



CORPORATION OF THE TOWNSHIP OF CHAMPLAIN

NOTICE OF INTENDED PROCUREMENT

REQUEST FOR PROPOSAL

RFP No. REC2021-03 – Provide Canteen Food Services at the
Vankleek Hill Community Centre / Arena

Issue Date: July 12th, 2021

Closing Date and Time: Thursday, August 5th, 2021 at 3:00 p.m.

Notice of Intended Procurement

This Notice of Intended Procurement (NIP) is to advise qualified contractors that the Township of Champlain is requesting bids to **Provide Canteen Food Services at the Vankleek Hill Community Centre / Arena**.

Bid submissions shall be in a sealed envelope and clearly marked as indicated in the Request for Proposal to the attention of Lisa Burroughs, Director of Parks and Recreation, will be received and log stamped by **the Corporation of the Township of Champlain at the Municipal Administration Office, 948 Pleasant Corner Road East, Vankleek Hill, Ontario K0B 1R0** prior to the above referenced closing date and time.

Distribution of the Tender Documents

Complete bid submissions will be available by submitting the "Request for Bid Form" by email to lisa.burroughs@champlain.ca

'Preview of Request for Proposal' and the 'Request for Bid Form' can be found on the Township Website:

<https://www.champlain.ca/en/doing-business/bids-and-tenders.aspx?mid=5856>

Project Overview

The following is a general but not necessarily complete description of the works to be completed under this contract:

The Township of Champlain is seeking an individual or organization (*Tenant*) to provide Food Service Operations for patrons at the Vankleek Hill Community Centre/Arena canteen located at 36 Mill Street, Vankleek Hill, Ontario from October 1, 2021 to March 30, 2022, with option to renew the lease for three (3) three additional terms of six (6) months.

Tentative Schedule

Notice of Intended Procurement Issuance	July 12 th , 2021
Deadline for inquiries and clarifications	July 29 th , 2021
Closing Date	August 5 th , 2021
Contract Start Date	October 1 st , 2021

Procurement and Contractual Information

Method	Sealed Proposal
Negotiation	N/A
Electronic Auction	N/A
Bid Submission Type	Physical Bid
Bid Bond/Certified Cheque Bid Deposit	N/A
Performance Bond	N/A
Labour, Equipment and Material Bond	N/A
Applicable Trade Agreement	N/A
Language Permitted for Response by Supplier	English or French

Contracting Authority

Should you have any questions regarding the NIP or Request for Proposal, please contact the Contracting Authority:

Lisa Burroughs
Director of Parks and Recreation
Email: lisa.burroughs@champlain.ca