



Report 2023-140
Appendix B

PROJECT NO. 2023-01
REQUEST FOR PROPOSAL (RFP)

Commercial Food Operations
at Vale Health & Wellness Centre (VHWC)



ISSUED ON: February 21, 2023
CLOSING DATE AND TIME: March 20, 2023 at 2:00p.m.

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

| | |
|---|---|
| Request for Proposal (RFP) Reference | Request for Proposal (RFP) No. 2023-01 Commercial Food Operations at the Vale Health & Wellness Centre (VHWC). |
| 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 Vale Health & Wellness Centre (VHWC). The facility is nestled within the T.A. Lannan Sports Complex located at 550 Elizabeth 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 Amy Duffy at amy.duffy@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/city-hall/Projects_and_Tenders_Opportunities.aspx#Bids-and-Tender-Opportunities |
| Closing Date and Time | March 20, 2023 at 2:00p.m. local time Proposals received after this date and time will not be considered. |
| Instructions for Proposal Submission | <p>The bid shall include items listed hereunder, but also include other considerations based on the bidder's understanding of the project.</p> <p>Bidders must strictly adhere to the submission instructions. The following policy regarding the submission and opening procedures will be applicable.</p> <p>FOUR (4), properly completed and sealed copies of the bid must be submitted (by the above date and time) to:</p> <p style="padding-left: 40px;">Charlotte Madden, Acting City Clerk City Hall 66 Charlotte Street Port Colborne, Ontario L3K 3C8</p> <p>There will be no public opening of this bid process.</p> <p>Bids received later than the time specified will not be accepted, regardless of the post 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.</p> |
| 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.

“VHWC” means Vale Health & Wellness Centre

RFP and Overview

The City of Port Colborne is accepting proposals for the operation of a commercial food canteen in the VHWC. It is the intent of the City to enter into an agreement for the operation of such commercial services at Vale Health & Wellness Centre at 550 Elizabeth Street, Port Colborne. Any 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.

About the VHWC

The Vale Health & Wellness Centre was established in 2013. It is a state-of-the-art facility, fully accessible for sport, recreation, health, wellness, entertainment, and commerce – all under one roof and has become a hub of Port Colborne.

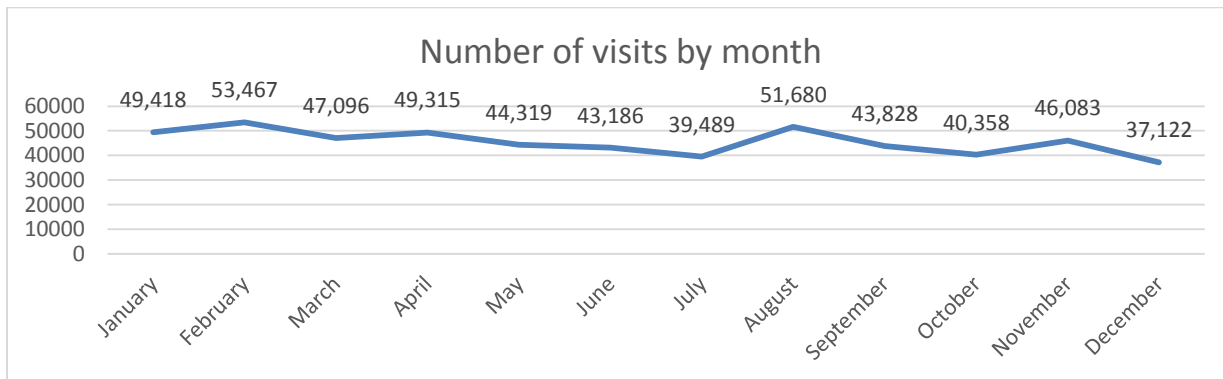
This 145,000 square foot venue includes two NHL-sized ice pads, a walking/jogging track for all season use, six outdoor bocce courts and, through partnership with the YMCA, an aquatic centre with lap and leisure pools, a gymnasium and fitness area.

The facility is nestled within the T.A. Lannan Sports Complex located at 550 Elizabeth Street that is home to six soccer fields, three baseball fields, a playground, outdoor fitness equipment and recreation trails that connect to multi-use trails across the City.

The facility hosts approximately 45 tournaments annually and numerous events and kids camps.

The City utilized an outside subject matter expert to provide the estimated number of visitors by month in the year prior to the pandemic (2019) as follows:

Vale Health & Wellness Centre – Estimated Number of Visits by Month



The city anticipates usage in the current health environment to follow a similar pattern. Recent adjustments such as enhanced YMCA hours on the weekends and new groups using the arena may result in numbers increasing in the future.

RFP Particulars

City of Port Colborne – Corporate Values

The successful proponent must demonstrate alignment with our corporate values:

- Integrity – we interreact with others ethically and honourably
- 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 space available is identified in Appendix A. Additional space within the VHWC can be utilized when available and at the discretion of the City. Any changes to the identified or available space by the successful proponent will require the approval of the City, will become the property and asset of the City and are to be at the cost of the successful proponent.

The successful proponent is 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.

Our city is growing, should there become a need to enhance the VHWC that result in moving the identified food concession location identified in Appendix A, the successful proponent agrees to move to a similar size space in an alternative location. Any new location would be built at the cost to the City.

Proponents can attend an on-site walkthrough of the location on Thursday, March 2, 2023 at 2:00p.m. Proponents must register in advance by sending an email to Amy Duffy, Supervisor Events and Sponsorship. Email: amy.duffy@portcolborne.ca

Food and Beverage

The results of a recent survey of customer preferred food offerings can be seen in Appendix B. It is anticipated the successful proponent will demonstrate at least 60 percent of the available menu supports relatively healthy choices.

The successful proponent is required to submit listing of all menu items, including prices. The menu items sold need to highlight the healthy choices options. Any material changes to the menu items, including price will require the approval of the City.

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 City is not allow the sale of alcohol or lottery tickets from the space identified in Appendix A.

The successful proponent will not have exclusive rights to sell food or beverages within the VHWC, T.A. Lannan Sports Complex or any other location. The City also intends to maintain vending machine operations.

Hours of Operations

It is anticipated that the successful proponent will open no later than April 30, 2023. The space will become available two months prior on February 28, 2023.

The preferred hours of operation for the commercial food services are the same as the arena hours which are currently 6:00a.m. to 11:00p.m. daily and the City is open to discussing further.

The successful proponent will adhere to the City's inclement weather procedures, including any mandated periods of closure. There will be no financial reimbursement for weather related closures.

The City will reserve the right to require the successful proponent to shut down operations for any reason. In the event a required shut down exceeds 24 hours in any given month, for a reason other than weather, it is anticipated that months financial terms will be prorated accordingly.

Staffing

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

From time to time the City may require the successful proponents 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 would be the responsibility of the successful proponent.

Financial

Proponent must pay for all related permits/licensing and registration fees with respect to the food concession location and their operations, as required.

The City will evaluate proposed compensation for the identified space on a total compensation basis. For greater clarity the City will review and compare the proposed total compensation over the five-year term of the contract.

The City is open to proposals that are fixed, variable or hybrid (fixed or variable) in nature. Proponent can expect variable and hybrid to be weighted for probability of achievement. The weighting will be at the discretion of the City. They will be based on a combination of the proponents' proposal, feedback from the recent questionnaire attached as Appendix B and City experience, including experience at the VHWC along with other locations across the City.

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 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. Any and all related costs will be the responsibility of the successful proponent

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

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.

Term of Contract

It is the City's intention to enter into an agreement for five years with an option to renew for up to an additional five years should both the successful proponent and 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 – incorporation of the options which ranked highest in the survey as well as healthy options. | 15 |
| iii. Food Menu, affordability | 15 |
| iv. Hours of operations | 10 |
| v. Opening day – no later than April 30, 2023 | 5 |
| Sub-Total Points | 60 |
| Financial | 40 |
| Total Points | 100 |

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:

Amy Duffy
Supervisor, Events and Sponsorship
Email: amy.duffy@portcolborne.ca