

CONCESSION OPPORTUNITY ANNOUNCEMENT

**A Business Opportunity for New Tecumseth
Arena Concession Operations**

ALLISTON, BEETON, TOTTENHAM



CONCESSION STAND



Are you interested in operating snack
food concession stands?

newtecumseth.ca

The Offering

This is a concession opportunity announcement offered by the Town of New Tecumseth. This announcement solicits expressions of interest from all persons who wish to be considered for operating snack bar food concession operations within the communities of Alliston, Tottenham, and Beeton.

The Department of Parks, Recreation & Culture (PRC) requests that all persons - individuals, corporations, or current partnerships - that are interested in the operation of concessions submit a proposal to PRC in the manner described in this announcement.

This announcement is intended to publicize the availability of the opportunities described herein. This is not an invitation to bid, nor is it a request for proposal under the Town of New Tecumseth's procurement policy. Therefore, the Town of New Tecumseth creates no obligation, expressed or implied, by the issuance of this announcement or by the receipt of proposals requested herein. The award of any contract as a result of this announcement, shall be at the sole discretion of the issuer, and submissions are not to be construed as legal offers.

Services to be Provided

The Concession Operator shall provide prepared and pre-packaged foods, snacks, beverages, and other items as are appropriate in the operation of this type of concession.

The key operating seasons may vary by location, but the most comprehensive coverage and flexibility of scheduling annually to accommodate facility operations is required.

Operations offering food concessions must hold a current business license, have a registered HST number, and the vendor will be responsible for adhering to Muskoka District Health Unit regulations and inspections. The operator or manager designee is also required to obtain Food Handler Certification, train all staff in food safety practices, and ensure that a certified manager/supervisor is available during operating hours.

The PRC Department reserves the right to accept or reject any item offered for sale by the concession, if it is felt that the item is harmful or questionable in nature, is contrary to a Town held contract, or presents a conflict with another facility service or retailer.

The Agreement

The agreement is expected to be awarded based upon the proposals submitted in response to this announcement. The agreement will be for a minimum of one (1) year to a maximum of four (4) years covering the remaining 2023 fiscal year to the agreed contract end date.

Under the agreement, the operator will be required to provide and secure all supplies, equipment, merchandise, services, employees, and other resources needed to successfully operate the concession. The availability of Town owned equipment available for use by the concession operator(s) varies by property location. For a list of minimum requirements, please see Appendix A.

Available Locations

Alliston

1. Alliston Memorial Arena
 - a. Concession

2. New Tecumseth Recreation Centre
 - a. Concession
 - b. The Nest Restaurant

Tottenham

1. Tottenham Community & Fitness Centre
 - a. Concession

Beeton

1. Beeton Memorial Arena
 - a. Concession

Proposal Content

Identification of Interest

The desired concession location(s) must be specifically identified. If more than one concession operation is requested, proposals may be combined. Combined proposals must address each element of information requested for each concession location. Each combined proposal must also indicate whether the operator is interested in operating each concession individually or whether the proposal must be considered on an “all or none” basis. If not indicated as “all or none” the award may be split between proposers as deemed in the best interest of the Town.

Description of Goods & Services

The proposal shall describe the goods and services to be offered to the public by the operator. The description must be in sufficient detail to permit an evaluation of the scope of the concession offered. The proposal shall be as complete as possible.

Payment Terms to the Town of New Tecumseth

The proposal must describe the proposed payment and basis for payment (i.e. percentage of gross receipts or other method) to be made to the Town of New Tecumseth in consideration for the Agreement. The proposed terms of the payment and any limitations or conditions must be clearly described. The proposal should include an estimate of the total payment to be made under the agreement.

Concession Operational Outline:

- a. Pro-forma statement with anticipated net profit
 - b. Days and hours of operation
 - c. Number of employees
 - d. Equipment supplies and requirements
 - e. Inventory storage and delivery considerations
 - f. Proposed signage and esthetic changes to concession areas
 - g. Management & company key contacts
 - h. Efficiency - Prior experience & length of time in the industry, service orientation
 - i. Professional references - Noting names, address, phone number, email for each
-

Proposal Evaluation

Each proposal submitted in response to this announcement will be reviewed and evaluated by individuals designated by the Town Executive Management Team.

The proposal evaluation will consider the following factors:

1. Level of service offered to the public
2. Adequacy of resources to fulfill the operational plan
3. Fees to be paid to the Town of New Tecumseth
4. Level of commitment to developing the concession / restaurant offerings and facility
5. Consideration of the # of concession locations proposed

The designate of the Town will exercise their discretion in determining which proposal presents the opportunity to best satisfy the interests of the public and the PRC Department. All decisions made by the Designate shall be considered final, however contractual terms and conditions may still be negotiated other than those outlined as mandatory by the Town. See Schedule A

Proposal Submission

All persons wishing to be considered for a PRC Concession Agreement should submit a proposal to be received no later than May 26th, 2023. The proposal should address each of the following points outlined below. All information included in the proposal shall be considered a matter of public record.

Proposals should be submitted to:

By Email: cgarriock@newtecumseth.ca

In Person: Attn: Christina Garriock
Town of New Tecumseth
10 Wellington St. E.
Alliston ON
L9R 1A1

Proposals Submitted by email must contain "Concession Proposal: Location" in the subject line.

All documents submitted in person should be sealed in an envelope clearly marked with "Concession Proposal", followed by the company name, as well as the facility/facilities that the proposal is for.

All Proposals must be received prior to 4:30pm on May 26th, 2023. Proposals submitted after this deadline will not be accepted.

If interested in a site tour, please email dmay@newtecumseth.ca .

Schedule A

MINIMUM REQUIREMENTS

In order to be considered for this opportunity, you must:

- have a valid Business with a registered HST number
 - Currently carry a minimum of \$2 million in liability insurance under the registered business
 - Be able to provide at least 3 professional references
 - Carry current food handling certification
 - Hold a valid liquor license (for The Nest proposals only)
-