



**RFP - Food Truck and Mobile Food Vending Services
Nickel Beach
Port Colborne, ON**

Nickel Beach Operations – Food Truck and Mobile Food Vending Services

1. About Nickel Beach

Located on the north shore of Lake Erie (at the southern end of Welland Street at Lake Road), nature lovers will be interested in exploring the sand dune formations and Carolinian Forest. Nickel Beach offers a public beach area, a shady picnic area, washrooms, and unsupervised access to swimming. This unique beach is home to the Fowler Toad, a protected species.

Note: No Alcoholic beverages are permitted on Nickel Beach property under strict legislative requirements.

2. Request for Proposal and Overview

The City of Port Colborne is accepting proposals to provide services for the provision of food truck and mobile food vending services at Nickel Beach. It is the intent of the Municipality to enter into an agreement for food truck and/or mobile food vending services at Nickel Beach, however, award of this service lease agreement is conditional on the acceptance and approval of Council of the City of Port Colborne. Any and all associated costs and/or expenses incurred by the respondent will be sole responsibility of the respondent.

The following details are required in your proposal:

- Evidence of proven experience in the operation of your business.
- A complete inventory list of all amenities, services and equipment to be provided.
- Sample menu including all pricing of menu items.
- Proposed days and hours of operation, and inclement weather policy details.
- Staff complement – roles, responsibilities and Food Handler Certification(s)
- Risk management and safety plan.
- All marketing and promotional material that includes signs and advertising requirements.
- Proposed layout/staging area for the services (square ft/m) and attach a drawing.
- Community involvement
- List your current/proposed sponsors (if applicable)
- List of three (3) references and relationship, include name, telephone number and e-mail.
- Provide a copy of your franchise business agreement (if applicable).
- Value Added Services (VAS) – How will your business:
 - a) Enhance the experience to our customers and community?
 - b) Increase revenue opportunities for the Municipality?
 - c) Support a healthy lifestyle?
 - d) Ensure safety and security?
 - e) Please include any other VAS or ideas.

3. Budget & Financial Information

The following financial information is required in your proposal:

- Total proposed cost of operational and capital investment.
- Propose financial return to the Municipality including proposed per month rental fee, proposed length of service lease agreement and indication of any annual percentage escalation factors, and agree to provide financial statements at the end of each lease agreement term
- Proponent must pay for all related permits and licensing and registration fees as required.

4. Insurance and WSIB (Risk Management)

- The successful proponent must provide, at their own expense, Comprehensive General Liability (CGL) Insurance that will name as additional insured the Corporation of The City of Port Colborne and Vale Canada Limited in the amount not less than five million dollars (\$5,000,000.00) per occurrence. A copy of the Certificate of Insurance (COI) from the Insurance Company confirming insurance coverage must be received prior to the start of any service lease agreement.
- The Service Provider shall indemnify and hold harmless the Municipality, its officers, members of municipal council and employees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the agreement attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Service Provider, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

The CGL (Commercial General Liability) requirement must include:

- a) The policy shall contain a provision for cross liability & severability of interest in respect of the Named Insured
 - b) Non-owned automobile coverage with a limit not less than \$2 Million and shall include contractual non-owned coverage (SEF 96)
 - c) Products and completed operations coverage
 - d) Contractual Liability
 - e) The policy shall provide 30 days prior notice of cancellation
- The Proponents is required to carry an automobile liability policy: Automobile Liability insurance covering third party property damage and bodily injury liability (including accident benefits) as may be required by Applicable Laws arising out of any licensed vehicle operated by the Vendor in connection with this Agreement with limits not less than \$2 Million.

- The successful proponent must provide, at their own expense, a copy of WSIB clearance certificate (as applicable); and a list of all employees and their qualifications, i.e. food safety handling certification, post-secondary training in hospitality or food services industry, first aid and AED certification.

5. Additional Information

- Installation of all leasehold improvements within the premises/assigned area of service must be temporary in nature including and not limited to, installation of equipment, portable/fixed generators (min/max decibel level of 49 to 65), signs, specialized lighting etc., must be preapproved by the municipality
- Must meet all applicable Fire & Safety regulations.
- Food truck must be licensed and in good working order and a registered CVOR.
- Installation of restricted area around the food truck and mobile food vending unit for public safety.
- Payment of all utilities specific to the proponents' area (e.g. water, hydro, phone, cable, mobile devices).
- Installation of all menu boards/signs within the proponents' operating area, as approved by the municipality.
- Maintenance and general cleanliness of the proponents' assigned area for service, waste removal to designated area and strict adherence to recycling program.
- Propane License (if applicable)
- Adhere to all Provincial, Federal and Municipal laws as they pertain to your business and payment of all applicable taxes.
- Complying with food handling regulations through Niagara Region Public Health & a Public Health Inspection

6. Municipal Responsibilities

- Provide solid waste removal and recycling from the beach area
- Adequate area/space to conduct rental services and/or food services
- Schedule of operating days/times, weather dependent
- Inclement weather policy
- 5C Customer Service policy will be provided and to be followed by the proponent
- The Municipality may, at any time make public the names of all respondents. Additional information may be released in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended.

7. Proposal Guidelines

Submissions will be accepted until **Monday, May 9, 2018 at 3:30 pm.**

Proposals received after Monday, May 9, 2018 will not be considered. The proposal must be signed by an authorized officer or agent of the company submitting the proposal.

Proposals should include:

1. Proof of qualifications, including the details requested above;
2. Three references;

Proposals must be submitted electronically, no later than Monday, May 9, 2018 at 3:30pm to:

Karen Walsh
Executive Administrative Assistant,
Director of Community and Economic Development
karenwalsh@portcolborne.ca

Please direct any questions regarding this Request for Proposal to karenwalsh@portcolborne.ca
The successful contractor will be selected and reported to Council on Monday, May 28, 2018.

Note: No information meeting is planned for this proposal.