



The Corporation of the Township of Johnson

Request for Proposal Identification: PR-2023-01

**Canteen Operations
for the
Johnson Township Community Centre**

Tender Closing:

**Date: Friday, September 29, 2023
Time: 12:00PM (noon) local time**

**Location: The Township of Johnson
1 Johnson Drive
Desbarats, Ontario
P0R 1E0**

Late Bids Will Not Be Accepted.

The Corporation of the Township of Johnson reserves the right to accept or reject all or part of any Proposal and also reserves the right to accept other than the lowest Proposal and to cancel this Call for Proposal at any time.

1. SUMMARY AND BACKGROUND

The Township of Johnson is seeking an individual or organization to provide Canteen Operations at the Johnson Township Community Centre Main Floor Canteen. The Canteen is a self-contained municipally owned facility inside the Johnson Township Community Centre located at 1 Cameron Drive, Desbarats, Ontario P0R 1E0. The Canteen will operate from October 10, 2023 to September 30, 2024.

During the winter months, the Johnson Township Community Centre ice surface is home to minor hockey, adult and rep hockey leagues, public skating and additional recreational programming. 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 may be coordinated as requested by contacting Patti Trotter, Recreation Co-ordinator by emailing ptrotter@johnsontownship.ca or calling 705-782-6601 x 205 or Denise Methot, Arena Manager by emailing arena@johnsontownship.ca or calling 705-782-6601 x 802

ii. Submission of Tenders

Proposals are to be submitted on or before Friday, September 29, 2023 at 12:00 p.m. (noon) local time to:

Janet Maguire, CAO/Clerk, Johnson Township
jmaguire@johnsontownship.ca
1 Johnson Drive
Desbarats, Ontario
P0R 1E0

iii. Process Schedule

The Township of Johnson intends to utilize the following schedule in the completion of this process. The Township reserves the right to amend the schedule should it be deemed necessary.

Issuance of RFP: September 7, 2023

Deadline for inquiries/clarifications: September 13, 2023

Deadline for submissions: September 29th, 2023

iv. Tender Form

Sealed tenders must be submitted to the Township of Johnson 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. Incomplete tender
3. Canteen Bid Submission Form not signed
4. 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. 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 Johnson 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.

ix. Insurance

The successful candidate shall maintain comprehensive liability and fire insurance in the minimum amount of Four Million Dollars (\$4,000,000.00), including the 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 Johnson 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. Insurance documents shall be provided following the signing of the contract and prior to taking occupancy of the canteen.

x. Indemnification and Hold Harmless

The successful bidder shall indemnify and save harmless the Township of Johnson, Council Members, employees and volunteers 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 missions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.

xi. Restriction of Use

The premises shall be used as a canteen only. Johnson Township Community events and functions must have priority of service. The canteen shall be open for facility events including but not limited to ice rentals, community events, baseball games and practices and soccer games and practices. Above and beyond any scheduling for canteen services within the operational hours of the facility is up to the successful bidder. The canteen cannot be used for any purpose which may render the insurance on the Johnson Township Community Centre as void or voidable.

xii. Decorum

As the leased area is within a Municipal building, the lessee will ensure proper decorum at all times. Misrepresenting the Township with malicious gossip and using derogatory comments and or profanity in conversation will not be tolerated and will result in immediate termination of the lease.

3. SCOPE

i. The Township of Johnson will lease the canteen space to the successful bidder for one (1) upcoming season (October 10, 2023-September 30, 2024) with the option of renewal should all of the conditions in the Contract be met.

ii. The lessee is responsible for providing canteen services during the Community Centre’s regular business hours. Johnson Township Community events and functions must have priority of service. The canteen shall be open for facility events including but not limited to ice rentals, community events, baseball games and practices and soccer games and practices. Above and beyond any scheduling for canteen services within the operational hours of the facility is up to the successful bidder. Hours are to be confirmed with consultation with the Manager of Recreation Facilities and the successful proponent. As such, proponents must indicate, in their Tender, that they are agreeable to operating the canteen during these hours. Hours can range from 7 AM to 11 PM 7 days a week.

iii. The lessee is responsible for hiring their own employees and ensuring all WSIB is up to date. The Manager of Recreation Facilities will need to be made aware of anyone who has access to the facility. All employees shall be trained in safe food handling, health and safety, and must obtain a Police Vulnerable Sector Check. The lessee is responsible for providing copies of this documentation to Municipal Staff and ensuring at least 1 employee with an up-to-date Safe Food Handler Certification is present at the Canteen at all times.

iv. The lessee must meet Algoma Public Health requirements at all times. The lessee must maintain an up-to-date Safe Food Handler Certification and provide a copy posted in the Canteen and to Municipal Staff. The lessee will be responsible for maintaining the canteen as per Algoma Public Health regulations and will be subject to site visits and regular reviews from Algoma Public Health Staff. This will include the general cleaning of the canteen facility and proper storage of goods.

v. The lessee will be responsible for pricing, purchasing, payment and inventory management of all products and supplies required for the preparation and delivery of food and non-alcoholic beverages.

vi. The lessee will sell food and drink (excluding alcoholic drinks and energy drinks) only. The Municipality promotes active and healthy living and recommends providing healthy options. The canteen operator will provide a posted menu that will include traditional and healthy options as per the suggested outline:

- Traditional snacks such as chips, cookies, chocolate bars, candy bags
- Healthy snacks such as granola bars, yogurt (tubes or other), muffins
- Fruit and vegetables
- Traditional meal items such as 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 water and juice

This is by no means an extensive listing of available menu options.

vii. The Township of Johnson will provide:

- existing utilities: electricity, water, garbage/recycling disposal; wifi access,
- janitorial services to the Community Centre only, not inside the Canteen
- all building maintenance, grounds care mowing and snow removal.

viii. The Township of Johnson will provide the following canteen equipment: 1 (one) deep fryer with a vent hood system, beverage coolers/fridge, microwave, standing freezer, and a commercial coffee pot. The bidder will be responsible for ancillary equipment at their discretion (pots and pans). All other desired equipment will be the responsibility of the successful bidder and must be commercial grade to meet Algoma Public Health requirements. Any electrical upgrades will require the approval of the CAO/Clerk and must be approved prior to installation. The CAO/Clerk shall be notified and provide written approval before any additional equipment (leased or owned) is added to the canteen facility. 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.

ix. The Lessee shall provide payment of the monthly lease fee by cash, cheque or e-transfer to the Municipal Office located at 1 Johnson Drive, Desbarats ON, P0R 1E0.

x. The facility will not be available the week of October 2nd to October 6th 2023, as the
Township of Johnson

canteen area will be receiving a major servicing and cleaning in preparation for the Lessee (October 10, 2023-September 30, 2024 season).

4. BID SUBMISSION INSTRUCTIONS

i) Questions

Questions regarding the canteen Request for Tenders may be submitted by email to Patti Trotter, Recreation Co-ordinator, ptrotter@johnsontownship.ca or Denise Methot, Arena Manager, arena@johnsontownship.ca until Wednesday, September 13, 2023 at 4:00 p.m.

The Township of Johnson reserves the right to post relevant answers and/or issue addendums to the RFP on the Municipality's website (www.johnsontownship.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 September 29, 2023 at 12:00 pm (noon).

Janet Maguire, CAO/Clerk, Johnson Township

jmaguire@johnsontownship.ca

1 Johnson Drive

Desbarats, Ontario

P0R 1E0

iii) Canteen Bid Submission Form

All tenders must be submitted to the Township of Johnson 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 one year for the months of October 2023 to September 2024. The minimum monthly lease rate is set at \$300.00 plus HST. 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. Tenders should include examples of current understanding of Algoma Public Health Requirements to run such a facility.

vi) **Proposed Menu**

Tenders should include a menu with prices that would be provided while operating the canteen. Along with available payment options.

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 three (3) such references.

5. TENDER EVALUATION

The Township of Johnson 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, pricing, and payment options – 30%

Proponent's experience and qualifications in the delivery of canteen services – 60%

Vision/Ideas for Canteen Services – 10%

In addition to the submitted tender, the Township of Johnson 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

APPENDIX A
Canteen Bid Submission Form

Name of Operator/Business *

Address *

Telephone *

Cell:

Fax:

Email

Contact Name *

Title

Monthly Rent to the Township of Johnson* (\$)

Experience - Please list relevant experience below. *

Proposed Menu Including Prices - Please attach additional page(s) if more space is needed. *

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide a proposed menu including prices. The box is currently blank.

Vision – Please provide one paragraph outlining your ideas/vision for the Johnson Township Community Centre Canteen. *

References - Please list three (3) related references below. *

I/We, the undersigned, herewith propose to supply Canteen Operations, in accordance with the specifications issued by the Township of Johnson.

Name of Operator/Business *

Authorized Signature

Sealed proposals must be submitted to the Township of Johnson 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. Proposals are to be submitted on or before

Friday, September 29, 2023 at Noon (12:00 p.m.) local time to:

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