



TOWN OF SAINT ANDREWS

REQUEST FOR PROPOSAL 2024-06 CANTEEN FACILITY W.C. O'NEILL ARENA COMPLEX

DATE: FRIDAY, SEPTEMBER 27, 2024

TIME: 12:00 P.M. (NOON) AST

LOCATION: Town of Saint Andrews Town Hall
212 Water Street, Saint Andrews, NB
E5B 1B4

Late Bids Will Not Be Accepted.

The Town of Saint Andrews reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Request for Proposal at any time.



TOWN OF SAINT ANDREWS

1. SUMMARY AND BACKGROUND

The Town of Saint Andrews is seeking an individual or organization to provide Canteen Service Operations for patrons of the W.C. O'Neill Arena Complex. The canteen is self-contained in the facility located at 24 Reed Avenue, Saint Andrews, NB E5B 1A1.

During the winter months (October – March), the W.C. O'Neill Arena Complex ice surface is home to minor hockey, speed skating, adult rep hockey, public skating, and community programming.

2. GENERAL TERMS AND CONDITIONS

2.1. Site Visit

A site visit may be coordinated as requested by contacting Paul Nopper, Clerk – Senior Administrator at 506-529-5120 or by emailing pnopper@townofstandrews.ca

2.2. Submission of Request for Proposal

Proposals are to be submitted on or before Friday, September 27, 2024, at 12:00 p.m. (noon) local time to:

REQUEST FOR PROPOSALS 2024-06
CANTEEN FACILITY
W.C. O'NEILL ARENA COMPLEX
Paul Nopper, Clerk – Sr. Admin.
Town of Saint Andrews
212 Water Street,
Saint Andrews, NB
E5B 1B4

The submission envelope must clearly state the above to be considered.

2.3. Process Schedule

The Town of Saint Andrews intends to utilize the following schedule in completion of the process. The Town reserves the right to amend the schedule should it be deemed necessary.

Issuance of Request for Proposal	Wednesday, September 4, 2024
Deadline for Inquiries/Clarifications	Friday, September 20, 2024
Deadline for Submissions	Friday, September 27, 2024



TOWN OF SAINT ANDREWS

2.4. Request for Proposal Form

Sealed bids must be submitted to the Town of Saint Andrews using the Canteen Facility Lease Submission Form, Appendix "A" hereto, and shall be signed by the bidder with their business clearly indicated. The Town will not be responsible for any lost documents.

2.5. Cost of Submission

Bidders assume responsibility for all costs, expenses, loss, damage, and liabilities incurred as a result of or arising from the invitation to bid.

2.6. Rejection of Submission

The following bids will be rejected:

- Late bids.
- Incomplete bids.
- Canteen Facility Lease Submission Form not signed.
- Canteen Facility Lease Submission Form not used.

2.7. Irrevocable

All bids will be irrevocable for a period of ninety (90) days from the closing date of the Request for Proposal or until a contract is signed with the successful bidder, whichever comes first.

2.8. Withdrawal of Bid

Requests for withdrawal of bids received prior to closing time will be allowed. However, withdrawal requests received after the closing date and time will not be allowed.

2.9. Errors and Omissions

It is understood, acknowledged, and agreed that while this Request for Proposals includes specific requirements and specifications, and while the Town of Saint Andrews has used considerable efforts to ensure an accurate representation of information in this proposal process, the information is not guaranteed by the Town to be comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the bidders from forming their own opinions and conclusions with respect to the matter addressed in the Request for Proposal. There will be no consideration of any claim, after submission of the bid, that there is a misunderstanding with respect to the conditions imposed by the contract.



TOWN OF SAINT ANDREWS

2.10 Insurance

The successful candidate shall maintain a comprehensive liability and fire insurance in the minimum amount of One Million Dollars (\$1,000,000.00). All coverage necessary for the operation of a canteen service must be included so that full indemnity is provided to the Town of Saint Andrews for the operation of the premises as a canteen.

The successful proponent shall provide clear evidence of the Certificate of Insurance of this coverage including confirmation with the Town of Saint Andrews as an additional insured. The Proponent agrees that all coverage obtained will be maintained during the term of the Lease and shall be on terms and to the extent required and acceptable to the Town's Insurer.

2.11. Indemnification and Hold Harmless

The successful bidder shall indemnify and save harmless the Town of Saint Andrews, Council Members, and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part of any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.

2.12 Restrictions of Use

The premises shall be used as a canteen only. The Canteen cannot be used for any purposes which may render the insurance on the W.C. O'Neill Arena Complex void or voidable.

2.13. Historical Performance

The Town of Saint Andrews reserves the right to disqualify and remove from the bid process those whose historical performance has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions, or for Health and Safety violations, of which the Town shall be the sole judge.

3. SCOPE

3.1. The Town of Saint Andrews will lease the canteen space at the W.C. O'Neill Arena Complex to a successful bidder for one (1) upcoming ice season (2024 – 2025) with an option of two (2) years renewal should all the conditions in the Contract be met.

3.2. The successful proponent is responsible for providing canteen services for whenever the arena is open to the public. Hours may vary due to tournaments,



TOWN OF SAINT ANDREWS

special events, and ice bookings. Some discretion is used in consultation with the Manager of Recreation and the successful proponent. The successful proponent is responsible for operating the canteen and being open during arena business hours. As such, proponents must indicate, in their bid, that they are agreeable to operating the canteen during these hours, unless otherwise arranged with the Manager of Recreation.

3.3. The successful proponent is responsible for hiring their own employees; however, the Manager of Recreation should be aware of anyone who has access to the facility. All employees should be trained in safe food handling, health and safety, and must obtain a Police Vulnerable Sector Check.

3.4. The successful proponent will sell food and drink (excluding alcoholic drinks) only. The Town promotes active and healthy living and the canteen menu will reflect this vision. The canteen operator will provide a menu that will include traditional healthy options as per the suggested outline:

- Traditional snacks such as chips, cookies, chocolate bars.
- Healthy snacks such as granola bars, yogourt (tubes or other) muffins, fruit, etc.
- Traditional meal items such as poutine, french fries, onion rings, etc.
- Healthy meals such as breakfast sandwiches, bagels and cream cheese, wraps, etc.
- Traditional drinks such as soft drinks, coffee, tea, etc.
- Healthy drinks such as water and juice.
- Added value healthy options – as proposed by the canteen operator.

3.5. The Town of Saint Andrews will provide:

- A pop cooler and chip rack.
- Existing utilities: electricity, water, garbage/recycling disposal.
- Janitorial Services to the arena area only (not the canteen). The canteen must be kept clean by the successful proponent.
- All building maintenance, grounds care, and snow removal.
- WIFI services.

The successful proponent will be responsible for all other equipment to satisfy their needs.

3.6 The terms of the canteen operation will be for a 6-month period (October to March) and may vary according to ice times.



TOWN OF SAINT ANDREWS

3.7. Any renovations that the successful proponent would like to make to the canteen must be approved by the Town and the cost to be borne by the successful proponent.

3.8. Any deep frying equipment should be reviewed by Town staff prior to use at the canteen.

3.9. The successful proponent will have a walkthrough of the canteen with the Manager of Recreation and other Town Staff to ensure the proponent fully understands the area of the canteen.

4. BID SUBMISSION INSTRUCTIONS

4.1. Questions regarding the Canteen Request for Proposal may be submitted by email to pnopper@townofstandrews.ca or call Town Hall at 506-529-5120. Questions will be taken until Friday, September 20, 2024.

The Town of Saint Andrews reserves the right to post relevant answers and/or issue addendums to the Request for Proposal on the Town of Saint Andrews website at www.townofsaintandrews.ca

4.2 Bids must be delivered in a sealed envelope and submitted to the undersigned prior to the closing date of Friday, September 27, 2024, at 12:00 p.m. AST.

REQUEST FOR PROPOSALS 2024-06

CANTEEN FACILITY

W.C. O'NEILL ARENA COMPLEX

Paul Nopper, Clerk – Sr. Admin.

Town of Saint Andrews

212 Water Street,

Saint Andrews, NB

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4.3. All bids must be submitted to the Town of Saint Andrews on the Canteen Facility Lease Form, Appendix "A" hereto, and shall be signed by the bidder, with their business address clearly indicated. The Town will not be responsible for any lost documents.

4.4. The terms of the Contract is for two years for the months of October to March. The minimum monthly lease rate is set at \$_____ **plus HST** for each month of the lease. Bidders are asked to propose their own monthly lease rate (not lower than \$150.00) bearing in mind competition and the evaluation criteria based on lease rates. The lease fee should be stated in the form of a monthly lease amount exclusive of HST. The annual rent shall follow this schedule of payment:



TOWN OF SAINT ANDREWS

- October 30 – 25%
- December 1 – 25%
- February 1 – 25%
- April 1 – 25%

4.5. Bids should include a menu with prices that would be provided while operating the canteen.

4.6. Bids should include examples of similar services provided by the applicant. Bidders should also outline the experience and qualifications of the applicant and any other personnel who will be directly involved in the operations.

4.7. Bids should list businesses, organizations, or individuals who might supply a reference to the level and quality of service provided by the operator. Please supply a minimum of three (3) such references.

5. BID EVALUATIONS

5.1. The Town of Saint Andrews will compare and evaluate each bid to determine the bid which is the best overall value to the Town, using the following criteria:

- Proponent's menu choices and pricing – 30%
- Lease amount proposed - 25%
- Proponent's experience and qualifications in the delivery of canteen services – 20%
- Proponent's approach and methodology in providing the services required in this Request for Proposal – 25%

In addition to the submitted bid, the Town of Saint Andrews reserves the right to invite one or more bidders for interviews and/or presentations to further clarify their bid should it be deemed necessary.

The Town of Saint Andrews reserves the right, in its sole discretion, to consider other additional criteria in the evaluation of a bid. The Town reserves the right to not complete a detailed evaluation of a bid if the Town concludes, having undertaken preliminary review of the bid, that the proponent as compared to all other bids is not in contention to be the selected bid.

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED.



TOWN OF SAINT ANDREWS

SCHEDULE "A"

CANTEEN FACILITY LEASE FORM W.C. O'NEILL ARENA COMPLEX 2024 – 2025

Name of Operator/Business	
Address	
Phone Number	(h) (c)
Email	
Contact Name	
Title	

Proposed Monthly Rent (\$) plus HST	
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Experience – Please list relevant experience below.
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TOWN OF SAINT ANDREWS

Proposed Menu Including Prices – Please attach additional page(s) if more space is needed.



TOWN OF SAINT ANDREWS

References – Please list three (3) related references below.



TOWN OF SAINT ANDREWS

Name:	Phone:
Name:	Phone:
Name:	Phone:

I/We, the undersigned, herewith propose to supply Canteen Services, in accordance with the specifications issued by the Town of Saint Andrews	
Name of Operator/Business	Authorized Signature

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The Town of Saint Andrews will not be responsible for any lost documents. Proposals are to be submitted on or before **Friday, September 27, 2024, by 12:00 p.m. AST** to:

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