



PORT COLBORNE

**PROJECT NO. 2020-28**  
**REQUEST FOR PROPOSAL**

Commercial Operations Proposals at  
H.H. Knoll Lakeview Park

ISSUED ON: June 15, 2020  
CLOSING DATE AND TIME: July 3, 2020

The City of Port Colborne  
66 Charlotte Street  
Port Colborne  
ON, L3K 3C8

<b>RFQ Reference</b>	RFP No. 2020-28 Commercial Operations Proposal at H.H. Knoll Lakeview Park
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified Companies to quote the Commercial Operations Proposals
<b>Questions</b>	Questions are to be submitted in writing quoting the RFQ number and name, up to 3 business days before the closing date, sent to <a href="mailto:nicolehalasz@portcolborne.ca">nicolehalasz@portcolborne.ca</a>
<b>Addenda</b>	Proponents are required to check the City`s Website for any updated information and addenda issued, before the closing date at the following website: <a href="http://www.portcolborne.ca/projects_and_tenders">www.portcolborne.ca/projects_and_tenders</a>
<b>Closing Date and Time</b>	<b>July 3 2020 at 2:00 p.m. EST</b>
<b>Instructions for Proposal Submission</b>	FOUR (4), properly completed and sealed copies of the bid must be submitted (by the above date and time) to:  Amber LaPointe, City Clerk, First Floor, City Hall 66 Charlotte Street Port Colborne, Ontario L3K 3C8
<b>Obtaining RFQ Documents</b>	RFP Documents are available for download from the City of Port Colborne's Website: <a href="http://www.portcolborne.ca/projects_and_tenders">www.portcolborne.ca/projects_and_tenders</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Terms and Conditions of Contract</b>	City of Port Colborne Terms and Conditions of Purchase

## DEFINITIONS

In this RFP the following terms will have the meaning set out below:

**“City”** means the Corporation of the City of Port Colborne

**“RFP”** means this Request for Proposal

**“Services”** means and includes anything, and everything required to be done by the organization for the fulfillment and completion of the contract as described in the RFP.

**“Successful Bidder”** the organization or company that proposal is accepted by the City of Port Colborne and approved by Council.

**“Parks & Recreation Master Plan”** In 2019 the City of Port Colborne council endorsed the Parks and Recreation Master Plan. The Plan establishes a strategic framework for parks and recreation services, programs and facilities that will guide future decision making with regard to policy, operations, and capital improvements over the next ten years.

**“Proposal”** means a response submitted for evaluation in response to this RFP.

## H.H. Knoll Lakeshore Park Operations – Commercial Activities

### 1. ABOUT H.H. KNOLL LAKEVIEW PARK

Port Colborne’s waterfront park overlooking Sugarloaf Marina and Gravelly Bay. Outdoor picnic pavilions, bandstand, rose garden, children’s playground, Discovery Spray Pad, washrooms and parking. Beginning of the Welland Canals Recreational Trail and site of numerous community events including Canada Day Celebration, Canal Days, Thursday night summer concerts and Moonlight Flicks. Located near downtown on Sugarloaf Street at Elm Street.

**Note: No Alcoholic beverages are permitted on H.H. Knoll Lakeview Park property under strict legislative requirements.**

### 2. REQUEST FOR PROPOSAL AND OVERVIEW

The City of Port Colborne is accepting proposals for the operation of commercial activities for food vending. It is the intent of the Municipality to enter into an agreement for the operation of such commercial services at H.H. Knoll Lakeview Park at 5 Marina Drive; however, award of this service lease agreement is conditional on the acceptance and approval of Council of the City of Port Colborne. Any and all associated costs and/or expenses incurred by the respondent will be sole responsibility of the respondent.

The following details are required in your proposal:

- A complete inventory list of all amenities, services and equipment used in order to carry out proposed operations. (Self contained vendor will receive additional points)
- A detailed overview of the proposed operation including justification of “fit”, or relevance at the H.H. Knoll Lakeview Park. Preference will be shown for applications that demonstrate alignment with Port Colborne’s Parks & Recreation Master Plan, specifically, in regards to waterfront recreation programming, activities, vending, or events. (Click here to access Master Plan)
- Proposed days and hours of operation, fee structures, staffing, and inclement weather plan details.
- Proposed layout/staging area for the services.
- Where applicable, proposed cost/revenue sharing.

### 3. BUDGET & FINANCIAL INFORMATION

Proponent must pay for all related permits/licensing and registration fees as required.

### 4. INSURANCE AND LIABILITY

The City of Port Colborne’s insurance requirements for consultants (the “successful bidder”) are described below. The coverage provided by these policies shall not be changed or amended in any way or cancelled by the successful bidder unless approved by the City in writing.

#### COMPREHENSIVE GENERAL LIABILITY AND AUTOMOBILE INSURANCE

The successful bidder shall provide the City of Port Colborne with a certified copy of Third Party

Liability in a form satisfactory to the City, as follows:

Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00). The Liability Insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building or land arising from the removal or weakening of support of any property, building or land whether such support be natural or otherwise.

Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00).

A “Cross Liability” clause or endorsement.

An endorsement certifying that the City of Port Colborne is included as an additional named insured.

An endorsement to the effect that the policy or policies will not be altered cancelled or allowed to lapse without thirty (30) days prior written notice to the City.

#### PROFESSIONAL LIABILITY INSURANCE

The Insurance Coverage shall be in the minimum amount of five million dollars (\$5,000,000.00). The successful bidder shall provide to the City proof of Professional Liability Insurance carried by the successful bidder.

#### **5. ADDITIONAL INFORMATION**

- Installation of all leasehold improvements within the premises/assigned area of service must be temporary in nature including and not limited to, installation of equipment, portable/fixed generators (min/max decibel level of 49 to 65), signs, specialized lighting etc., must be preapproved by the municipality
- Must meet all applicable regulations.
- Must have all applicable licenses/credentials
- Installation of any boards/signs within the proponents’ operating area, as approved by the municipality.
- Maintenance and general cleanliness of the proponents’ assigned area for service, waste removal to designated area and strict adherence to recycling program.
- At least three (3) letters of reference of similar work experience, each reference letter submitted shall have varied content in order to illustrate the Bidder’s understanding of the various requirements of the bid. This shall include all applicable contact information, as this will be a key component in the qualification of a Bidder. Bidders that do not fulfill this key component will be scored zero (0) on the Evaluation Criteria.
- Proof of any applicable licenses, certifications, or documents related to operations.
- Adhere to all Provincial, Federal and Municipal laws as they pertain to your business and payment of all applicable taxes.

- Willingness to complete any requested Municipal training, orientation, or certification processes as it relates to proposed commercial operations at H.H. Knoll Lakeview Park.

## 6. MUNICIPAL RESPONSIBILITIES

- Provide solid waste removal and recycling from the park area
- Adequate area/space to conduct food services
- Schedule of operating days/times, weather dependent
- Inclement weather policy
- The Municipality may, at any time make public the names of all respondents. Additional information may be released in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended.

## 7. MUNICIPAL CONTACT

Key contacts for inquiries regarding this RFP are as follows, and must be submitted **by e-mail only**, and directed to the attention of:

**Nicole Halasz**  
**Manager of Parks & Recreation**  
**Email: [nicolehalasz@portcolborne.ca](mailto:nicolehalasz@portcolborne.ca)**

## 8. TIMELINES

The following key dates listed are targeted as ones that will move this project forward.

**The 100% Submission** to City Staff must be completed by **July 3, 2020 2:00 p.m.**

Proposals received after this date and time will not be considered.

### Schedule

Action	Date (Approximate)
RFP Closing Date	July 3, 2020
Staff Report to Council and Award of RFP	July 17, 2020
Opening Operations	August 1, 2020

## 9. PROPOSAL GUIDELINE

- a. The bid shall include items listed hereunder, but also include other considerations based on the bidder's understanding of the project.

b. Bidders must strictly adhere to the submission instructions. The following policy regarding the submission and opening procedures will be applicable.

i. **FOUR (4), properly completed and sealed copies of the bid must be submitted (by the following date and time) to:**

Amber LaPointe, City Clerk,  
City Hall, first floor  
66 Charlotte Street  
Port Colborne, Ontario L3K 3C8

**Friday July 3, 2020 2:00 p.m. EST**

ii. There will be no public opening of this bid process.

iii. Bids received later than the time specified will not be accepted, regardless of the postal seal date. Bids must be plainly marked to reveal the contents and the name and address of the Bidder's firm. Bids received after this time will be unopened and returned.