

NANTON



TOWN OF NANTON

Request for Proposals

COMMERCIAL KITCHEN USE/ CONCESSION OPERATIONS,

TOM HORNECKER RECREATION CENTRE

Request for Proposal No. **2020-70-THRC Concession**

Issue date: **March 23rd 2021**

Closing location:
Town of Nanton
Town Office
1907 - 21 Avenue (PO Box 609)
Nanton, AB T0L 1R0

Attn: Clayton Gillespie, Manager of Corporate Services

Closing date and time:

Open until filled.

INTRODUCTION

1. The Town of Nanton (Town) is seeking interested qualified individuals or businesses to operate and manage the concession located in the Tom Hornecker Recreation Centre (THRC) during the fall/winter months and for special events. This RFP is designed for those interested in entering a **licence of occupation** to operate a privately-run concession business at the THRC. The arena is located at 2122 18 Street. It is home to Nanton Minor Hockey, Nanton Marlins Swim Club and Nanton Curling Club. Other special events and activities are also booked from time-to-time throughout the year, such as hockey tournaments and skating events.

The ice surfaces are not active during the months of April – September, but our facilities are available for special events and activities.

The concession is located on the main floor of the arena lobby, with access from the lobby and direct access to the outside from the concession.

The concession contains a commercial grade kitchen that could be used for value-added catering services beyond basic concession operation by the right proponent.

Request for Proposal: 2020-70-THRC Concession

Description: CONCESSION OPERATIONS, TOM HORNECKER RECREATION CENTRE

Closing Date: **Open until filled.**

2. Further details about the services required can be found in Schedule "A"– Project Information.
3. **This RFP is not a tender and is not subject to the law of competitive bidding.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
 - Schedule "A" – Information for proponents
 - Schedule "B" – Proposal Content Requirements

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:
 - Clayton Gillespie ,Corporate Services Manager
 - Phone: 403-646-2902
 - E-mail: finance@nanton.ca

 - Town of Nanton
 - 1907-21 Avenue, PO Box 609
 - Nanton, AB
 - T0L 1R0
6. All inquiries must be addressed through an arranged site visit with Town management.
7. Proponents should refrain from contacting other employees, agents or members of

Council of the Town in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the Town's sole discretion, result in disqualification.

SUBMISSION OF PROPOSALS

8. Proposals can be in either paper or electronic format. Proponents should submit their proposal indicating the RFP title.

Town of Nanton
1907-21 Avenue, PO Box 609
Nanton, AB
T0L 1R0

Attn: Clayton Gillespie, Manager of Corporate Services.

9. Extensions will not be granted.
10. Proposals and accompanying documentation provided to the Town in response to this RFP will not be returned.

CONTENT OF PROPOSALS

11. Proposals should address the requirements set out in Schedule "B" - Proposal Content Requirements.
12. Proponents may provide additional information beyond that requested in the RFP for the Town's consideration. Any such additional information may be considered by the Town in its sole discretion.
13. Proponents are asked to submit additional information pertaining to their past experience as detailed in Schedule "B", and such other information as the Town might reasonably require.

COST OF PROPOSALS

14. The Town is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the Town, making any presentations to the Town in connection with their proposals, or otherwise incurred in connection with this RFP process.
15. This RFP does not create any legal obligations between the Town and any proponent.

EVALUATION PROCESS

16. Proposals will be opened and evaluated privately.
17. In assessing proposals, the Town will take into consideration the following evaluation criteria:
 - a) qualifications and experience of the proponent;

- b) commitment to operating when user groups are present and related events are scheduled during the ice season;
- c) ability to work collaboratively with Nanton Curling Club and its use of adjacent space for bar services in their lounge;
- d) Compliance with Alberta Health Services requirements (food handling permit);
- e) Ability to operate and maintain vending machines;
- f) Commitment to cleaning the premises and keeping them free from garbage, debris and pests;
- g) Flexibility to share the premises with other operators if unable to provide concession services for unscheduled special events between April and September annually.
- h) Approach to making full use of the commercial grade kitchen.

The Town has not predetermined the relative importance of the above evaluation criteria.

- 18. The Town expects to select a proponent who provides the best combination of the preceding evaluation criteria to meet the anticipated service needs of the Town described in Schedule "A", as determined by the Town in its sole discretion.
- 19. Proponents are advised that the evaluation process is subjective in nature and the Town's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
- 20. The Town may negotiate any and all aspects of a proposal, including but not limited to the fee proposal.
- 21. An invitation to negotiate does not obligate the Town to conclude a contract with that proponent.

ANTICIPATED SCHEDULE OF EVENTS

- 22. The town expects to begin negotiating a tentative contract with a preferred proponent **once it has received an attractive proposal.**

FORM OF AGREEMENT

- 23. Any successful proponent(s) will be expected to enter into an approved Licence of Occupation or Contract based on their proposal. A lease will not be considered unless a compelling value-added proposal is made that utilizes the commercial kitchen beyond simple concession operations.

EFFECT OF RFP

- 24. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The Town does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any proponent submitting a proposal in response to this RFP.

25. The Town may negotiate any and all provisions of a proposal and the form of Purchase Order (including, without limitation, those provisions relating to fees and/or any scope of services) with any proponent in its sole discretion, whether before, during or after the selection and evaluation process.
26. Submission of a proposal does not obligate the Town to accept any proposal or to proceed further with any of the services. Consideration of any proposal shall be in the Town's sole discretion.
27. Proposals may be withdrawn or amended by proponents at any time by written notice to the Town prior to the Town and a proponent signing a formal contract.
28. For greater certainty, proponents are advised that the Town is intending to conduct a flexible process, not subject to the law of competitive bidding or other legal duties, and that the Town may, in its sole discretion, at any time and for any reason:
 - a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
 - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
 - c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
 - d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
 - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
 - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
 - g) verify or seek clarification of any and all information provided pursuant to this RFP;
 - h) negotiate any aspect of any proposal (including the fee proposal, lead personnel and the form of contract) with any one or more proponents at any time;
 - i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i) issuing a new request for proposals or other procurement document based on the same or changed specifications or other requirements;
 - ii) entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii) cancelling the process in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

29. Proponents are expected to keep confidential all documents, data, information and other materials of the Town which are provided to or obtained or accessed by a proponent in relation to this RFP and not make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the Town.
30. Proponents should identify any information in their proposals which proponents consider to be confidential or proprietary.
31. The Town and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Act* (Alberta).

Schedule "A" – Information for Proponents

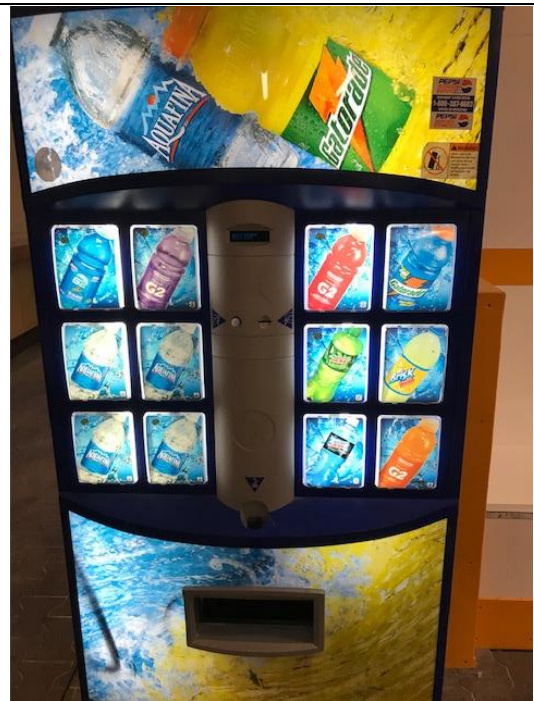
Tom Hornecker Recreation Centre



LOCATION: 2122 18th Street, Nanton, Alberta.

The Tom Hornecker Recreation Centre (THRC)





Concession lobby window



Concession access (Curling Lounge)







EXISTING CONCESSION ACCESSORIES

QUANTITY	DESCRIPTION
1	60" Range c/w 4 open burners, 36" flat griddle, 2 std ovens
1	Undercounter Hi-Temp dishwasher, c.w discharge pump
2	2 basket gas fryers
2	2 door coolers w/glass foors
1	500 lb A/C icecuber & bin
1	100 cup coffee brewer
1	8' Exhaust canopy & air handling system consisting of: s/s hood, filters, s/s wall liner, up-blast fan, make-up air unit
3	sinks/taps
1	60" x 30" stainless steel cook top
1	60" x 30" stainless steel cook top refrigerator
1	66" x 30" Amana standup freezer
1	64.5" x 27" Amana laydown freezer
2	Pepsi coolers 78" x 30" AND 79" X 45"

WHAT MIGHT AN AGREEMENT WITH THE TOWN ADDRESS?

A concession operator would have to enter an agreement with the Town that ensures:

- That the concession is open when user groups are present and related events are scheduled during the ice season;
- It is able to work collaboratively with Nanton Curling Club and its use of the space for bar services in the lounge;
- Compliance with Alberta Health Services requirements (Alberta Food Handling Permit) and that all health and food handling regulations are adhered to at all times;
- Operation/ maintenance/ stocking of vending machines or comes to a clear working arrangement with the Town regarding their maintenance and stocking;
- Cleaning of the premises and lobby tables, keeping them free of garbage and debris generated by both the premises and customers;
- Adherence to Alberta labour laws if hiring employees;
- Having a pest control strategy in place;
- Providing access to Town staff to the concession for inspection purposes.

The present COVID-19 situation will result in some flexibility being offered around the servicing of the ice season and user groups in 2021/22.

The kitchen of the THRC is of a commercial grade – proponents with ideas that would add value to their business beyond the scope of THRC concession sales are welcome to put them forward in their responses.

Any proposal that relies upon a liquor licence dimension should be discussed in advance with the Nanton Curling Club (holder of licence) to assess viability.

Insurance

The renter shall obtain adequate general liability insurance with insurable limits of no less than Two Million (\$2,000,000.00) Dollars covering against claims arising from the renter's occupancy of the said building, and ensure the Town of Nanton is listed as an additional name insured and that proof of insurance be provided to the Town prior to occupancy.

Workers' Compensation Insurance

In the event Contractor has no employees requiring the Contractor to provide Workers' Compensation Insurance, Contractor shall so certify to Town in writing prior to work commencement. The Town and Town personnel shall not be responsible for any claims in law or equity occasioned by failure of the Contractor with this section or with the provisions of law relating to Workers' Compensation.

Fees

Pursuant to bylaw, the following details should be considered and incorporated into any proposal:

- There are no "\$1.00" lease or license fees whether you are a business, not-for-profit or club/user group. Significant added value to the Town of Nanton needs to be demonstrated in any 'below market' proposal.
- The Town requires proposals for leases or non-exclusive licences of occupation that start from a minimum benchmark of \$20 per month or \$200 per year, but a fee level that does not undermine competitive private commercial kitchen space pricing in the community is

strongly advised – unless phenomenal added value to the Town of Nanton is demonstrated in the proposal.

- A mandatory damage/security deposit of no less than \$500 shall be negotiated in recognition of the equipment inventory at the disposal of a user.
 - Proponents who submit a proposal considered to be well ‘below market’ by the Town should expect a damage/security deposit requirement of no less than \$1500 in recognition of the Town’s financial risk in accepting the proposal.

Duration of Agreement

A one-year trial agreement might typically be expected, but the Town will consider longer term commitments for more experienced proponents and/or proponents exhibiting added value elements to their proposals for the Town or community in general.

Schedule "B" - Proposal Content Requirements/ Certification

Proponent to complete the following table:

Minimum Requirements	Meets Specifications (Yes/No)	Details/Specifics (Include extra Worksheets or attachments as required)
Copy of proposal included		
Attended site with Town staff		
Proposed seasonal schedule		
Previous experience included		
Alberta Health compliance for food handling		

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Town of Nanton. We agree to be bound by statements and representations made in this proposal.

Proponent Information (Please Print)

Company Name:	
Address:	Contact:
City	Phone:
Province:	Fax:
Postal Code:	Email:

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Signature of Authorized Company Official

Date
