



The Corporation of the Township of Lucan Biddulph
Request for Proposal
For
Canteen Services
at the
Lucan Biddulph Community Memorial Centre

Proposal Closing

Date: Friday, March 24th, 2023

Time: 12:00PM (noon) local time

**Location: The Township of Lucan Biddulph
270 Main Street
Lucan, On N0M 2J0**

Late Proposals Will Not Be Accepted.

The Corporation of the Township of Lucan Biddulph reserves the right to accept or reject all or part of any Proposal and also reserves the right to accept other than the lowest Proposal and to cancel this Request for Proposals at any time.

1. SUMMARY AND BACKGROUND

The Township of Lucan Biddulph is seeking an individual or organization to provide Food Service Operations for patrons at the Lucan Biddulph Community Memorial Centre. The canteen is a contained municipally owned facility inside the Lucan Biddulph Community Memorial Centre, located at 263 Main Street Lucan Ontario. The canteen can operate during the hours the community centre is open to the public. These hours are Monday - Sunday 7am - 11pm daily. The Lucan Biddulph Community Memorial Centre is open on all holidays with exception of closure December 24th at 1pm – December 27th 7am, and December 31st 1pm – January 2nd 7am.

The Lucan Biddulph Community Centre is home to minor hockey, adult and rep hockey leagues and public skating. The Lucan Biddulph Community Memorial Centre also contains a gymnasium, a child care, two rental halls that can accommodate adult and youth programming, summer camps, private parties, meetings, and workshops, a newly renovated pool that operates from July 1st to August 31st and is also the home to two large baseball diamonds and soccer fields utilized for youth and adult recreation. A future fitness centre is also located within this facility. 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 Paul Smith, Manager of Parks and Recreation at 519-494-0954 or by emailing psmith@lucanbiddulph.on.ca

ii. Submission of Proposals

Proposals are to be submitted on or before Friday, March 24th, 2023 at 12:00 p.m. (noon) local time to

Paul Smith
Manager of Parks and Recreation
Township of Lucan Biddulph
270 Main Street
Lucan, Ontario
N0M 2J0

iii. Process Schedule

The Township of Lucan Biddulph 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 – February 24th 2023

Deadline for inquiries/clarifications – March 17th 2023

Deadline for submissions – March 24th 2023

iv. RFP Form

Sealed Proposals must be submitted to the Township of Lucan Biddulph 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

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

vi. Rejection of Proposals

The following RFP's will be rejected:

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

vii. Irrevocable

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

viii. Withdrawal of Proposals

Requests for withdrawal of proposals 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 Proposals includes specific requirements and specifications, and while the Township of Lucan Biddulph 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 proposals is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matter

addressed in the Request for Proposals. There will be no consideration of any claim, after submission of Request for Proposals, 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 Lucan Biddulph 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 Lucan Biddulph, 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 Lucan Biddulph Community Memorial Centre as void or voidable.

xiii. Historical Performance

The Manager of Parks and Recreation or designate reserves the right to disqualify and remove from the proposal 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 Lucan Biddulph will lease the canteen space to the successful bidder for one (1) upcoming season (September 2023- September 2024) with option of renewal should all of the conditions in the Contract be met. If Successful proponents are able an agreement to begin canteen services prior to the September 2023 start date can be agreed upon under terms with the Township of Lucan Biddulph.

ii. The lessee is responsible for providing canteen services whenever the facility is open to the public. Hours may vary due to tournaments, special events, and bookings. Some discretion is used in consultation with the Manager of Parks and Recreation and the successful proponent. The successful proponent is responsible for operating the canteen and being open during business hours. As such, proponents must indicate, in their Proposal, that they are agreeable to operating the canteen during these hours, unless otherwise arranged with the Manager of Parks and Recreation. Proponents may provide their preferred hours of operation within the proposal document.

iii. The lessee is responsible for hiring their own employees, however, the Manager of Parks and Recreation 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 beverages.

v. The lessee will sell food and drink only, other items may be agreed upon under the discretion of the Manager of Parks and Recreation as deemed appropriate such as (stick tape, laces etc.)

vi. The Township of Lucan Biddulph will provide:

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

vii. The term of the canteen operation will be for 12 months and may vary according to rental and programming times.

viii. The Township of Lucan Biddulph will provide the following canteen equipment: (2 (two) gas deep fryers with a vent hood system, 1 (one) flat top gas grill with vent hood, 1 (one) hotdog roller, 1(one) fridge, 1(one) freezer.

The Proponent will be responsible for ancillary equipment at their discretion (pots and pans etc.). All other desired equipment will be the responsibility of the successful Proponent. The Manager of Parks and Recreation 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 Proposals may be submitted by email to psmith@lucanbiddulph.on.ca until Friday March 17th at 4:00 p.m.

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

ii) Proposal Submission and closing date

Proposals must be delivered in a sealed envelope and submitted to the undersigned prior to the closing date of March 24th, 2023 at 12:00 pm (noon).

Paul Smith, Manager of Parks and Recreation

Township of Lucan Biddulph
270 Main Street
Lucan, Ontario
N0M 2J0

iii) Canteen Bid Submission Form

All Proposals must be submitted to the Township of Lucan Biddulph 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. Proponents are asked to propose their own monthly lease rate bearing in mind competition and the proposal 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

Proposals should include examples of similar services provided by the applicant. Proposals 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

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

vii) List of References

Proposals 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. PROPOSAL EVALUATION

The Township of Lucan Biddulph will compare and evaluate each proposal to determine the proposal which is the best overall value to the Municipality, using the following criteria:

Menu choices and pricing – 20%

Hours of operation – 10%

Lease amount proposed – 25%

Experience and qualifications in the delivery of canteen services – 20%

Approach and methodology in providing the services required in this RFP – 25%

In addition to the submitted Proposal, the Township of Lucan Biddulph reserves the right to invite one or more vendors for interviews and/or presentations to further clarify their proposal should it be deemed necessary.

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

LOWEST OR ANY PROPOSAL 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 Lucan Biddulph* (\$)

Experience - Please list relevant experience below. *

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

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide a proposed menu including prices. The box is currently blank.

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 Lucan Biddulph.

Name of Operator/Business *

Authorized Signature

Sealed proposals must be submitted to the Township of Lucan Biddulph using the Canteen Bid Submission Form, Appendix A hereto, and shall be signed by the proponent, 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, March 24, 2023 at Noon (12:00 p.m.)** local time to:

Paul Smith, Manager of Parks and Recreation

Township of Lucan Biddulph

270 Main Street

Lucan, Ontario

NOM 2J0