



PORT COLBORNE

PROJECT NO. 2023-02
REQUEST FOR PROPOSAL (RFP)

Commercial Food Operations
at H.H. Knoll Lakeview Parkette



ISSUED ON: MARCH 14, 2023
CLOSING DATE AND TIME: APRIL 11, 2023, AT 2:00PM

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

Request for Proposal (RFP) Reference	Request for Proposal (RFP) No. 2023-02 Commercial Food Operations at the H.H. Knoll Lakeview Parkette.
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified companies to submit a proposal for the Commercial Food Operations at the H.H. Knoll Lakeview Parkette located at 160 Sugarloaf Street, Port Colborne, Ontario.
Questions	Questions are to be submitted in writing quoting the RFP number and name, up to 3 business days before the closing date, sent to Luke Rowe at luke.rowe@portcolborne.ca
Addenda	Proponents are required to check the City's Website for any updated information and addenda issued, before the closing date at the following website: www.portcolborne.ca/en/business-and-development/current-projects.aspx
Closing Date and Time	April 11, 2023, at 2:00p.m. local time Proposals received after this date and time will not be considered.
Instructions for Proposal Submission	The bid shall include items listed hereunder, but also include other considerations based on the bidder's understanding of the project. Bidders must strictly adhere to the submission instructions. The following policy regarding the submission and opening procedures will be applicable. TWO (2), properly completed and sealed copies of the bid must be submitted (by the above date and time) to: Charlotte Madden, Acting City Clerk City Hall 66 Charlotte Street Port Colborne, Ontario L3K 3C8 There will be no public opening of this bid process.
Obtaining RFP Documents	RFP Documents are available for download from the City of Port Colborne's Website: www.portcolborne.ca/projects_and_tenders Printing of RFP documents is the sole responsibility of the Proponents.
Terms and Conditions of Contract	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.

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

RFP and Overview

The City of Port Colborne is accepting proposals for commercial food vending at H.H. Knoll Lakeview Park. It is the intent of the city to enter a lease agreement with two food vendors for the operation of such commercial services at the H.H. Knoll Lakeview Parkette. Any award of this service lease agreement is conditional on the acceptance and approval of the Council of the City of Port Colborne. 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 list of all amenities, services, food menu, and equipment used to carry out the proposed operations.
- Proposed days and hours of operations, pricing, details of previous experience as a food vendor (festivals attended, years of service, locations of service), reference letters.
- Pictures of your food truck and/or trailer.
- Proof of insurance, food handler training certificate, and other relevant documentation.

About H.H. Knoll Lakeview Park

Established in 1922, one of our major parks is the beautiful H.H. Knoll Lakeview Park. Located downtown on Sugarloaf Street, this is one of Port Colborne's waterfront parks overlooking Sugarloaf Harbour and Gravelly Bay.

Features include 2 outdoor picnic pavilions, outdoor stage, rose garden, Melissa's Memorial Playground, discovery spray pad, restrooms, and an outdoor food vending area with seating. The park is at the southern end of the Welland Canals Parkway recreational trail, and the site of numerous community events including Canada Day Celebrations, and Canal Days Concert Series every Civic Holiday long weekend.

In 2020, as part of the Canadian Experiences Fund, in partnership with the Federal Economic Development Agency for Southern Ontario, the City received financial support to make improvements to H.H. Knoll Lakeview Park with the goal of enhancing tourism initiatives, updating facilities, and creating new experiences for both residents and visitors.

RFP Particulars

City of Port Colborne – Corporate Values

The successful proponent(s) must demonstrate alignment with our corporate values:

- Integrity – we interact with others ethically and honorably.
- Respect – we treat each other with empathy and understanding.
- Inclusion – we welcome everyone.
- Responsibility – we make tomorrow better.
- Collaboration – we are better together.

Space

The H.H. Knoll Lakeview Parkette is identified in Appendix A. The overhead view photo seen in Appendix A, does not accurately reflect the current landscape of the property, the purpose of this photo is to outline the boundaries of the property in question. The photo on the cover page of this RFP

package, accurately reflects the current make-up of the property.

Two food vending stations are available on this site with access to hydro and water. The successful proponent(s) must provide their own food vending station (food truck or trailer). With exception to the food vending station, the successful proponent(s) shall not construct or erect any permanent buildings or other structures on the property outlined in Appendix A, without written consent of the city. Any changes to the identified or available space by the successful proponent(s) will require the approval of the city.

The successful proponent(s) are required to provide a listing of all material equipment used and require the approval of the City to change or add such equipment as the agreement progresses.

Proponents can request a meeting for an on-site walkthrough of the location. Proponents must contact luke.rowe@portcolborne.ca

Food and Beverage

The successful proponent(s) are required to submit a listing of all menu items, including prices.

As a reminder to proponents, City facilities are smoke free. The city will not allow the sale of tobacco or cannabis of any kind. The sale of alcohol or lottery tickets from the space identified in Appendix A is prohibited. No alcoholic beverages are permitted on H.H. Knoll Lakeview Park property, under strict legislative requirements.

The successful proponent(s) will not have exclusive rights to sell food or beverages within H.H. Knoll Lakeview Park.

Hours of Operations

It is anticipated that the successful proponent(s) will open in late May and close for the season on October 1, 2023. At the completion of the operating season, the successful proponent(s) will immediately be required to remove their food station in its entirety from H.H. Knoll Lakeview Park.

The preferred hours of operation for the commercial food services are daily from 11am to 9pm. These hours can be discussed and altered upon agreement of both parties.

Staffing

The successful proponent(s) will be required to have, obtain, and file police checks for all staff, including ownership, working on site.

From time to time the city may require the successful proponent's staff to participate in City wide training on topics range from, but not limited to, health and safety to diversity, equity and inclusion. In such situations the city would cover the costs of training, staff wages of the successful proponent(s) would be the responsibility of the successful proponent(s).

Financial

Proponent must pay for all related permits/licensing and registration fees with respect to their commercial food operations.

The successful proponent(s) will enter a lease agreement with the city and pay a seasonal fee for each year of operation.

Proponents can assess that the city, as part of any agreement will provide:

- Utilities
- Parking
- Washrooms, including cleaning of washrooms.
- Cleaning of the area outside of the space in Appendix A.
- Garbage and recycling disposal

Laws and Regulations

It will be the responsibility of the successful proponent(s) to ensure all related public health standards, all permits, all licenses and any other laws and regulations are maintained, adhered to and meet with respect to their operations of the food concession. All related costs will be the responsibility of the successful proponent(s).

The successful proponent(s) will maintain insurance as outlined under material disclosures below.

Insurance and Liability

The City of Port Colborne's insurance requirements for leasee's (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.

Term of Contract

It is the City’s intention to enter into an agreement for one year, with an option to renew for up to an additional 3 years should both the successful proponent(s) and the city agree to continuing contract terms.

Evaluation Criteria

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP.

Rated Criteria Category	Weighting (Points)
i. Experience and Qualifications	15
ii. Food Menu, affordability	15
iii. Hours of operations	10
Total Points	40

City 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:

Luke Rowe
Event & Volunteer Coordinator
Email: luke.rowe@portcolborne.ca

Appendix A

