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**THE CORPORATION OF THE TOWNSHIP OF CHAMPLAIN**

**REQUEST FOR TENDER**

**RFT NO. PR2019-02**

**Provide canteen operator services for the  
Vankleek Hill Community Centre/Arena  
36 Mill Street, Vankleek Hill, ON**

**ISSUE DATE: June 7, 2019**

**CLOSING DATE: July 3, 2019**

**CLOSING TIME: 3:00 p.m.**

**Local Time in Champlain, Ontario, Canada**

## **1. SUMMARY AND BACKGROUND**

The Township of Champlain is seeking an individual or organization to provide Food Service Operations for patrons at the Vankleek Hill Community Centre/Arena canteen located at 36 Mill Street, Vankleek Hill, Ontario from September 2019 to April 2022. The canteen is a self-contained municipally owned facility occupying approximately 430 square feet of floor space and approximately 60 square feet of counter space on the main floor inside the Vankleek Hill Community Centre/Arena. The facility also contains a regulation sized ice surface and a reception hall with bar on the second floor and the facility attracts approximately 25, 000 people per year.

The Vankleek Hill Community Centre is home to the Vankleek Hill Junior C Cougars. The team generally hosts over 20 home games and several playoff games during a season. The facility has several minor hockey tournaments and an annual adult hockey tournament during the operating season. 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 maybe coordinated as requested, by contacting Lisa Burroughs, Director of Parks and Recreation at 613-678-3003 or by emailing [lisa.burroughs@champlain.ca](mailto:lisa.burroughs@champlain.ca).

### **ii. Submission of Tenders**

Proposals are to be submitted on or before Wednesday, July 3rd, 2019 at 3:00 p.m. local time to:

**Lisa Burroughs, Director of Parks and Recreation**  
Township of Champlain  
948 Pleasant Corner Road East  
Vankleek Hill, Ontario  
K0B 1R0

### **iii. Process Schedule**

The Township of Champlain 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 – June 7, 2019

Deadline for inquiries/clarifications – June 19, 2019

Deadline for submissions – July 3, 2019

**iv. Tender Form**

**Sealed** tenders must be submitted to the Township of Champlain 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. Tender not completed in ink or by non-erasable medium
3. Incomplete tender
4. Canteen Bid Submission Form not signed
5. 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 Champlain 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 Champlain 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 Champlain, 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 omissions 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 Vankleek Hill Community Centre as void or voidable.

**xiii. Historical Performance**

The Director of Parks and Recreation 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 Director shall be the sole judge.

**3. SCOPE**

- i. The Township of Champlain will lease the canteen space to the successful bidder for three (3) upcoming ice seasons (2019-2020, 2020-2021, 2021-2022) 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 (see APPENDIX B – 2018-2019 Ice Schedule). Hours may vary due to tournaments, special events, and ice bookings. Some discretion is used in consultation with the Director of Parks and Recreation 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 Director of Parks and Recreation.

The first day of operation is anticipated to be September 1, 2019.

- iii. The lessee is responsible for hiring their own employees, however, the Director 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 non-alcoholic beverage choices.
- 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 hotdogs, 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 yogurt drinks, water, juice
  - Added value healthy options – as proposed by the canteen operator
- vi. The Township of Champlain will provide:
  - existing utilities: electricity, water, garbage/recycling disposal;
  - janitorial services to the dining arena only (not kitchen arena);
  - all building maintenance, grounds care, mowing and snow removal.
- vii. The term of the canteen operation will be for 7 months (September to March) and may vary according to ice time.
- v. The Township of Champlain will provide the following canteen equipment (2 (two) gas deep fryers, a popcorn machine, a vent hood system, a hot dog steamer and a gas hot plate) in a turnkey operation. The bidder will be responsible for ancillary equipment at their discretion (frozen drink machine, pots and pans). All other desired equipment will be the responsibility of the successful bidder. The Director 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 Tenders may be submitted by email to [lisa.burroughs@champlain.ca](mailto:lisa.burroughs@champlain.ca) until Wednesday, June 19, 2019 at 3:00 p.m.

The Township of Champlain reserves the right to post relevant answers and/or issue addendums to the RFT on the Municipality's website ([www.champlain.ca](http://www.champlain.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 Wednesday, July 3, 2019 at 3:00 p.m.:

**Lisa Burroughs, Director of Parks and Recreation**  
Township of Champlain  
948 Pleasant Corner Road East  
Vankleek Hill, Ontario  
K0B 1R0

##### **iii) Canteen Bid Submission Form**

All tenders must be submitted to the Township of Champlain 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 three years for the months of September to March 31 each year of the contract. Commencing September 1, 2019 and concluding March 31, 2022. The minimum monthly lease rate is set at \$725 plus HST however bidders are asked to propose their own monthly lease rate (not lower than \$725) 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 (3) such references.

**viii) Value Added Services**

Respondents to this RFP may in the tender describe any value added services that will be provided while operating the canteen. The Township of Champlain will consider the proposed services when reviewing and evaluating the tender.

Respondents may have some innovative ideas they wish to include in the tender. As long as it does not intervene any of the requirements of this RFP, the Township is prepared to consider suggestions made. Be sure to specify whether any such innovative inclusion is an optional or required part of the tender.

**5. TENDER EVALUATION**

The Township of Champlain 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 (including value added services, hours of operation, and staffing practices) – 15%

In addition to the submitted tender, the Township of Champlain 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**