



PORT COLBORNE

PROJECT NO. 2025 - 20
REQUEST FOR PROPOSAL (RFP)

Commercial Food Vending Operations
at the West Street Parkette



ISSUED ON: March 21st, 2025
CLOSING DATE AND TIME: **April 17th, 2025, at 2:00 p.m.**

The City of Port Colborne
66 Charlotte Street
Port Colborne
ON, L3K 3C8

Request for Proposal (RFP) Reference	Request for Proposal (RFP) No. 2025-20 Commercial Food Operations at the West Street Parkette.
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified companies to submit a proposal for the Commercial Food Operations at the West Street Parkette located on the eastern side of West Street at the corner of West Street, and Clarence Street in Port Colborne, Ontario.
Questions	Questions are to be submitted in writing quoting the RFP number and name, up to 10 days before the closing date, April 8 th , 2025, at 2:00 p.m., sent to Olga Loeffen at olga.loeffen@portcolborne.ca
Addenda	Proponents are required to check the City's Website for any updated information and addenda issued at the following website: https://www.portcolborne.ca/en/City-hall/Opportunities__Projects_and_Tenders.aspx
Closing Date and Time	April 17 th , 2025, at 2:00 p.m. Proposals received after this date and time will not be considered.
Instructions for Proposal Submission	The bid shall include items listed hereunder, but also include other information based on the bidder's understanding of the project. Bidders must strictly adhere to the submission instructions. The following policy regarding the submission and opening procedures will be applicable. ONE (1), properly completed and sealed hardcopy and/or ONE (1) electronic copy of the bid must be submitted (by the above date and time) to: Charlotte Madden, City Clerk charlotte.madden@portcolborne.ca City Hall 66 Charlotte Street Port Colborne, Ontario L3K 3C8 There will be no public opening of this bid process.
Obtaining RFP Documents	RFP Documents are available for download from the City of Port Colborne's Website: https://www.portcolborne.ca/en/City-hall/Opportunities__Projects_and_Tenders.aspx Printing of RFP documents is the sole responsibility of the Proponents.
Terms and Conditions of Contract	City of Port Colborne Terms and Conditions of Purchase

Definitions

In this RFP the following terms will have the meaning set out below:

“City” means the Corporation of the City of Port Colborne

“RFP” means this Request for Proposal

“Services” means and includes anything, and everything required to be done by the organization for the fulfillment and completion of the contract as described in the RFP.

“Successful Bidder” the organization or company that proposal is accepted by the City of Port Colborne and approved by Council.

“Proposal” means a response submitted for evaluation in response to this RFP.

RFP and Overview

The City of Port Colborne is accepting proposals for commercial food vending at the newly constructed parkette located along the canal at the corner of West Street, and Clarence Street in Port Colborne. The parkette will be inclusive of two pergolas located on the north and south ends of the parkette respectively. It is the intent of the City to enter a lease agreement with a vendor for the operation of such commercial services at one of the pergolas located within the parkette. The successful proponent will be provided choice of which pergola to occupy.

The following details are required in your proposal:

- A complete list of all amenities, services, food menu, and equipment used to carry out the proposed operations.
- Proposed days and hours of operations, pricing, details of previous experience as a food vendor (festivals attended, years of service, locations of service), reference letters.
- Pictures of your proposed operation.
- Proof of insurance, food handler training certificate, and other relevant documentation.

About Historic West Street

The origins of West Street are inextricably linked to the southern terminus of the Welland Canal at Lake Erie. Shortly after the canal's completion in 1833, taverns, inns, and mercantile pursuits as well as commercial shipping and fishing industries settled in the area, and the downtown district of the Village of Port Colborne was firmly established. Merchants along West Street proudly displayed their wares from shop windows facing the canal. The Clarence Street Bridge (Bridge 21) became the nucleus of the community. Businesses, entertainment venues, and municipal services clustered near the bridge and canal, with street names (King, Clarence, Charlotte, Catharine, and Princess) echoing the town's imperial past. Today, West Street and downtown Port Colborne remain as vibrant as they were in their early beginnings, or perhaps even more so, reflecting a blend of historical charm and

modern vitality.

RFP Particulars

City of Port Colborne – Corporate Values

The successful proponent(s) must demonstrate alignment with our corporate values:

- Integrity – we interact with others ethically and honourably.
- Respect – we treat each other with empathy and understanding.
- Inclusion – we welcome everyone.
- Responsibility – we make tomorrow better.
- Collaboration – we are better together.

Space

The new West Street Parkette is illustrated Appendix “A”.

Several renderings of the completed project, and pergola information are provided in Appendix “B”. Please note, that renderings are primarily examples of how the final project will look and are not to be used as an explicit reference.

The new parkette will span approximately 200’ in length north to south, and is approximately 50’ in width, east to west.

The parkette will include beautification features such as various decorative planters and attractive plantings, as well as two pergolas located on the north and south ends of the parkette respectively. Each pergola will be approximately 6 meters wide by 12 meters in length and will feature 110-volt hydro receptacles both on the lower and upper portions of each pergola. Shade structures are currently not planned on being included in the pergola structures but may be negotiated by the successful proponent during the bidding process. There is no water servicing in the parkette area.

The successful proponent shall not construct or erect any permanent buildings or other structures on the property outlined in Appendix A, without written consent of the City. Any changes to the identified or available space by the successful proponent(s) will require the approval of the City.

The successful proponent is required to provide a listing of all material equipment used and require the approval of the City to change or add such equipment as the agreement progresses. Please note, that it will be an expectation that any food operation includes a strategy within the proposals that defines how to mitigate the spreading of grease or other food wastes that has the potential to degrade the appearance of the concrete substrate used to construct the parkette.

Proponents can request a meeting for an on-site walkthrough of the location no later than April 11th, 2025, at 3:00 p.m. Proponents must contact olga.loeffen@portcolborne.ca to request an on-site walk through.

Food and Beverage

If proposing a food operation, the successful proponent is required to submit a listing of sample menu items, including prices.

As a reminder to proponents, City facilities are smoke free. The City will not allow the sale of tobacco or cannabis of any kind.

Any bids proposing the sale of liquor within the operational use of the space will be required to ensure additional licensing and approvals are followed and documented with the City.

Hours of Operations

It is anticipated that the successful proponent(s) will open in spring and close for the season on during the fall season. Proposed seasonal operations can be included within the proposal for the City to consider. At the completion of the operating season, the successful proponent will be required to remove any property from the parkette during the off-season period.

Staffing

From time to time the City may require the successful proponent's staff to participate in City wide training on topics that range from, but not limited to, health and safety to diversity, equity, and inclusion. In such situations the City would cover the costs of training, staff wages of the successful proponent(s) would be the responsibility of the successful proponent(s).

Financial

Proponent must pay for all related permits/licensing and registration fees with respect to their commercial food operations.

The seasonal lease rate for the seasonal license to operate a commercial business out of the pergola is \$4000.00 plus HST.

Proponents can assess that the City, as part of any agreement will provide:

- Hydro
- Planters
- Planting and maintenance of plants
- Cleaning of the area outside of the space in Appendix A.

Waste Collection

Proponents can assess that the City will maintain waste collection for all receptacles installed by the City in the area.

It is the responsibility of the proponent to provision for the installation of waste receptacles, and the maintenance of waste receptacles installed for the operational use of the licensed pergola.

Laws and Regulations

It will be the responsibility of the successful proponent to ensure all related public health standards, all permits, all licenses and any other laws and regulations are maintained, adhered to, and meet with

respect to their operations of the food concession. All related costs will be the responsibility of the successful proponent.

The successful proponent will maintain insurance as outlined under material disclosures below.

Insurance and Liability

The City of Port Colborne's insurance requirements for licensee's (the "successful bidder") are described below. The coverage provided by these policies shall not be changed or amended in any way or cancelled by the successful bidder unless approved by the City in writing.

Comprehensive General Liability and Automobile Insurance

The successful bidder shall provide the City of Port Colborne with a certified copy of Third-Party Liability in a form satisfactory to the City, as follows:

Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00). The Liability Insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building or land arising from the removal or weakening of support of any property, building or land whether such support be natural or otherwise.

Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00).

A "Cross Liability" clause or endorsement.

An endorsement certifying that the following are named as additionally insured:

- City of Port Colborne
- St. Lawrence Seaway Management Corporation
- Transport Canada
- His Majesty the King in the right of Canada

An endorsement to the effect that the policy or policies will not be altered cancelled or allowed to lapse without thirty (30) days prior written notice to the City.

Professional Liability Insurance

The Insurance Coverage shall be in the minimum amount of five million dollars (\$5,000,000.00). The successful bidder shall provide to the City proof of Professional Liability Insurance carried by the successful bidder.

Term of Contract

It is the City's intention to enter into an agreement for one period from May 2025 to October 2025,

with an option to renew for up to an additional three periods (May 2026 to October 2026, May 2027 to October 2027, and May 2028 to October 2028) should both the successful proponent(s) and the City agree to continuing contract terms.

Please note – it is anticipated that completion of the parkette construction project may be delayed into the month of June in the current 2025 season. As a result, the City will agree to pro-rate the seasonal licensing fee to reflect the date that occupancy is available for the proponent to operate.

Evaluation Criteria

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP.

Rated Criteria Category	Weighting (Points)
i. Experience and Qualifications	15
ii. Food Operation, affordability	15
iii. Hours of operations	10
Total Points	40

City Contact

Key contacts for inquiries regarding this RFP are as follows, and must be submitted by e-mail only, and directed to the attention of:

Olga Loeffen
Business Community & Events Ambassador
Email: olga.loeffen@portcolborne.ca

APPENDIX "A"



APPENDIX "B"



