



2297 Highway 12,
PO Box 130
Brechin, Ontario L0K 1B0
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REQUEST FOR PROPOSAL

Seasonal Food and Beverage Kiosk

Lagoon City South Private Beach

Issue Date: February 1, 2021

Please submit completed proposal in person or by mail in a sealed envelope quoting the RFP Title and closing date to:

Cathy Wainman, LCPW Secretary
Lagoon City Parks & Waterways Commission
Township of Ramara
2297 Highway 12
P.O. Box 130
Brechin, ON L0K 1B0

Phone: 705-484-5374
Fax: 705-484-0441

Electronic submissions will also be accepted and may be forwarded to cwainman@ramara.ca.

CLOSING

DATE: March 29, 2021

TIME: 4:30 p.m.

PUBLIC OPENING: No

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

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Information and Instructions

Closing Date and Time

Proposals must be received by Township of Ramara before 4:30 pm local time on March 29, 2021.

Submission Information

Interested bidders are invited to respond to this Request for Proposal (RFP) based on the Purpose and Instructions to Bidders outlined in the document.

The original copy of the bidder's proposal must be submitted to the Lagoon City Parks & Waterways Commission (the "Commission") at the address on the cover sheet on or before the closing date and time in a sealed envelope marked: "Seasonal Food and Beverage Kiosk Lagoon City South Beach"

Electronic submissions are acceptable via email to cwainman@ramara.ca with "Seasonal Food and Beverage Kiosk Lagoon City South Beach" in the subject line.

Proposals submitted after the closing dated and/or time will not be accepted.

Purpose

The Commission is accepting detailed proposals from individuals and food service professionals to provide seasonal food and beverage concession services at the kiosk on the south beach in Lagoon City.

Instructions to Bidders

The successful bidder shall comply with all requirements set out in the Occupational Health & Safety Act and all other regulations that apply to the job including those requirements of the Simcoe County District Health Unit and the Ramara Fire & Rescue Services.

Proposals should be tailored around the following principles:

1. The Commission will provide use of the kiosk located on the property, as is;
2. Works may be carried out on the kiosk provided all works are pre-approved by the Commission and all required permits are obtained all at the expense of the successful bidder;

3. The successful bidder is responsible for all electrical, plumbing and sanitary provisions and related expenses;
4. The Commission or Township will not reimburse for any servicing, capital or leasehold improvements without prior written consent;
5. The kiosk services generally operate from Victoria Day Weekend to Thanksgiving with July 1 to Labour Day being time of peak usage;
6. The successful bidder may also wish to provide other services: i.e. beach volleyball equipment rentals. Additional insurance coverages will be required.
7. The successful bidder is responsible for all permits and compliance with all Federal, Provincial and local regulations.
8. The successful bidder is required to submit a \$500.00 deposit (annually) payable to the Township of Ramara, which will be returned subject to payment of all utility accounts and a final inspection for damages to the facility.

Proposal Format

All proposals must be submitted in a sealed envelope or via email and must include at a minimum:

1. The name of the operator, name of the contact person, address, telephone number and email address;
2. A description of the range of services to be provided;
3. Hours of operation and staffing;
4. Demonstration that all services will be fully accessible and that all staff have been trained in accessible customer service as required by the Accessibility for Ontarians with Disabilities Act;
5. Proposed menu including pricing, Alcohol/tobacco/vaping sales are prohibited;
6. Proposed monthly rent amount to be paid to the Commission and any other proposed financial arrangements;
7. Length of term;

8. Detailed overview of the bidder's experience with food service operations and customer service;
9. Cleaning and maintenance schedule. Also, include your plan to protect yourself, your staff and customers against COVID-19. Your Plan must include the following at a minimum:
 - a. The purpose of the kiosk shall be for takeout dining purposes only;
 - b. No seating or tables are to be set up or made available on site;
 - c. Large signage shall be posted both inside and outside of kiosk encouraging hand washing and maintaining physical distancing;
 - d. Lineups must abide by physical distancing principles and required to be maintained at a minimum of 2 metres between patrons by providing markings on the ground indicating where patrons are to stand while waiting in line;
 - e. Food pick-up must be done in a way to maintain physical distancing requirements and ensure the safety of the worker and patron are maintained;
 - f. Self-serve condiments and tables are prohibited, only prepackaged condiments are to be provided to patrons;
 - g. No sharing of condiment containers (ketchup, mustard, salt, pepper, etc.);
 - h. It is the responsibility of the operator to ensure their patrons are not gathering nearby the kiosk;
 - i. Garbage is to be collected away from the public and removed every day;
 - j. Regular disinfecting and frequent hand washing is expected at all times;
 - k. The Operator must contact the SMDHU to notify them of their intention to begin operation;
 - l. Should the operator be found to not comply with the above, in the interests of public safety your licence may be revoked without prior warning
10. Two (2) references, including contact information;
11. Proof of public liability and property damage insurance (min of \$2,000,000).

Proposal Documents

RFP documents will be available at the Township Office and through the Township website at www.ramara.ca

Review of Existing Facility

Site visits may be arranged if requested during regular business hours 9:00 a.m. to 4:30 p.m. Monday through Friday.

Supplemental Information

The Commission reserves the right to request supplementary or additional information after the RFP closes without affecting the validity of the proposals submitted.

Proposal Evaluation

Following the closing of the RFP, all proposals will be evaluated using the following criteria listed below and a report provided to the Commission. These criteria represent the primary factors for consideration:

- Proposed monthly rent to be paid to the Commission;
- Operation details including staffing, days, hours, etc.;
- Range of food options offered (menu and pricing), including healthy alternatives;
- Operation requirements for the Township;
- Regulatory compliance and accessibility;
- Experience with food service operations;
- Other services to be provided, if applicable;
- Results of reference checks.

Selection of the successful bidder (if any) will be entirely at the Commission's decision as to which proposal represents the Commission's best interests. The Commission reserves the right, in its sole and absolute discretion, to reject any and/or all proposals that, in the Commission's opinion, does not sufficiently comply with the requirements of the RFP.

Conflict of Interest

All bidders shall disclose to the Commission any potential conflict of interest. The bidder represents, warrants and covenants that no member of the municipal council of the Township or member of the Commission, as applicable and no officer or employee of the Township/Commission is, or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise, in the performance of the work, or in the supply of materials, or services, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived therefrom.

Proposal Award Procedures

- The Commission will notify the successful bidder of the award;
- Notice of acceptance of the proposal will be by written notice;

- Immediately after acceptance of the proposal by the Township, the successful bidder will provide the Township with any required documents within seven (7) calendar days of the date of notification of the award.

Length of Contract

The contract awarded to the successful bidder shall be for a one (1) season (Victoria Day weekend through Thanksgiving weekend). At the end of this term a review will be completed by both parties. If both parties mutually agree that the operation of the kiosk booth has been successful, then additional terms may be granted.

The Commission or the Township shall in no case be required to cover operational losses in whole or in part at any time during the term of the contract regardless of any circumstances that may be presented in the operation of the facility.

Indemnification

The Successful Bidder shall indemnify and save harmless the Lagoon City Parks & Waterways Commission and the Township of Ramara, its agents and employees from and against any and all liability whatsoever for losses, liens, charges, claims, demands, payments, suits, actions, recoveries and judgments (including legal fees and expenses) of every nature and description brought or recovered against either the Township, its agents and employees, or the successful bidder, its agents, employees or licensees in providing the services, including, without limiting the generality of the forgoing, loss or damage to property, injury or the death of any persons, alleged copyright, patent or other intellectual property rights infringement or interference, defective design or damage to the environment.

The Commission or the Township shall not be responsible for any losses or damages associated with power damages, vandalism, nuisance wildlife or any other losses or damages, which may occur.

Hydro

Operating costs associated with hydro shall be paid for by the Operator.