the canteen and being open during arena business hours. As such, proponents must indicate, in their Tender, that they are agreeable to operating the canteen during these hours, unless otherwise arranged with the Manager of Recreation Facilities.

iii. The lessee is responsible for hiring their own employees, however, the Manager of Recreation Facilities should be aware of anyone who has access to the facility. All

employees should be trained in safe food handling, health and safety, and must obtain a Police Vulnerable Sector Check.

iv. The lessee will be responsible for purchasing, payment and inventory management of all products and supplies required to the preparation and delivery of food and non-alcoholic beverages exclusively from Coca-Cola Ltd.

v. The lessee will sell food and drink (excluding alcoholic drinks and energy drinks) only. The Municipality promotes active and healthy living and the canteen menu will reflect this vision. The canteen operator will provide a menu that will include traditional and healthy options as per the suggested outline:

- Traditional snacks such as chips, cookies, chocolate bars
- Healthy snacks such as granola bars, yogurt (tubes or other), muffins, fruit
- Traditional meal items such as poutine, french fries, onion rings
- Healthy meal items such as breakfast sandwiches, bagels and cream cheese, wraps
- Traditional drinks such as soft drinks, coffee, tea
- Healthy drinks such as water and juice
- Added value healthy options – as proposed by the canteen operator

vi. The Township of Douro-Dummer will provide:

- existing utilities: electricity, water, garbage/recycling disposal;
- janitorial services to the dining area only (not kitchen area);
- all building maintenance, grounds care, mowing and snow removal.

vii. The term of the canteen operation will be for 6 months (October to March) and may vary according to ice time.

v. The Township of Douro-Dummer will provide the following canteen equipment (1 (one) gas deep fryer with a vent hood system, beverage coolers, mini freezers, and the possibility of a small storage space at each location) in a turnkey operation. The bidder will be responsible for ancillary equipment at their discretion (pots and pans). All other desired equipment will be the responsibility of the successful bidder. The Manager of Recreation Facilities should be notified and provide approval before any additional equipment is added to the canteen facility. Whether it be leased or owned. If such equipment is gas fired or requires permanent wiring it must be installed according to the current building code standards and inspected prior to use.

4. BID SUBMISSION INSTRUCTIONS

i) Questions

Questions regarding the canteen Request for Tenders may be submitted by email to mikem@dourodummer.on.ca until Wednesday, September 28, 2022 at 4:00 p.m.

The Township of Douro-Dummer reserves the right to post relevant answers and/or issue addendums to the RFP on the Municipality's website (www.dourodummer.ca) for review by all potential bidders.

ii) Bid Submission and closing date

Bids must be delivered in a sealed envelope and submitted to the undersigned prior to the closing date of September 30, 2022 at 12:00 pm (noon).

Mike Mood, Manager of Recreation Facilities

Township of Douro-dummer
894 South Street
Warsaw, Ontario
K0L 3A0

iii) Canteen Bid Submission Form

All tenders must be submitted to the Township of Douro-Dummer using the Canteen Bid Submission Form, APPENDIX A hereto, and shall be signed by the bidder, with their business address clearly indicated. The Township will not be responsible for any lost documents.

iv) Lease Fees

The term of the Contract is one year for the months of October to March. The minimum monthly lease rate is set at \$150 plus HST for each location however bidders are asked to propose their own monthly lease rate (not lower than \$150) bearing in mind competition and the tender evaluation criteria based on lease rates. The lease fee should be stated in the form of a monthly lease amount exclusive of HST.

v) Experience

Tenders should include examples of similar services provided by the applicant. Tenders should also outline the experience and qualifications of the applicant and any other personnel who will be directly involved in the operations.

vi) Proposed Menu

Tenders should include a menu with prices that would be provided while operating the canteen.

vii) List of References

Tenders should list businesses, organizations or individuals who might supply a reference to the level and quality of service provided by the operator. Please supply a minimum of three (3) such references.

5. TENDER EVALUATION

The Township of Douro-Dummer will compare and evaluate each tender to determine the tender which is the best overall value to the Municipality, using the following criteria:

Proponent's menu choices and pricing – 40%

Lease amount proposed – 25%

Proponent's experience and qualifications in the delivery of canteen services – 20%

Proponent's approach and methodology in providing the services required in this RFP) – 15%

In addition to the submitted tender, the Township of Douro-Dummer reserves the right to invite one or more vendors for interviews and/or presentations to further clarify their tender should it be deemed necessary.

The Municipality reserves the right, in its sole discretion, to consider other additional criteria in the evaluation of the tenders. The Municipality reserves the right to not complete a detailed evaluation of a tender if the Municipality concludes, having undertaken a preliminary review of the tender, that the proponent or tender as compared to all the tenders is not in contention to be the selected tender.

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

APPENDIX A
Canteen Bid Submission Form

Name of Operator/Business *

Address *

Telephone *

Cell:

Fax:

Email

Contact *

Title

Proposed Monthly Rent to the Township of Douro-Dummer* (\$)

Experience - Please list relevant experience below. *

Proposed Menu Including Prices - Please attach additional page(s) if more space is needed. *



References - Please list three (3) related references below. *

I/We, the undersigned, herewith propose to supply Canteen Services, in accordance with the specifications issued by the Township of Douro-Dummer.

Name of Operator/Business *

Authorized Signature

Sealed proposals must be submitted to the Township of Douro-Dummer using the Canteen Bid Submission Form, Appendix A hereto, and shall be signed by the bidder, with their business address clearly indicated.

The Township will not be responsible for any lost documents. Proposals are to be submitted on or before **Friday, October 14, 2020 at Noon (12:00 p.m.)** local time to:

Mike Mood, Manager of Recreation Facilities

Township of Douro-dummer
894 South Street
Warsaw, Ontario
K0L 3A0