

REQUEST FOR PROPOSALS
MARINE PARK CAFE OPERATIONS

INTRODUCTION

The Blind River Marine Park, located at Dorothy Inlet on the North Channel at Blind River, is requesting proposals for the operation of a seasonal food service facility. The Marine Park is regarded as one of the best facilities on the North Channel, and endeavours to provide the highest quality of customer service and boater experience. A food service outlet is considered an attraction for marina facilities and is an essential element in the staging of events and activities which would draw significant volumes of boaters to the community. The economic impact of increased boater volumes is of primary interest to the community. The additional tourism expenditures in the community are of direct benefit to the business community over and above the direct revenues accrued through the on-site food services operation. The intent of an on-site food service operation, therefore, is to work as a partner with the Marine Park operations to attract greater boater volumes, and to work with the broader business community to capture additional tourism receipts after arrival. The following outlines the nature of relationship to be entered into with the Marine Park and interested parties are asked to provide the information requested to enable selection of an appropriate contractual partner in this facility. The successful proposer will be required to enter into a formal lease agreement with the Corporation of the Town of Blind River.

1) **PROPONENT INFORMATION:**

Legal Name of Person Submitting Proposal _____

Legal Name of Proposed Cafe Operation _____

Name of Duly Authorized Officer or Contact _____

Worker's Compensation Board Account _____

Liability Insurance Provider/Policy Number _____

Mailing Address _____

Phone Number _____ Fax Number _____

3) **SEASONAL AND DAILY OPERATIONS: 2018/2019**

The Cafe is a seasonally sensitive operation and must be opened in response to marina traffic and planned events at the Marine Park. In keeping with this, the following schedule will be observed unless otherwise arranged by mutual consent through the Marine Park Manager:

- a) From the 15th day of May to the last day of May, the Lessee shall take occupancy and begin setting up to operate the Cafe, at a time to be determined and advertised by the Lessee.
- b) From the first day of June to the last day of August, the Lessee shall operate the Cafe at a time to be determined and advertised by the Lessee.
- c) From the first day of September to the last day of September, the Lessee shall confirm operations with the Marina Manager.
- d) If the Lessee chooses to operate between the 1st day of September to the last day of September, dates are to be confirmed with the Marina Manager. Rental fees will be the responsibility of the Lessee, and will be due on the 1st day of September, 2018.

4) **LEASE AGREEMENT:**

The lease amount to be paid to the Town of Blind River will be inclusive of required hydroelectricity costs notwithstanding such additional charges as may be agreed upon subsequently for energy costs related to the installation of additional lighted signage or other energy consuming devices. The lease rate does not include any other utilities or services or installations which must be arranged and installed at the sole cost of the proposed operator. Under no circumstances will a lease proposal be accepted which includes any requirement or provision for percentage of sales or other related margins and volumes for the purpose of determining a lease rate.

The proposed lease amount to be paid to the Town of Blind River in consideration of the above noted season and use will be **\$300.00** per month, plus HST, starting with the first payment on or before the **1st day of June, 2018** and continuing monthly thereafter on the first day of each month with the final payment for the operating season on **1st day of August, 2018**. Unless written notice is received to confirm the intent to operate the Cafe during the month of September.

No-Compete Clause

The Lessor and Lessee agree to not provide similar skills or services to a competing business, or provide similar skills or services within a direct geographical area of the Blind River Marina and the Lessor and Lessee agree to all of these stipulations for the duration of this contract.

5) **ELIGIBLE GOODS AND SERVICES:**

- a) The Cafe will sell only food items and not any other items unless by the specific written agreement of the Town of Blind River. The following items shall be made available for sale to the public and user groups as the minimum eligible food

services:

- fish and chips (French fries) made fresh on-site;
- a basic breakfast selection (eggs, homefries, toast, bacon etc)
- a variety of cold drinks (no glass bottles are to be provided to the public under any circumstances);
- coffee, hot chocolate, and other hot drinks at the discretion of the Lessee;

Please attach a description of any further menu items proposed for the Cafe operation.

6) **PROPOSAL SUBMISSION AND SELECTION:**

- a) Interested parties may make arrangements to view the lease space by calling (705) 356-2251. Parties waiving this privilege will be deemed to have accepted and acknowledged responsibility for any costs, damages, or other liabilities with respect to deficiencies or required improvements or renovations for subsequent changes to the facility for the purpose of operating.
- b) The lowest or any proposal is not necessarily accepted, and the Town of Blind River reserves the right to negotiate all or any part of the proposal selected prior to award.
- c) Proposals will be evaluated on the basis of:
 - 1) Ability to provide qualified and experienced food service operations;
 - 2) Operating schedule for service to the residents and tourists;
 - 3) Range of promotional activities and partnerships to be undertaken;
 - 4) Quality and scope of proposed menu items.
- d) Proposals shall be submitted to the Town of Blind River by 3:00 P.M. on April 6th, 2018. Proposals must be in a sealed envelope clearly marked as follows:

Blind River Marine Park
Corporation of the Town of Blind River
11 Hudson Street, PO Box 640
BLIND RIVER, ON P0R 1B0

Attn: Ms. Kathryn Scott
Re: Marine Park Cafe Proposals

- e) Proposals will not be accepted if sent by facsimile or other electronic device. All proposals will be submitted at the sole expense of the sender. No allowance shall be made for late submissions or proposals submitted without meeting the above noted procedure requirements.

- f) All communications regarding this Request for Proposals (except for the submission of proposals which shall be conducted as described above) are to be directed to:

Ms. Kathryn Scott
Town of Blind River
PO Box 640
11 Hudson Street
BLIND RIVER, ON P0R 1B0

PHONE: (705) 356-2251
FAX: (705) 356-7343
katie.scott@blindriver.ca

8) **ACCEPTANCE:**

- a) The successful proposal representative will be invited to enter into a Lease Agreement with the Town of Blind River within two (2) weeks of the date of award. The lease agreement shall incorporate the terms and conditions of this Request For Proposals together with any agreed on revisions or addenda to the accepted proposal.
- b) The Lease Agreement will be renewable for two (2), one (1) year extensions subject to negotiation and agreement by both parties prior to the termination of this Agreement.
- c) The highest bid proposal not necessarily accepted and the Town of Blind River reserves the right to reject or negotiate any or all proposals submitted in accordance with the above.

This proposal submitted by:

Signature of proposer

Print Name

Date