

MUNICIPALITY



OF ASSIGINACK

REQUEST FOR PROPOSALS
Operation of the Toboggan Hill Canteen
Expression of Interest

Sealed submissions must be clearly marked
“Operation of Toboggan Hill Canteen RFP”
and must be received by:

October 13th, 2023, at 12:00 (NOON) to the undersigned:

TOWNSHIP OF ASSIGINACK
C/O HEIDI FERGUSON, CLERK
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0

Please note that FAXED or EMAILED Proposals will not be accepted.

PURPOSE/SCOPE OF THE REQUEST FOR PROPOSAL (RFP)

The Township of Assiginack is currently accepting Proposals/Expression of Interests from interested businesses, individuals, and organizations to operate a commercial food/convenience and/or retail type business from the Toboggan Hill Canteen, located at 15589 Highway 6, as part of a Pilot Program the Township is implementing.

The intent of this RFP is to have these types of services available for those community members who utilize Toboggan Hill during the winter months.

PLEASE NOTE: The successful proponent is not permitted to offer alcohol or cannabis products for sale or consumption on municipal property.

The anticipated start date for the provision of this service is Winter 2023 and the successful proponent will function as a tenant of the building. As this is a Pilot Program the municipality is implementing, there will be no charge for the use of the building and the successful proponent will be a tenant for a six-month period (November 2023-April 2024). After this date, Council will review and assess the success of the Pilot Program.

GUIDELINES FOR THE PROPONENT

This Call for Proposals is strictly for the operation of a commercial food/convenience and/or retail business at the Toboggan Hill Canteen. The successful proponent is not responsible for the operation of and/or maintenance of Toboggan Hill.

The Township requires that the successful proponent must operate the facility, at a minimum during the weekends, primarily Friday night and Saturday until 9:00pm. Additional hours of operation are at the discretion of the Proponent and should be identified within the proposal submission. Proponents that demonstrate their ability to meet this criterion will receive a higher score.

As part of the lease agreement with the Township, the successful proponent will be required to be responsible for the following:

- Continue to provide free Wi-fi to customers and the public.
- Regular cleaning of the interior of the building and its washrooms to ensure sanitary conditions for the public, when in operation.
- Regular cleaning of the exterior of the building surface, windows, and decked area, when in operation.
- Regular removal of the snow on the pathway to the building and on the decked area, when in operation. The Proponent/Tenant agrees to ensure that when the facility is in operation, that the pathway, decked area, and building are free from ice and snow hazards during the winter months.

- Removal and disposal of all garbage generated from the use of the facility.
- Ensuring that all applicable municipal, provincial, and federal legislation is followed and adhered to.
- Advising and reporting all incidents, injuries, accidents that occur on municipal property to the municipality immediately and reporting all building deficiencies in a timely manner.
- Provision of a first aid kit on site. Proponents who have demonstrated certification in First Aid and CPR will receive a higher score.

MUNICIPALITY'S RESPONSIBILITIES

As the landlord, the Township of Assiginack is responsible for the following:

- Development of the lease agreement with the Proponent/Tenant.
- Maintenance and operation of Toboggan Hill.
- Maintenance and snow removal of the parking lot.
- Maintenance and cutting of the grass on the property.
- Any capital maintenance to the building, other than regular cleaning maintenance of the building.
- Provision and payment of utilities for the building (hydro, water/sewer, internet) during the term of the lease agreement.

INFORMATION ABOUT THE SPACE

The Toboggan Hill Canteen is the former Assiginack Information Center and is located at 15589 Highway 6 in Manitowaning. This is a municipal building owned by the Township of Assiginack.

This newly renovated space has lots of business potential, as it is ideally located on Highway 6 and is within close proximity to Toboggan Hill and the Assiginack Arena and Fairgrounds.

This municipal facility contains the following amenities:

- Ample room for a small commercial/retail space.
- Two washrooms.
- Municipal water and services.
- Internet Services and Free Public Wi-fi.
- Parking.
- Large, attached outdoor deck space with picnic tables.
- Fridge and stove will be included.

QUESTIONS & CLARIFICATION

It is the responsibility of the proponent to clarify all questions and details within this RFP prior to the submission of their proposal. The municipality will accept questions regarding the facility and all inquiries must be made in writing or by email by **October 9, 2023 at 12:00 p.m. (Noon)** to:

Heidi Ferguson, Clerk
156 Arthur Street, Box 238
Manitowaning, ON., P0P 1N0
hferguson@assignack.ca

**** Please be advised that all questions and answers will be shared and distributed to all known prospective proponents, to ensure a fair and transparent process.***

SITE VISIT

The Township of Assignack Review Committee will provide all parties who have submitted a proposal with an opportunity to review their proposal in person and visit the site. This review will take place on site and will be scheduled by the Clerk and the proponent.

PROPOSAL REQUIREMENTS

All proponents must complete the attached submission form, found on Pages 8 & 9, and attach a business plan that includes the following information:

- Describe how the space will be utilized.
- What types of products/amenities will be available to purchase.
- Specify the days, hours, and times of operation.
- A brief background/information synopsis about you, your business or organization, including your qualifications, experience, and list of relevant certifications.
- Attest to the requirements of the RFP on the attached submission form.

SUBMISSION OF PROPOSALS

All proposals must be clearly marked "***Operation of the Toboggan Hill Canteen***" and must be submitted no later than **October 13, 2023, at 12:00 (NOON)** in writing to:

TOWNSHIP OF ASSIGINACK
C/O HEIDI FERGUSON, CLERK
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0

****Please note that Emailed or Faxed Proposals will not be accepted.***

The onus unequivocally remains with the Proponent to ensure that the Township of Assiginack receives your submission prior to the deadline and in accordance with the submission process. Proposals received after the deadline will not be considered.

In submitting a proposal, the Proponent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Township of Assiginack is not responsible for any misunderstanding in the RFP.

EVALUATION OF PROPOSALS/EXPRESSIONS OF INTEREST

The Township of Assiginack will form a Review Committee that will evaluate all proposals submitted utilizing defined assessment criteria and provide these recommendations to Council for review and award of the RFP.

AWARDING OF RFP

Upon award of the RFP, the successful proponent will be required to provide the Township with the following information:

- Sign a Lease Agreement with the Township of Assiginack.
- Proof of Insurance: The Applicant agrees to provide proof of a minimum of \$2 million in liability insurance, with the Township of Assiginack being named as an additional insured on the policy and Certificate of Insurance.
- Proof of WSIB Clearance Certificate (if required).
- Proof of any certifications as listed within the business case document submission.
- The Applicant agrees that they will consult with Public Health Sudbury & Districts regarding the requirements for serving food to the public and if required, they will provide proof of a recent copy of the Inspection Report completed by the Public Health Sudbury & Districts to the Township of Assiginack.

RESERVED RIGHTS OF THE TOWNSHIP OF ASSIGINACK

The Township of Assiginack reserves the right to:

- a) Make public the names of any or all Proponents.
- b) Disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP.
- c) Make any changes to this RFP provided that those changes are issued by way of addenda.
- d) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
- e) Accept or reject any or all proposals in whole or in part.
- f) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any proposal.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

NOT RESPONSIBLE FOR COSTS, CONDITION OR SERVICES

The Township of Assiginack shall not pay any costs associated with the preparation, submission, or presentation of the proposal. The Township of Assiginack shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Township of Assiginack exercising any of its expressed or implied rights under this RFP.

CONFIDENTIALITY AND OWNERSHIP

Any information provided to the Proponent by the Township of Assiginack before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township of Assiginack. The information, documentation, plans, etc. that are produced by the successful Proponent in response to this Call for Proposals shall become the exclusive property of the Township of Assiginack. However, intellectual property, such as specific tools, templates, processes, etc. that the Proponent provides as part of the deliverables remains the property of the Proponent.

FREEDOM OF INFORMATION

Any personal information required in the Proposal is received under the authority of the Township of Assiginack. This information shall be an integral component of the submission. All written proposals received by the Township become public record. Once a Proposal is accepted by the Township of Assiginack and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information.

Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to Heidi Ferguson the Municipal Clerk.

REQUEST FOR PROPOSAL SUBMISSION FORM

Operation of the Toboggan Hill Canteen Expression of Interest

Please ensure that the subsequent page and all required attachments are completed and received by the required deadline.

REQUEST FOR PROPOSAL

Operation of the Toboggan Hill Canteen Expression of Interest

The Proponent(s): (Name(s) of Individual, Business or Organization)	
Telephone Number:	
Email Address:	
Mailing Address:	

1. I / we, the undersigned, acknowledge that I / we understand completely the contents of the RFP: Operation of the Toboggan Hill Canteen Expression of Interest and I / we acknowledge that it is my responsibility to seek clarification and ask questions prior to the deadline as described within the RFP document.

2. I / we confirm that I / we have attached the required documentation along with the completion of the tender submission form.

3. I / we acknowledge that after acceptance of my proposal by Council, I / we will enter into a lease agreement with the Township of Assiginack for a period of six months.

4. I / we confirm that it is my/our sole responsibility to ensure that I / we adhere to and meet all municipal, provincial, and federal legislation requirements, including but not limited to: Public Health Regulations, Fire Regulations, Building Code, Licensing Regulations, etc.

5. I / we, hereby indemnify the Township of Assiginack of any actions, damage, loss, claim or liability as a direct result of operating the Toboggan Hill Canteen, the use of the approved municipal location or anything undertaken or neglected to be undertaken in connections with operating the Toboggan Hill Canteen.

6. I / we confirm that I / we are authorized to submit this proposal.

By signing this form, the applicant acknowledges that they have read the Operation of the Toboggan Hill Canteen RFP and agrees to abide by all the terms and conditions set forth within this Request for Proposal.

Authorized Signature
(on behalf of Proponent)

Date