



MUNICIPALITY OF  
**GREENSTONE**

**REQUEST FOR QUOTATION**

**\*THIS IS NOT A PURCHASE ORDER\***

<b>To : OPEN</b>	<b>Procurement Reference: PS-2022-23</b>
<b>Date : September 29, 2022</b>	<b>Location / Details – Municipal Community Centres</b>

You are invited to quote the lowest net price for which you are prepared to supply the goods or services described as follows:

**RFQ for Canteen Operator Services for Community Centres**

**PROJECT SCOPE:**

In the interest of enhancing services at arena facilities and maximizing facility usage, the Municipality of Greenstone is inviting Bids from qualified, customer service-oriented Food & Beverage Vendors to provide canteen operation services during the winter programming season at one or more of the municipal Community Centres as follows:

Beardmore Community Centre	100 Main Street, Beardmore, ON
Geraldton Community Centre	200 Wardope Ave., Geraldton, ON
Longlac Sportsplex	200 Picnic Point Road, Longlac, ON
Nakina Community Centre	206 Northern Avenue, Nakina, ON

Service schedules for the canteen(s) shall align with the arena ice schedule. Ice schedules vary among the arenas and is expected to be finalized for the 2022/2023 season by October 7, 2022. Canteen services will be required on a part-time work schedule that generally involves 5 days per week, including weekends, during afternoon and evening hours. The contract will require canteen services to be provided a minimum of 70% coverage of a regular weekly ice schedule. Service schedules will be approved by the Municipality and may be adjusted to accommodate tournaments, special events, ice rentals or other requests from recreational user groups.

The following estimated work schedule is provided for bidding purposes:

Weekdays 4pm-8pm (4 days) and Saturday 9am-5pm

Tournament Events in addition to the regular schedule are anticipated including Longlac Moosecalac (4 days), the Geraldton Easter Weekend Hockey Tournament (2 days) and other minor hockey events.

The successful Vendor will be required to enter into a Facility Lease Agreement with the Municipality. A \$200 deposit is required at the time of contract execution which is refundable upon the expiry of termination of the contract after satisfactory inspection by the Municipality. All necessary cleaning supplies and equipment shall be provided by the Municipality throughout the contract term.

**PAYMENT:** Invoices submitted at the end of each month identifying contracted services provided shall be paid by the Municipality. No advances or interim payments shall apply. Fee increases may be negotiated for a Renewal Term only, if applicable.

**CONTRACT TERM:**

The "Initial Term" aligns with the Winter Recreational Programming Schedule beginning October 2022 from date of contract award through to May 2023. Up to two (2) annual Renewal Terms may be negotiated.

**VENDOR REQUIREMENTS:**

All work to be done according to all applicable Standards, Codes and Regulations including the Occupational Health & Safety Act and WHMIS.

Bidders must meet contractor eligibility requirements including: Business Licence, Safe Food Handling Certification, Proof of Insurance (\$2 million), WSIB Certificate or Independent Operator Status, Contractor Prequalification Requirements, AODA Declaration and Security Clearance. No form of contract shall be executed until these requirements are fully satisfied.

**CLARIFICATION:** Questions will be received up to the submission deadline by:

Brian Aaltonen, Director of Public Services via Email: [brian.aaltonen@greenstone.ca](mailto:brian.aaltonen@greenstone.ca)

**SUBMISSION:**

**Vendors shall submit a bid for the lease amount to be paid to the Municipality on a monthly basis (per facility) to offset utility costs.**

Quote to be valid through to November 30, 2022 and if awarded, a written contract between the parties shall be executed to formalize the service agreement.

- Schedule A and Schedule B shall be submitted as the Bid Documents.
- Submissions will be accepted up to 1:00 p.m. local time on Thursday, October 13, 2022.
- Email with subject heading: RFQ PS-2022-23 Canteen Operator Services. Submit quotation to:

Katherine Alton, Public Services Executive Secretary  
Email: [katherine.alton@greenstone.ca](mailto:katherine.alton@greenstone.ca)

**SCHEDULE A - BID FORM**  
**RFQ PS-2022-23 CANTEEN OPERATOR SERVICES**

Earliest Start-Up Date: \_\_\_\_\_

Menu Description to be attached separately. The use of additional equipment must be pre-approved by the Municipality.

Vendors may bid on providing services at one or more of the facilities.

COMMUNITY CENTRE	BID Price (monthly rate)	HST
Beardmore		
Geraldton		
Longlac		
Nakina		

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

It is also agreed that, upon acceptance in writing by the Municipality this form becomes the "Agreement for the Provision of Goods and Services" between the Supplier and the Municipality. This offer shall be irrevocable for a period of thirty (30) calendar days following the RFQ Submission Deadline.

I/We (the Supplier) promise to provide the goods and services without undue delay and complete the purchase and sale as stated in Request for Quotation PS-2022-04.

\_\_\_\_\_  
 Name of Individual or Company  
 hereafter referred to as the "Supplier"

\_\_\_\_\_  
 Witness or Company Seal

\_\_\_\_\_  
 Signature and Title of Person Signing for Company

\_\_\_\_\_  
 Date

**SCHEDULE B – SUPPLIERS INFORMATION**  
**RFQ PS-2022-23 CANTEEN OPERATOR SERVICES**

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**PRINT LEGAL NAME OF SUPPLIER**

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MAILING ADDRESS

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CITY

PROVINCE

POSTAL CODE

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NAME OF CONTACT PERSON (PRINT)

PHONE NUMBER

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FAX NUMBER

CELLULAR NUMBER

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EMAIL ADDRESS

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**SIGNATURE OF AUTHORIZED OFFICIAL**

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NAME OF AUTHORIZED OFFICIAL (PRINT)

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DATE