



REQUEST FOR PROPOSAL

OPERATION OF REFRESHMENT VEHICLES AT ANNIE'S PARK & DOWNTOWN MATTAWA

The Corporation of the Town of Mattawa is seeking Request for Proposals for the Operation of Refreshment Vehicles at Annie's Park and downtown Mattawa for Mattawa Voyageur Days 2023.

Complete documents will be available at the Town of Mattawa Municipal Office, 160 Water Street for pick up or via our website www.voyageurdays.ca or by email voyageurdays@mattawa.ca

Proposals must be submitted on the document provided.

Town of Mattawa
2023 Mattawa Voyageur Days Committee
160 Water Street
Mattawa ON P0H 1V0
Telephone: (705) 744-5611
Email: voyageurdays@mattawa.ca



Town of Mattawa

Request for Proposal for the Operation of Refreshment Vehicles at Annie's Park and Downtown Mattawa

DATE OF ISSUE: Wednesday, April 26, 2023
SUBMISSION DEADLINE: Ongoing

Official Point of Contact:
Chelsey Grant
Communications & Digital Strategies Coordinator
705-825-3486
voyageurdays@mattawa.ca

1 Part 1 – Introduction

1.1 Description of Goods, Services and/or Construction Being Procured

The Town of Mattawa (the “Town”) is requesting proposals for Refreshments Vehicles to operate in Annie’s Park and throughout downtown Mattawa as noted in the Terms of Reference. The Services shall, in all respects, follow the Terms of Reference, attached, or linked electronically.

2 Part 2 – Information for Proponents

2.1 Evaluation of Proposals

Proposals meeting the mandatory requirements will be evaluated and scored by an evaluation team selected by the Town in accordance with the following criteria and weightings:

Description	Points
Price to Operate (To be paid to the Town of Mattawa)	40
Experience, & References (preferably similar business)	30
Menu Variety, Hours & Pricing	30
TOTAL	<u>100</u>

2.2 Communication

To facilitate comprehensive responses, Proponents are encouraged to email their questions or clarification requests as soon as possible to voyageurdays@mattawa.ca. Nothing herein shall obligate the Town to respond to any question or clarification request.

2.3 Costs Incurred by Proponents

All expenses involved with the preparation and submission of Proposals to the Town, or any Work performed in connection therewith shall be the responsibility of the Proponent. No payment will be made for any Proposal received or for any other effort required or made by the Proponent prior to commencement of Work.

2.4 Conflict Of Interest

Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Town, its elected officials, officers, and employees. Where, in the Town’s opinion, a

significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Town reserves the right to disqualify the Proponent from participating.

Part 3 – Submission Requirements

3.1 Submission Requirements

Proponents shall comply with the following submission requirements:

- a) Complete and return the Reference Form.
- b) Complete and return the Application Form
- c) Sign off on Terms of Reference

Part 4 – Terms and Conditions

4.1 Contract

The Town shall notify the successful Proponent(s) that its Proposal has been accepted.

The successful Proponent(s) shall have 14 calendar days from receipt of the document to accept the contract.

4.2 Insurance

For the duration of this Contract, the successful Proponent shall, at its expense maintain in effect, with an insurer licensed in Ontario the following insurance coverages and policies:

- a) Commercial general liability insurance on an occurrence basis for an amount not less than 2million (\$2,000,000) dollars. Automobile liability insurance including all vehicles and commercial trailers owned or leased by the successful Proponent, for an amount not less than \$2 million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the requirements of this Contract.
- b) Within 14 calendar days of being advised of the award the successful Proponent shall provide the Town a certificate of insurance completed by its insurer.



RFP for the Operation of Refreshment Vehicles at Annie's Park and Downtown Mattawa

TERMS OF REFERENCE

Overview

The Town of Mattawa, Recreation Department is requesting proposals for Refreshment Vehicles to operate in Annie's Park and downtown Mattawa.

As per By-Law 09-14, a By-Law Refreshment Vehicles are defined as any vehicle from which refreshments are sold for consumption by the public and includes, without limiting the generality of the foregoing, French fried potato vendors, mobile canteens, hot dog vendors, ice cream vendors, popcorn vendors, carts, wagons, trailers, and trucks, irrespective of the type of motor power employed to move the refreshment vehicle from one point to another.

Season / Hours of Operation

Successful proponents are only permitted to operate during posted festival opening hours (9:00 a.m. to 1:00 a.m.) during the festival. (July 28, July 29 and July 30, 2023) Proponents must be open from 9:00a.m. to 6:00 p.m.

Assignment of Location

The Town of Mattawa will determine the exact location where successful proponent(s) will set up refreshment vehicles. The Town of Mattawa will work with each successful proponent to determine an appropriate space for refreshment vehicles, sitting areas, etc. Requests to move assigned locations must be approved by Town of Mattawa staff.

Licensing Requirements

All successful proponents are required to obtain a Refreshment Vehicle Licence. As part of the Refreshment Vehicle Licencing By-Law, all successful proponents must provide:

- A completed application per cart/location
- Inspection report from the Local Health Unit
- Inspection report from the Mattawa Fire Department
- Annual Safety Certification of Propane Components in accordance with the guidelines of the Technical Standards and Safety Authority (TSSA) if the Refreshment Vehicle utilizes propane.

Personnel

The Town of Mattawa values providing high quality service with a citizen focus. Any personnel of the successful proponents displaying behavior inconsistent with the level of quality of service intended may be prohibited from access to the property at the discretion of the Town.

Refreshment Vehicle Operations

Successful proponents will be granted non-exclusive rights to sell food and beverages from the assigned space. In the operation of the Refreshment Vehicle, successful proponents must:

- Conduct the operation of the Refreshment Vehicle in a first-class manner
- Provide excellent customer service in keeping with the Town's quality customer service focus
- Not alter or modify the assigned grounds without prior written approval from the Town of Mattawa
- Not operate equipment in such a manner that would cause damage to assigned grounds
- Not alter or modify any electrical or water hook ups provided

Waste Management

Successful proponents, at their own cost and expense, provide for adequate, sanitary handling and disposal away from the designated site of all trash, garbage and other waste generated by, or in connection with the raw product (potato peel, oil, dough...) Refreshment Vehicle's operation to the satisfaction of Parks Department staff. The piling of boxes, cartons, barrels, or other similar items shall not be permitted in any public area.

Successful proponents must comply with any waste management and/or recycling program initiated by the Town with respect to the separation, collection, and removal of waste must be removed daily. All refreshment vehicles must have a grey water holding tank onsite and means to empty it when required.

Discharge of Materials

Successful proponents must not discharge, cause, or permit to be discharged or howsoever to pass into storm drains or surface drainage facilities at assigned spaces or elsewhere any deleterious material, noxious, contaminated, poisonous or hazardous substances as determined by the Town. Successful proponents must ensure for the proper removal of grease and other cooking by-products.

Use of Assigned Premises

The assigned premises shall be used only for the operation therein of a Refreshment Vehicle. The assigned area shall be used for no other purpose or purposes whatsoever without the prior written consent of the 2023 Mattawa Voyageur Days Committee.

Successful proponents may not sell spirits, wine, beer and other alcoholic beverages from the designated area UNLESS they are chosen to be placed in Annie's Park.

Advertising and Displays

Successful proponents shall obtain the written approval of the Town in advance of all signs and similar advertising material, including lettering and other advertising media erected, installed, or placed at or near the designated area(s). The cost of installing maintaining, changing, and removing all signs, shall be borne by the successful proponent.

The successful proponent may advertise, promote and/or display for sale only those goods and products that are approved as part of the Refreshment Vehicle operation.

Licenses, Permits

Successful proponents shall procure and maintain, at the cost and expense of the successful proponent, such licenses, permits or approvals from federal, provincial, municipal, or other governmental authorities as may be necessary to enable the operation of the Refreshment Vehicle.

Damage

Successful proponents will be responsible and financially liable for any damages caused to Town property as a result of the operation of Refreshment Vehicles beyond ordinary wear and tear.

Termination

The Town of Mattawa reserves the right to terminate any agreement with successful proponents who fail to comply with the terms and conditions as outlined or for any reason. Any termination will be communicated in writing to the registered owner of the Refreshment Vehicle.

I have read and understand the above:

Signature

Date

Print Name



RFP for the Operation of Refreshment Vehicles at Annie's Park and Downtown Mattawa

APPLICATION

Applicant's Name: _____

Business Name: _____

Physical Address: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Facebook Page: _____

Describe your business in detail (or attach a description):

DAYS AND HOURS OF OPERATION:

BOOTH OPERATION: Please indicate all individuals who will be operating the booth (Helpers), if different from the applicant/owner. These Helpers will be considered employees of the Business Name applicant, and will be treated like the applicant, unless instructed otherwise. They must also be aware of the Rules and Regulations and must follow them as all other Member vendors do.

Additional Notes:

Food Preparers

Your selection from the following categories helps the festival ensure there is a variety of products and services offered to the public on each festival day.

- Baker
- Baker – Alternative
- Cannery
- Chip Stand
- Confectionary
- Food Booth
- Pre-Packaged
- Vegetables, Fruit, Maple Syrup, Honey, Meat
- Gluten Free, Dairy Free, Vegan
- Sweets, Chocolate, Fudge, Candy, Sweet Pies, Fried Pies
- Making Food On Site – Hot Dogs, Popcorn
- Frozen Pre-Made Foods, Pre-Made Pasta, Dry Mixes

LIST ALL THE ITEMS YOU PLAN ON SELLING. Items not listed CANNOT be sold without the consent of the Town of Mattawa. Please feel free to provide photos of your products with this application.

Booth Rates and Payment (HST INCLUDED)

*Please select the days you would like to attend

- Daily Fee (\$300) Date: _____
- Weekend Fee (\$500) (Friday July 28, Saturday July 29, and Sunday July 30, 2023)
Date: _____

Booth Information:

- All vendors must supply their own tent, weights (at least 25 lbs per tent leg), tables, chair, and other required items for their space.
- Supply of power and water is available at the Annie's Park location. You must supply your own generator and water to operate in other spaces throughout downtown Mattawa.

Payment Method:

Payment can may be made by: Cash, Credit Card or Debit

Photo/Video Release Permission

I grant the Town of Mattawa, its representatives and employees, the right to take photographs and/or videos of me and my property in connection with the market. I authorize the Town of Mattawa, it's assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the Town of Mattawa may use such photographs and/or videos of me and my property with or without my name for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above:

Signature

Date

Print Name



RFP for the Operation of Refreshment Vehicles at Annie's Park and Downtown Mattawa

REFERENCE FORM

Provide a minimum of one (1) similar reference for similar projects comparable complexity. The Town reserves the right to contact these references. The Town also reserves the right to consider their own experience with any service provider or contractor that has had previous or current contracts with the Town. The Town will consider the quality of the delivery of services or supplies.

Name of Client Organization: _____

Address: _____

Contact Name: _____ Title: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Name of contract and number of staff assigned to the contract: _____

Brief description of the scope of the provided: _____

Duration of Contact: _____

Name of Client Organization: _____

Address: _____

Contact Name: _____ Title: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Name of contract and number of staff assigned to the contract: _____

Brief description of the scope of the provided: _____

Duration of Contact: _____

Company Name: _____

Signature: _____

"I have the authority to bind the Company/Corporation/Partnership"

ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR PROPOSAL ENVELOPE/PACKAGE SUBMISSION



**Request for Proposal
to be Returned to:**

**The Town of Mattawa
160 Water Street,
Mattawa, ON P0H 1V0**

**RFP for the Operation of Refreshment Vehicles at
Annie's Park & Downtown Mattawa**

Bidder's Name: _____

Address: _____

NOTE: This address label/sheet must be affixed to the front of your sealed Proposal envelope/
package submission. The Town will not be held responsible for envelopes or packages that are not
labelled.

For Town Use Only:

Date Received: _____

Time Received: _____