



## **Request for Proposal PF-24-03**

### **Management and Operation of the Cavan Monaghan Community Centre Concession Booth (Staff-Approved Award)**

Anyone downloading this document and wishing to submit a bid must ensure that they have registered with the Manager of Parks and Facilities by completing the Registration Form on page 18 of this RFP. By registering you will be added to the bidder's mailing list and will receive any Addendum that may be issued with respect to this document.

Failure to register may result in your bid being disqualified. To register please complete the Registration Form (page 18) and return it to Chris Allison, Manager of Parks and Facilities, 988 County Road 10, Millbrook, ON L0A 1G0 or by email [callison@cavanmonaghan.net](mailto:callison@cavanmonaghan.net).

Bids must be received by the Manager of Parks and Facilities in a sealed envelope clearly marked with the name and address of the responder, Request for Proposal name and number. Completed bids must be delivered to the Manager of Parks and Facilities, 988 County Road 10, Millbrook, ON L0A 1G0 no later than 10:00 a.m. Tuesday August 14, 2024.

Failure to submit the bid in the format requested may result in it being disqualified.

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## 1.0 Intent

The Township of Cavan Monaghan (hereinafter referred to as the Township) is seeking proposals from firms, individuals or community service groups who would be interested in managing and operating the food services at the Cavan Monaghan Community Centre Concession Booth. The intent of this Request for Proposal (hereinafter referred to as RFP) is to ensure quality products and excellent customer service are provided in an affordable yet profitable manner.

## 2.0 Background

The Cavan Monaghan Community Centre is located at 986 County Road 10, Millbrook, ON. The concession space is approximately 120 square feet. The building is on Municipal services supplied by the Township. The concession booth is not equipped with a fire suppression system as a result grease laden cooking is not permitted. A list of concession booth equipment is listed on Appendix "C".

The Township seeks an operator to provide concession services for this location to enhance the Cavan Monaghan Community Centre atmosphere and to service the demands of the facility's many visitors. Interested parties may submit an RFP to operate the concession booth.

Appendix "A" is attached - Drawing of the Concession Booth.

## 3.0 Request for Proposal Schedule

The following is a schedule to assist Proponents:

Release of RFP	Tuesday July 23, 2024
Question Deadline	Tuesday, August 6, 2024 at 10:00 a.m.
Closing Date and Time	Tuesday, August 14, 2024 at 10:00 a.m.
Opening Date and Time	Tuesday, August 14, 2024 at 11:00 a.m.
Staff-Approved Award	Week of August 19, 2024
Execute Agreement	Week of August 19, 2024

#### **4.0 Submission Instructions**

The Registration form (Appendix B) for individuals, companies, and other organizations is required to be submitted to the Parks and Facilities Department. The form can be delivered direct to 988 County Road 10, Millbrook, ON L0A 1G0 or emailed to Chris Allison, Parks and Facilities Manager [callison@cavanmonaghan.net](mailto:callison@cavanmonaghan.net).

#### **4.1 Closing Date and Time/Opening Date and Time**

Proponents are required to submit one (1) signed original and four (4) copies of the Request for Proposal in a sealed envelope clearly identified as Request for Proposal PF-24-03, Management and Operation of the Cavan Monaghan Community Centre Concession Booth to Chris Allison, Manager of Parks and Facilities, 988 County Road 10, Millbrook, ON L0A 1G0 and must be received on or before Tuesday, August 14, 2024 at 10:00 a.m. local time. Failure to submit the Form of Proposal (page 16) will result in your proposal being rejected.

Proponents are solely responsible for ensuring bids are received by the Township prior to the closing date and time.

RFPs will be opened at 11:00 a.m. local time, Tuesday August 14, 2024 in the Council Chambers, 988 County Road 10, Millbrook, ON L0A 1G0.

#### **4.2 Late Submissions**

Proposals received by the Township later than the specified closing time will be returned, unopened, to the Proponent.

#### **4.3 Period of Acceptance**

The proposal submission is to remain firm for acceptance for a period of fifteen (30) days from the date of Council Approval.

#### **4.4 Questions/Inquiries**

- a) Inquiries regarding this RFP are to be directed to Chris Allison, Manager of Parks and Facilities at 705-932-2911 or e-mail to [callison@cavanmonaghan.net](mailto:callison@cavanmonaghan.net). Inquiries must not be directed to other Township employees or Elected Officials. Directing inquiries to any person(s) other than the Manager of Parks and Facilities may result in your submission being rejected.
- b) All clarification requests are to be sent in writing to the individual mentioned in 4.4(a) above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all Proponents in writing in

the form of an Addendum which will be emailed and posted on the Township's Bids and Tenders section of the Township's website at:

<http://cavanmonaghan.net/Municipal Services/Bids and Tenders>

- c) The Township assumes no responsibility for any verbal (spoken) information from any Township staff or from any Consultant firms retained by the Township, or from any other person or persons who may have an interest in this Proposal. Amendments or changes to this Proposal prior to the closing date and time stated herein will only be in the form of a written Addendum and said Addendum will be issued by the Manager of Parks and Facilities of the Township. Any Addendum will be faxed, emailed and posted on the Township's Bids and Tenders section of the Township's website at:

<http://cavanmonaghan.net/Municipal Services/Bids and Tenders>

By submitting a proposal in response to this Request for Proposal, the Proponent acknowledges and agrees that any Addendum will be emailed and posted on the Township's Bids and Tenders section of the Township's website at:

<http://cavanmonaghan.net/Municipal Services/Bids and Tenders>

Failure to acknowledge receipt of all Addendums on the form of proposal will result in your bid being rejected.

- d) Each Proponent must review all proposal documents and promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted to the Township in writing.
- e) Where a request results in a change or a clarification to the proposal, the Township will prepare and issue an Addendum to this proposal as stated in section 4.5 c). No Addendum will be issued forty-eight (48) working hours prior to closing.

#### **4.5 Rights Reserved by the Township**

- a) The Township is not liable for any costs incurred by the Proponent in the preparation of their response to the RFP or selection interviews, if required. Furthermore, the Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Township of any proposal, or by reason of any delay in the award of the proposal.

- b) The highest rental proposal will not necessarily be accepted. The Township reserves the right to accept/reject any or all proposals and/or reissue the RFP in its original or revised form.
- c) The Township reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the RFP.
- d) The Township reserves the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of a contract.
- e) The Township reserves the right to cancel this RFP at any time, without penalty or cost to the Township. This RFP should not be considered a commitment by the Township to enter into any contract.
- f) In the event of any disagreement between the Township and Proponent regarding the interpretation of the provisions of the RFP, the Manager of Parks and Facilities or an individual acting in that capacity, shall make the final determination as to interpretation.

#### **4.6 Treatment of Information**

- a) The information submitted in response to this RFP will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purposes stated in this request.
- b) The Proponent does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in this section of the RFP.
- c) Misunderstanding of the terms and conditions of the contract relating to site conditions and/or failure to make the necessary examinations or investigations shall not be accepted as an excuse for any default on the part of the successful Proponent to fulfill in every detail all the requirements of the said contract or be accepted as a basis for any claims whatsoever for extra compensation or an extension of time.

#### **4.7 Registration Form**

Appendix "B" is attached – Registration Form (page 18).

#### **5.0 Requirements at Time of Execution**

Subject to an award of the proposal, the successful Proponent is required to submit the following documentation in a form satisfactory to the Township for execution within ten (10) working days after being notified to do so in writing:

1. Insurance Documents
2. Clearance Certificate from the Workplace Safety & Insurance Board (see section 5.2)
3. Safety Policies and Procedures and Related Documentation (see section 5.3)

If the successful Proponent, for any reason, defaults or fails in any matter or item referred to under "Requirements at Time of Execution", the Township reserves the right to accept any other bid, advertise for new proposals or carry out the work in any way as the Township may, at its sole discretion, deem best.

## **5.1 Insurance and Indemnification**

- a) The successful Proponent must at its own expense obtain and maintain until the termination of the contract, and provide the Township with evidence of:
  - i) Comprehensive general liability insurance on an occurrence basis for an amount not less than two million dollars (\$2,000,000) and shall include the Township as an additional insured with respect to the successful Proponent's operations, acts and omissions relating to its obligations under this RFP, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employer's liability, cross liability and severability of interest clauses.
  - ii) The successful Proponent shall not commence operations until satisfactory evidence of insurance has been filed with and approved by the Clerk of the Township. The successful Proponent will further provide evidence that the continuance of said insurance is filed at each policy renewal date of the duration of the contract.
- b) The successful Proponent indemnifies and holds the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful Proponent, its agents, officers, employees or other persons for whom the successful Proponent is legally responsible.

## **5.2 Workplace Safety & Insurance Board**

- a) The successful Proponent shall furnish a WSIB Clearance Certificate covering the contract period and indicating their WSIB firm number, account number and that their account is in good standing. This form must be given to the Township

prior to commencement of operations. The successful Proponent further agrees to maintain their WSIB account in good standing throughout the contract period.

- b) If the successful Proponent is a self-employed individual, partner or executive officer who does not pay WSIB premiums and is recognized by WSIB as an independent operator, a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the Township prior to commencement of work.

### **5.3 Safety Policies and Procedures and Related Documentation**

The successful Proponent agrees to follow all the required provisions of the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, Ontario Food Safety Act, and all other federal and provincial regulations concerning the operations and preparation of food.

In the case where the successful Proponent has more than five (5) workers they must submit a detailed report outlining their health and safety policy, their operational procedures and practises, and a list of employees, including names, addresses and phone numbers. Subject to Council approval.

## **6.0 Specific Terms and Conditions**

### **6.1 Length of Contract**

The contract awarded to the successful Proponent shall be for a one (1) year period. At the end of the one (1) year term a review will be completed by the successful Proponent and the Manager of Parks and Facilities. If both parties mutually agree that the operation of the concession booth has been successful, then an additional two (2) year term will be granted.

### **6.2 Financial Loss**

The Township shall in no case be required to cover operational losses in whole or in part at any time during the contract regardless of any circumstances that may be presented in the operation of the facility.

### **6.3 Taxes and Licences**

The successful Proponent shall pay all applicable taxes arising directly or indirectly out of the business including, without limitation, applicable property taxes attributed to the food service premises, business taxes, licence fees, employer health taxes and sales taxes.



#### **6.4 Personnel**

- a) The successful Proponent shall provide a list of employee names(s) and telephone number(s) to the Township and shall be responsible to ensure the list is updated as changes occur.
- b) All staff hired by the successful Proponent shall be the employees of the successful Proponent who shall be solely responsible for the arrangement of relief, remuneration, supervision, discipline, health and safety, Employment Insurance, Canada Pension, Workers' compensations, leave, uniform, footwear and all other matters arising out of the relationship between employer and employee. The successful Proponent shall show due diligence in the hiring process to ensure that staff are appropriately screened for their ability to be employed in the concession environment.
- c) Payment of employee fringe benefits including statutory holiday pay, overtime pay, severance pay, etc., shall be the sole responsibility of the successful Proponent.

#### **6.5 Access to Buildings**

The successful Proponent will be provided with access to the concession booth during regular business hours. All deliveries must be made directly to the successful Proponent. Township staff will not receive or coordinate the receipt of food services products or supplies.

#### **6.6 Loss or Damage**

It shall be the successful Proponent's responsibility to maintain appropriate controls over the storage and safekeeping of property belonging to the successful Proponent (including inventory, money and equipment) maintained on the premises. The Township will not be liable for any loss or damage to the successful Proponent's property stored on the premises, for any reason.

#### **6.7 Disqualification of Proponents**

More than one proposal from an individual firm, partnership, corporation or association under the same or different name will not be considered. Collusion between Proponents will be sufficient reason for rejection of all proposals so affected.

#### **6.8 Sub-Contractors**

The successful Proponent will not sub-contract the operations of the concession booth without the consent of the Township.

If the Proponent wishes to sub-contract operations, they will first contact the Manager of Parks and Facilities in writing noting any and all third party person(s) or organization(s) that wish to assume the operations. Upon a thorough review by the Manager of Parks and Facilities a decision will be reached as to the future direction of the operations and the Proponent will be notified in writing.

## **6.9 Emergency Contact List**

A list of names and numbers to contact in case of emergency is to be provided to the Township's representatives.

## **6.10 Occupational Health and Safety**

- a) The successful Proponent will abide by and enforce the requirement of the current Ontario Occupational Health and Safety Act, Regulations for Industrial Establishments, WHMIS Globally Harmonized System, Harassment and Violence in the Workplace, and other relevant regulations made under the Occupational Health and Safety Act.
- b) For the purposes of this contract the successful Proponent will be considered the Employer as defined by the Ontario Occupational Health and Safety Act. The successful Proponent will appoint an appropriate number of supervisors to provide supervision to their employees. These supervisors appointed by the successful Proponent will be considered Supervisors and must be Competent Persons as defined by the Ontario Occupational Health and Safety Act. A Competent Person is defined as:

A person who:

- is qualified because of knowledge, training and experience to organize the work and its performance;
- is familiar with the Ontario Occupational Health and Safety Act and the regulations that apply to the work; and
- has knowledge of any potential or actual danger to health or safety in the workplace.

The successful Proponent will establish and maintain a health and safety policy and program on approval of the Request for Proposal. The policy and program will include, but is not limited to, the following elements:

- i) roles and responsibilities of the employer, supervisors and workers;
- ii) procedures on the safe operation and maintenance of equipment, tools, machinery, etc.;
- iii) emergency and evacuation procedures;
- iv) procedures for the reporting and investigation of health and safety concerns and injuries;

- v) compliance with SDS and WHMIS 2015, labeling and training requirements of WHMIS 2015; and
  - vi) employee training on workplace hazards, safe work procedures, first aid, emergency procedures, etc.
- c) In the event of a fire, death, critical injury, disabling injury, occupational illness or other circumstance described in the Occupational Health and Safety Act the successful Proponent will notify the Ministry of Labour and any other groups or individuals as prescribed. The successful Proponent will advise the Township's representative of the above occurrences.
- d) On occasion the Township may require that the successful Proponent adhere to the Township's health and safety policies, procedures, practices, guidelines, etc. These requirements will be communicated by the Township's representative as necessary. Any cost incurred for this purpose will be borne by the successful Proponent.
- e) In addition to the above, the successful Proponent will take every precaution reasonable in the circumstances for the protection of their employees.

#### **6.11 Supplier Exclusivity Agreements**

The successful Proponent acknowledges that the Township may enter into exclusive sponsorship, advertising and supply arrangements with manufacturers and/or suppliers of various categories of products and/or services for the exclusive advertising, supply and sale of such products and/or services through the Township locations. Notwithstanding any other provision of this RFP, the successful Proponent covenants and agrees that, upon the Township providing written notice to the successful Proponent from time to time that it has concluded an exclusive arrangement with a manufacturer and/or supplier (the "Exclusive Supplier") in respect of a category of products and/or services (the "Exclusive Product Services Category"), the successful Proponent shall not from the date of such notice advertise, purchase, sell, use or display (or permit the advertising, purchase, sale use or display of), on or from the Cavan Monaghan Community Centre Concession Booth, products or services with the Exclusive Products/Services Category other than those of the Exclusive Supplier.

#### **6.12 Training**

The successful Proponent will be responsible to ensure that all employees working in the capacity of the proposal have training/certificates in the following areas:

- Food Handler Certification
- Customer Service
- First Aid

- WHMS 2015
- Emergency and Evacuation Procedures
- Harassment/Diversity Sensitivity/Violence in the Workplace
- Accessibility Training

The Township will work with the successful Proponent if they do not have the above training or are unsure on how to obtain it.

### **6.13 Water, Electricity and Heat**

The Township shall supply the water, electricity and heat as reasonably required for the operation of the food services. The Township cannot guarantee an uninterrupted supply of water, electricity or heat except that it shall use all reasonable efforts to restore service following an interruption. The Township shall not be liable for any loss which may result from the interruptions or failure or any such utility service.

### **6.14 Other Mandatory Contractual Provisions**

- a) Personnel of the successful Proponent shall observe all regulations of the Township.
- b) The successful Proponent will not permit any liens or encumbrances to be placed against the property of the Township as a result of its failure to make all payments or perform all obligations required, and will take all necessary steps at the successful Proponent's expense to remove such liens.
- c) No changes, renovations or capital improvements shall be made by the successful Proponent to equipment, the base building and its services or to the food service operation, without the permission of the Township.
- d) The successful Proponent agrees to maintain the present concession booth, the equipment, and the materials in the concession booth in good working order.

An inspection of the concession booth will be undertaken by the successful Proponent and the Manager of Parks and Facilities prior to commencement of the contract. Any and all issues, problems, and damaged property and equipment will be recorded. At the termination of the contract the premises will again be inspected by the Manager of Parks and Facilities. Any new or additional damages to the property and/or equipment in the concession booth will be the responsibility and liability of the Proponent.

During the term of the contract the Proponent is required to communicate directly with the Parks and Facilities Manager should a problem arise within the building, the concession booth, or with any equipment in the concession booth.

### **6.15 Publicity**

The successful Proponent shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of the Township except on the specific written authorization in advance of such use by the Township. The successful Proponent shall not install any signs or other displays within or outside the Township's premises unless in each instance the prior written approval of the Township has been obtained. However, nothing in this clause will preclude the successful Proponent from listing the Township on its routine client list for matters of reference.

### **6.16 Exclusivity**

The products and services provided by the concession booth operator shall be intended to serve the regular program users at the facility. As a result, the successful Proponent shall have the exclusive right to provide products and services through the concession booth only. No other provider will be given rights to provide similar products or services in the lobby of arena section of the facility with the exception of vending machines.

If another party wishes to rent the Community Hall, Meeting Room, or Studio, and provide food service for any event, they will be permitted to do so provided they do not sell any foods, meals, and/or snack items that are presently being offered in the concession booth.

### **6.17 Equipment**

Appendix "C" is attached – List of equipment available at concession booth.

### **6.18 Limitations**

The successful Proponent will not be permitted to utilize the Township's facilities for any purpose other than those services outlined in this RFP.

### **6.19 Disclaimer**

The Township will not guarantee the future operation of any facility. The Township will reserve the right to close facilities for maintenance, capital improvements, or to alter the use and purpose of the facilities or to de-commission facilities altogether. The successful Proponent will not be responsible to provide service or financial contributions to the Township while facilities are closed.

## **7.0 Proponent's Responsibilities**

The successful Proponent shall:

- a) Be responsible for cleaning, maintaining, and the proper and safe operations of all concession equipment.
- b) Be responsible to obtain a Business Licence for the Concession location.
- c) Purchase, receive, store, prepare and serve all food goods and products used in the food services.
- d) Make available a healthy food and drink options during tournament and peak arena usage times. This could include, but not limited to fruits, vegetables, grains, nuts, dairy products, smoothies, and sugarless drinks.
- e) Clean exhaust filters and overall space in use.
- f) Comply with all legal requirements of any competent body, whether municipal, provincial or federal relating to health and sanitation, and shall ensure that all areas required by it shall be kept in a clean and sanitary condition.
- g) Ensure that all food served be prepared, stored and served at the proper temperature, attractive in appearance and in compliance with Health Regulations. The storage of goods is to be restricted to the concession booth and storage area, except where prior approval has been given by the Township.
- h) Ensure that food service areas are well stocked throughout the posted hours of operation.
- i) Ensure that all display, serving and eating areas are attractive, clean and orderly at all times.
- j) Ensure that the quality of food and food preparation meet the standards required by the Ontario Food Safety Act. As well, the successful Proponent agrees to abide by any direction noted by the Health Unit following their inspection of the concession booth.
- k) Obtain all necessary supplies and employ all management and other food services personnel under its own name.
- l) Take all reasonable measures to prevent waste or damage to supplies, materials, equipment and premises of the Township; ensure proper care and maintenance of equipment and premises, and inform the Township in writing when repairs and replacements are required. The successful Proponent will be

responsible for repairs and replacement of equipment that is damaged due to misuse.

- m) Be responsible for all laundry, linen and uniform expenses.
- n) Not to hold itself out as a servant or employee of the Township, not to pledge the credit of the Township in any way whatsoever.
- o) Pay staff and suppliers on a timely basis.
- p) Adhere to the Employment Standards Act and the Human Rights Code.
- q) Dispose of garbage on a daily basis to the Township owned receptacle on the premises.
- r) Dispose of used cooking oils in an appropriate manner.
- s) Co-operate with the Township with regards to special hours of operation and staffing requirements.
- t) Clearly identify, on the premises, who the owner and operator of the concession is and hours of operation.

## **8.0 Submission Requirements**

### **8.1 General**

- a) The Township is requesting proposals from firms, individuals or service groups who are both interested and capable of undertaking the management and operation of the food services at the Cavan Monaghan Community Centre Concession Booth.
- b) The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the RFP.
- c) The responses will be assessed according to how well they assure the Township's success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the Proponent's expertise and competence.
- d) All information provided in response to this RFP must contain sufficient detail to support the services being proposed. Incomplete submissions will not be considered.

## **8.2 Specific Requirements**

Your proposal submission must follow the following format:

- a) Title page which will include the Proponent's legal name, address, telephone and fax numbers, e-mail address and name of primary contact and date.
- b) A least one (1) original signed "Form of Proposal" must be submitted with the proposal submission.
- c) Proponents are required to submit their background experience, whether it is food service or a background in a different area.
- d) Proponents are required to provide a minimum of three (3) references, including contact name and phone number.
- e) Indicate any sub-contractors that will be working at a Township facility, if applicable.
- f) Describe the training the Proponent and/or employees shall undertake.
- g) Describe how you plan to market, promote and increase revenues throughout the contract period.
- h) Indicate proposed hours of operation.
- i) Proponents must provide a complete list of menu items and pricing for each item.
- j) Provide a procedure for conflict resolution with a customer.
- k) Proponents must include the monthly or annual 5% net profit contribution payable to the Township based on a standard payment system (set monthly or annual fee).

## **9.0 Evaluation Criteria and Process**

### **9.1 Evaluation Criteria**

By responding to this RFP, Proponents acknowledge and agree to accept the recommendations of the evaluation team with regards to the successful proposal.

- a) Proposals will be evaluated by the C.A.O., Manager of Parks and Facilities and the Director of Finance/Treasurer or designates.
- b) The Evaluation Team will evaluate all the proposals received. The following criteria have been identified for the evaluation of the proposal submissions:



- i) References 15%;
- ii) How customer service will be promoted 25%;
- iii) Proposed hours of operations, menus and prices 35%;
- iv) Procedure for conflict resolution 20%; and
- v) 5% Financial return payment system offered to the Township 5%.

## **9.2 Selection Process**

Once the proposal is closed the following process will take place:

- i) Evaluate proposals based on the above criteria
- ii) Interviews, if required
- iii) Staff-Approved Award
- iv) Agreement

**\* Below space intentionally left blank**

## 10.0 Form of Proposal

At least one (1) original copy of this form of proposal must be included in your submission.

**10.1** I/We, \_\_\_\_\_, the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in this proposal.

**10.2** I/We, \_\_\_\_\_, further declare that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

**10.3** I/We, \_\_\_\_\_, further declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

**10.4** I/We, \_\_\_\_\_, further declare that the undersigned is empowered by the Proponent to negotiate all matters with the Township representatives, relative to this proposal.

**10.5** I/We, \_\_\_\_\_, further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

**10.6** I/We, \_\_\_\_\_, have received and allowed for Addendum numbered as follows: # \_\_\_\_\_ through to # \_\_\_\_\_.

Failure to acknowledge all Addendum will result in your proposal being rejected.

Company Name: \_\_\_\_\_

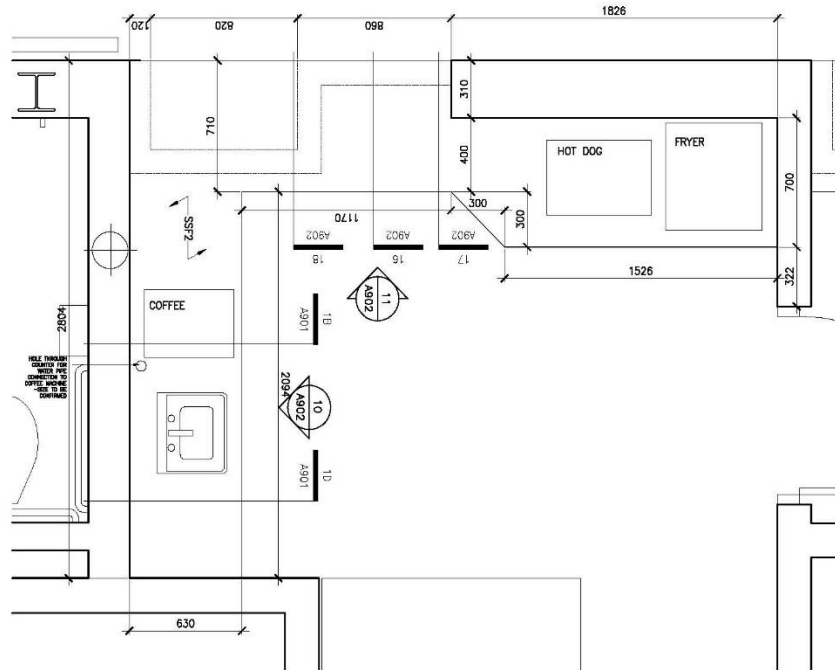
Address: \_\_\_\_\_  
(Street) (Town/City) (Province) (Postal Code)

Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

HST Registration #: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix "A" Drawing of Concession Booth



**Appendix "B"**

**Registration Form**

**Note: This form is to be completed by the Proponent who will be Submitting a Proposal to PF-24-03. The form is to be sent via e-mail or in letter form to the Manager of Parks and Facilities.**

The registration form must be completed to ensure you are added to the list of interested parties in the event of any addendum.

Failure to complete and submit this form may result in your submission being rejected.

Completed forms must be submitted to:

Chris Allison  
Manager of Parks and Facilities  
Township of Cavan Monaghan  
988 County Road 10  
Millbrook, ON LOA 1G0  
Fax: 705-932-2911  
E-Mail: callison@cavanmonaghan.net

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Date RFP was downloaded: \_\_\_\_\_

Date Registration Form submitted: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Appendix “C”**

### **List of Equipment Available at the Cavan Monaghan Community Centre Concession Booth**

1. Double cooler/refrigerator
2. Microwave (1)
3. Ventless fryer
4. 3 Locked Cupboards
5. 1 Rolling Cart