



REQUEST FOR PROPOSALS:
CANTEEN SERVICES AT THE HORNEPAYNE COMMUNITY ARENA
FOR
THE CORPORATION OF THE TOWNSHIP OF HORNEPAYNE

RFP No: 2023.05.29

Issue Date: May 29, 2023

CLOSING DATE AND TIME

The Township will accept receipt of written Proposals until **Friday, June 9th, 2023 at 2:00 p.m. local time.**

Notwithstanding any other provision of this RFP, this RFP is not an offer to enter into either a bidding contract (often referred to as "Contract A") or a contract to carry out the Contract (often referred to as "Contract B"). Neither this RFP nor the submission of a Proposal by a Proponent shall create any contractual rights or obligations whatsoever on either the Proponent or the Township, nor shall it create any legal rights or duties applied to a formal "Contract A" bidding procurement process. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Township until the successful negotiation and execution of a written contract with the Successful Proponent.

CLOSING LOCATION

Township of Hornepayne
68 Front Street
Hornepayne, ON P0M 1Z0

CONTACT INFORMATION

Aileen Singh, CAO/Clerk
Township of Hornepayne
P.O. Box 370, 68 Front Street
Hornepayne, Ontario P0M 1Z0
Email: cao@hornepayne.ca

The Township of Hornepayne is seeking proposals for the operation of the Arena Canteen at the Hornepayne Community Arena.

The Township of Hornepayne reserves the right to award the tender at their sole and unique discretion. Highest bidder need not be awarded the contract.

The Township of Hornepayne Municipal Council reserves the right to negotiate at their sole and unique discretion.

All proposals must clearly indicate the following:

- Proposed monthly rent to be paid for the canteen space (minimum \$700.00);
- Proposed monthly rent to be paid for designated storage space in the Arena facility, if required;
- Proposed monthly rent to be paid for designated seating space in the Arena foyer, if required;
- Proposed rental term, minimum uninterrupted term of six (6) months is required;
- Proposed hours of operation of the Canteen;
- Commit that adequate commercial liability insurance (minimum \$5,000,000.00 per occurrence) and the naming of the Township of Hornepayne as “Additional Insured” will be in place before commencement of lease.

Scope:

- The Township of Hornepayne will lease the canteen space to the successful bidder to operate the canteen for a minimum of a six (6) month term;
- The successful bidder shall:
 - Ensure the canteen is regularly open for the duration of the contract with hours based around the schedule of program events supplied by the Township and/or C&D Paul Curling Club;
 - Adequately serve the patrons of the recreational facilities;
- The Township of Hornepayne will absorb the utility costs for the canteen space;
- The successful bidder will be responsible for the cost of propane associated with the canteen space;
- The successful bidder will manage and retain revenue from sales in exchange for the lease payment to the Township;
- The Minimum bid for the canteen space is \$700.00/month;

- A bid for designated storage space in the Arena facility is required should the proponent wish to utilize this space; however, a bid for designated storage space is not a mandatory component of the proposal;
 - Designated storage space in the Arena facility is **not included** with the rental of the canteen;
- A bid for designated seating space in the Arena foyer is required should the proponent wish to utilize this space; however, a bid for designated seating space in the Arena foyer is not a mandatory component of the proposal;
 - Seating space in the Arena Foyer is **not included** with the rental of the canteen;
- The Township of Hornepayne will provide the canteen equipment as-is (fryer, grill, stove, refrigerators, freezer, cooler prep table, soup warmers, and microwave) in a turnkey operation. The successful bidder will be responsible for ancillary equipment (i.e., popcorn maker, pots, pans, utensils, kettle, etc.);
- The successful bidder will have exclusive rights to food services at the arena with the exception of special events (i.e., Canada Day, Trade Shows, etc.), when other vendors may be permitted on the grounds.

Bid Submission Instructions:

One (1) copy in PDF format, of the Proposal marked “**Attention: Aileen Singh Re: Township of Hornepayne Canteen Proposal**” e-mailed to the Township of Hornepayne at the address below:

Email: info@hornepayne.ca

OR

Three (3) signed hard copies of the Proposal marked “**Aileen Singh Re: Township of Hornepayne Canteen Proposal**” will be delivered or mailed to the Township of Hornepayne at the address below:

Aileen Singh
 CAO/Clerk
 Township of Hornepayne
 68 Front Street
 Hornepayne, Ontario P0M 1Z0

Proposals will be received at Hornepayne Municipal Office until **2:00 p.m. local time on Friday, June 9th, 2023**. It is the exclusive responsibility of bidders to ensure that their Proposal is received by the Township of Hornepayne by this time and date. Proposals received after the deadline will be returned unopened. Tender award results will be publicly announced at a regular or special Council meeting.

**TOWNSHIP OF HORNEPAYNE
ARENA CANTEEN PROPOSAL SUBMISSION FORM**

Proposed Monthly Canteen Rental \$ _____(excluding HST)

Proposed Monthly Designated Storage Space Rental \$ _____(excluding HST)

Proposed Monthly Designated Seating Space Rental \$ _____(excluding HST)

Proposed Rental Term: _____ to _____

Proposed Hours of Operation:

| | |
|-----------|-------|
| Monday | _____ |
| Tuesday | _____ |
| Wednesday | _____ |
| Thursday | _____ |
| Friday | _____ |
| Saturday | _____ |
| Sunday | _____ |

I have read and understood the proposal package, the insurance requirements, the minimum requirements and have listed the proposed hours of operation of the canteen and hereby submit my canteen proposal accordingly.

Bidder:

Name: _____

Address: _____

Phone: _____

Email: _____

Signature

Date

If a corporation, by signing, I commit that I have the legal ability to bind the corporation.