



The Corporation of the Township of Seguin
REQUEST FOR PROPOSAL (RFP) No. 2024-023
Snack Bar/Canteen Operations at the
Humphrey Arena

The Township of Seguin Department of Community Services is seeking proposals from qualified individuals and businesses interested in providing the food and refreshment service at the Humphrey Arena Snack Bar/Canteen at 15 Humphrey Drive, Seguin, On P2A 2W8.

RFP Closing Date and Time: Thursday, October 3, 2024 at 2:00pm.

RFP Opening Date, Time & Location: Thursday, October 3, 2024 at 2:05pm.
Opening at the Township of Seguin Municipal Office, 5 Humphrey Drive, Seguin, ON P2A 2W8

Contact Person Dominique O'Brien
Director of Community Services
[Township of Seguin](#)
[5 Humphrey Drive,](#)
[Seguin, ON P2A 2W8](#)
dobrien@seguin.ca

(Lowest or any proposal not necessarily accepted)

INFORMATION TO BIDDERS

Responses to this RFP can be submitted electronically to: bids@seguin.ca or delivered in person to the Township of Seguin Municipal Office at the following address:

5 Humphrey Drive
Seguin, Ontario
P2A 2W8

Attention: Dominique O'Brien, Director of Community Services

RFP's must be received at bids@seguin.ca or the Municipal office before the specified closing date and time of 2:00 p.m. on Thursday, October 3, 2024. Proposals received after the closing date and time will not be considered.

Proposals will include all supplies and staffing necessary to provide food/beverage concessions at the Humphrey Community Centre.

The intent of this Request for Proposals (RFP) is to seek out and select a licensee who will provide a high quality of food service at reasonable prices for arena patrons at the Snack Bar/Canteen located in the Humphrey Community Centre.

The Township of Seguin reserves the right to accept, reject or negotiate modifications to any proposal, as it shall, in its sole discretion, deem to be in its best interest.

While the Township reserves the right to negotiate with any and all proposers regarding the information which is requested in the RFP, each proposer must provide ALL information as requested to be considered and may be disqualified for failure to submit any required documents or incomplete information. Any such negotiations will occur subsequent to review and acceptance of proposals as fully complete.

Introduction

The Humphrey Community Centre is a 32,341 square foot facility with an arena, Snack Bar/Canteen, public library, Community Hall with kitchen and other meeting and support spaces. The building is open Monday – Sunday all year long. The business hours of the Community Centre are 8:30 a.m. to 11:00 p.m. throughout July to March for the use of the arena. In the other months, the building is open from 8:30 a.m. – 4:30 p.m. The Humphrey Library hours differ from that of the Community Centre.

The equipment provided by the Township includes, but is not limited to

- One (1) Single Door Pop Cooler
- One (1) Garland Electric Griddle
- One (1) Chest Freezer
- One (1) Cash Register
- One (1) Display Rack
- Double Kitchen Sink with Small Hand Sink
- Storage Room (to be shared with the Township of Seguin)
- Dry storage shelving

The equipment supplied in the Canteen is for use by the Contractor on an 'as is' basis. Repairs to the equipment shall be the responsibility of the Contractor. Where equipment cannot be repaired and needs to be replaced, the Township of Seguin will remove the equipment from the Canteen but will not replace it. Should the Contractor wish to have the equipment replaced, she/he shall do so at her/his own expense. The replaced equipment will become the property of the Contractor.

Hours of Operation:

At a minimum, the Snack Bar/Canteen shall be open during all Minor Hockey games, Figure Skating Carnivals, Public Skating, all Tournaments (Minor Hockey and Men's Leagues), and may be open during Community Events (held during the term of the Contract) using the Community Centre Facilities. Practices will be negotiable. The business hours of the Canteen will be negotiated with the Director of Community Services based on the building/usage schedule.

Food Products and Supplies

The purchase of all food products, beverages, condiments and supplies (including but not limited to serviettes, cups, plates, stir sticks etc.) shall be the responsibility of the Contractor. The Contractor is expected to serve quality food and drinks to meet the needs of the visiting public. Simple menu items should be offered at competitive prices. Beer and wine sales are not currently permitted by the Township of Seguin. All menu prices must be submitted to the Township for approval prior to product sales.

Rent/Compensation to Township of Seguin

The rent/compensation for use of the Canteen shall be proposed in the RFP for the term of October 15, 2024 to September 31, 2025 with the option to extend the contract for one (1) season subject to the Township of Seguin and the Contractor reaching a mutually acceptable agreement with respect to the rent/compensation and the terms of the contract.

Staffing

Staff working at the Canteen are the responsibility of the Contractor. The contractor shall be considered an independent Contractor and the Contractor and employees will not be considered employees of the Township of Seguin. The Contractor shall be required to provide proof of WSIB coverage for all employees of the Contractor and comply with all Federal, provincial and local regulations related to employment.

Insurance

The Contractor shall supply to the Township of Seguin a Certificate of Insurance and liability coverage, naming the Township of Seguin as 'also insured', in the amount of not less than Two Million Dollars (\$2,000,000.00)

Cleaning and General Maintenance

The Contractor shall be responsible for maintaining the Canteen area in a clean and safe manner. Regular cleaning of the appliances, equipment, counters, floors etc. shall be the responsibility of the Contractor. The Contractor shall supply all the necessary cleaning products and equipment.

Maintenance and Repair

Normal maintenance and repair in the Canteen (i.e. plumbing, electrical and general building maintenance) shall be the responsibility of the Township of Seguin. It is the responsibility of the Contractor to report to Seguin Township any necessary repairs.

Health Department Requirements

The Contractor shall be in compliance at all times with Food Premises Regulations. The Township of Seguin and the Contractor shall make the premises available at all times to the North Bay Parry Sound District Health Unit Inspectors. The Contractor should at all times follow the principles and practices of safe food handling in order to reduce the risk of foodborne illnesses, as set out by the requirements of the Ontario Ministry of Health and Long Term Care under the Health Protection and Promotion Act.

Sales Tax and Permits

Collection and remittance of applicable sales taxes shall be the responsibility of the Contractor. The Contractor shall be responsible for obtaining any permits necessary in order to operate the Canteen.



PROPOSAL SUBMITTAL FORMAT

The General Information form, “**Arena Snack Bar/Canteen Application Form**”, is designed to serve as the cover sheet. Do not attach cover letters. If additional space is needed, plain paper may be attached behind this form. **This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. This individual must be at least 18 years of age. Failure to submit this form will result in your proposal being deemed non-responsive.**

SUBMITTAL CRITERIA

To ensure a high-quality level of operation for the facility, proposers must demonstrate minimum experience and qualifications. Applicants must complete the Township’s “**Arena Snack Bar/Canteen Application Form**”. These instructions were developed to aid in proposal development. Each proposal shall include:

1. **Key staff and qualifications:** The names of individuals from the organization who will be responsible for the services and their areas of responsibility.
2. **Background & Experience:** A background of the proposer’s ability and experience in providing concessions or other food services.
3. **Sample Menu & Hours of Operation:** A detailed proposed menu and prices for food and drink items, and proposed hours of operation.
4. **Additional Equipment:** A list and explanation of any additional equipment (if any) the proposer would be providing at this site. (e.g. pop machine, bank machine etc.)
5. **Cleaning & Maintenance:** An explanation of routine cleaning and preventative maintenance schedules intended to assure an attractive appearance for all equipment and to prevent operating problems.

6. **Proposed Compensation:** Proposed compensation to be payable to the Township of Seguin as consideration for the use of the premises and the Canteen rights at the Humphrey Community Centre.

EVALUATION CRITERIA

Each proposal received in response to the RFP will be objectively evaluated based on:

- Sale price of products
- Quality and type of products and services
- Experience/references
- Compensation
- Hours of operation

GENERAL TERMS AND CONDITIONS:

The successful Contractor will enter into a binding agreement with the Township of Seguin.

It is the Township's intent to enter into a contract for approximately October 15, 2024 to September 31, 2025. The Township reserves the right to extend this Contract for an additional year, following mutually agreeable terms and conditions.

The Township of Seguin reserves the right to immediately terminate the contract for due cause.

INSURANCE

The Contractor shall supply to the Township of Seguin a Certificate of Insurance and liability coverage, naming the Township of Seguin as 'also insured', in the amount of not less than Two Million Dollars (\$2,000,000.00)

**HUMPHREY COMMUNITY CENTRE
ARENA SNACK BAR/CANTEEN APPLICATION FORM**

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet attached.

Legal Company Name

Date

Authorized Official (Signature)

Title

Print Name
Operations

Contact Person for Business

Address

Email Address

Cell Number



RFP SUBMISSION CHECKLIST

Please ensure the following components are included in your proposal:

Name of proposer: _____

- ✓ Arena Canteen Application Form
- ✓ RFP Checklist
- ✓ Key staff and qualifications
- ✓ Background & Experience
- ✓ Sample Menu & Hours of Operation
- ✓ Additional Equipment
- ✓ Cleaning and Maintenance
- ✓ Proposed Compensation
- ✓ References