

TOWNSHIP OF NORTH HURON



REQUEST FOR PROPOSAL

For the operation of the Blyth Arena and Community Centre - Concession Booth

Proposals can be submitted to:
Township of North Huron Westcast Community Complex
99 Kerr Drive, Wingham, ON (519)357-1208 ext 322
Email: ksteiss@northhuron.ca

DEADLINE FOR SUBMISSIONS: Tuesday, September 30, 2025 at 4:00pm (local time)

REQUEST FOR PROPOSAL OVERVIEW

The Township of North Huron invites all those interested in operating the Blyth Arena and Community Centre Concession Booth to submit their proposal. This invitation is open to service clubs, individuals, local sports groups, private businesses, and not for profit organizations who desire an opportunity to provide this service.

Working closely with the staff at the Township of North Huron you will provide all the services to operate the Concession Booth. This includes supplying food, supplying equipment, providing staffing, cleaning, inventory control, and reporting any maintenance issues to the staff. The equipment owned by the Township of North Huron in the booth will be available for use. Future repairs or replacement of capital equipment in the booth will need to be addressed in the proposal. Any inspection costs during the lease (i.e. hood fire suppression) is an expense to the person/group operating the booth.

The Township will provide a basic minimum schedule for hours of operation that is required for the booth to be open to provide service to the patrons. You are required to provide service at these times; it is at your discretion to extend these hours of operation if you choose. Note that service is not permitted during hours when the facility is closed.

Ice season begins on or around October 1st each year and ends either mid or end of March each year. Please indicate in your proposal if you plan to operate the booth for any special events that are not during the ice season in Blyth.

This is an excellent opportunity for any community organization or individual to raise funds. The Township stipulates that it requires one lead contact for the operations and management of the booth. This person will be identified by the organization or business and will be the only point of contact for the Township.

EXPRESSION OF INTEREST

Expression of interest from groups/individuals is welcomed. Your proposal must include the following information:

1. Lead name, contact name(s), address, phone number, email addresses as appropriate.
2. A description of your capacity to operate the facility. Examples of previous similar work, size of your volunteer base/employee base, etc.
3. A concise explanation of how you plan to operate the food booth. How it will be staffed? What types of food will be available? How will you ensure health code standards are met? What type of training you will provide for staff/volunteers? How your pricing will be determined?
4. Where appropriate, examples of similar work/service provided by you or your organization.

5. Your plan to compensate North Huron for use of the space and equipment to provide this service. This compensation can be monetary or demonstrate how this service will benefit the North Huron community, or a combination of both.
6. A list of any additional equipment you plan to bring into the facility.
7. Other details that North Huron should be aware of that may affect how you operate the food booth, for example: branding, signage, conflicts of interest, organizational policies, hiring practices.

SUBMISSION PROCESS

Clearly marked proposals (1 copy only) can be submitted to:

ATTENTION:

Kelly Steiss, Director of Recreation & Children's Services

Township of North Huron

99 Kerr Drive, Wingham, ON

P. O. Box 90,

Wingham, ON

N0G 2W0

E-mail: ksteiss@northhuron.ca

Hard copy proposals may be submitted in person, or by mail. All materials submitted in response to the RFP become the property of the Township of North Huron and will not be returned. Proposals will be submitted at the sole expense of the sender.

OR

Submit proposals via e-mail in PDF format to the e-mail address listed above.

Deadline for submissions is Tuesday, September 30, 2025 at 4:00pm (local time). Proposals will not be accepted after the deadline. It is the applicant's responsibility to secure proof that his/her proposal has been received by the Township of North Huron within the prescribed time limit.

Please submit questions via e-mail to the contact listed above.

SITE VISIT

You can arrange a site visit and tour of the facility by contacting Rachelle Gerrie, Recreation & Fitness Supervisor at (519)357-1208 ext. 324.

SELECTION PROCESS

The Concession Booth operator will be selected by the staff and council of the Township of North Huron and will be evaluated on the following:

- 1) Capacity to offer service to the patrons of the Blyth Arena and Community Centre. (40%)
- 2) Methodology – demonstration of the required process to achieve deliverable items, ability to improvise additional deliverables to meet the needs of the Concession Booth and ability to

provide deliverables in clear and concise format. The plan should also include provisions for ongoing equipment repairs and maintenance. (25%)

- 3) Team and Lead Qualifications – demonstrated understanding of the project scope with past experience. (20%)
- 4) Knowledge of the community and the facility. (5%)
- 5) Benefit to the Township of North Huron. This could be either monetary, or community betterment, or a combination of both. (10%)

The highest or any proposal will not necessarily be accepted, and the Township of North Huron reserves the right to negotiate all or part of the proposal selected prior to it being awarded. The successful applicant will be requested to sign a contract with the Township of North Huron. The length of that contract is dependent upon the proposal submitted. The Township of North Huron reserves the right not to award any contract to any applicant for any reason.

VENDING MACHINES

The Township of North Huron has sole authority to operate any vending machines at the facility.

SPECIAL EVENTS

During large scale events at the facility, additional food services may be permitted by the Township, for example food trucks. These events will be communicated and under a separate agreement. Operation of the concession booth does not necessarily guarantee the operation of a food truck for these events or on the premises.

TAXES

The Community Centre is exempt from property tax. The booth vendor is responsible for any property taxes that may be assigned, as a result of their business operations, to the booth operations at the facility.

INSURANCE

The selected operator will have to provide for the Township of North Huron proof of a minimum of \$2,000,000 liability insurance naming the Township of North Huron as an additional insured. The operator agrees to indemnify and save harmless the Township of North Huron from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party, by or from any of the acts of the operator, his servants or agents. This will be part of an indemnity clause in the final agreement.

COMPLIANCE WITH THE LAW

All Contractors and Vendors of the Township are required to provide for the Township of North Huron proof of WSIB coverage or proof of exemption. The operator shall agree to fulfill all of its

obligations in compliance with the Occupation Health and Safety Act, and further agrees to take responsibility for any health and safety violations that may occur. The vendor shall indemnify and save harmless the municipality from any and all charges, fines, penalties and costs that may occur in relation to any violation under the said Act arising from this agreement. The selected operator shall comply with all Federal Laws, Laws of the Province of Ontario, By-Laws of Huron County and the Township of North Huron.

It is the current understanding of the Township that youth under the age of 16 are not permitted to work or volunteer in the booth due to the nature of the equipment and safety training required. If the booth contractor is planning to employ or have volunteers under this age, they would be required to show proof that this practice complies with the Occupational Health and Safety Act. The booth operator will be responsible for training all staff and volunteers on the emergency and evacuation procedures of the facility.

HEALTH CODE

The Township of North Huron has the right to approve any product sold at the Concession Booth. The sale of tobacco products and alcohol are prohibited. The sale of high energy drinks is prohibited due to their potential health risk to youth participating in intense activity. All products must meet health code standards outlined by the County of Huron Health Unit and promote a positive image for the Township and the vender.

The vendor shall supply current Material Safety Data Sheets for any chemicals and/or required products used at the booth and shall forward updates to the Recreation Department as they occur.

The concession booth is inspected regularly by the Huron County Health Unit Inspector. Any vendor must comply with all regulations. For more information, contact the Huron County Health unit.

BACKGROUND INFORMATION

Schedule:

During regular ice season (September to March) this represents a typical schedule for the Concession Booth. The expectation is that the booth will be open for all facility users at times when the participation numbers warrant that the booth be open. At times the booth will need to be open for special events. The booth operator will work closely with the North Huron Recreation department who will provide North Huron Westcast Community Complex user schedules in advance.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
—	5:30pm – 8:30pm	—	5:30pm - 8:30pm	—	—	9:00am - 4:00pm

The ice season may extend beyond October to March, however this has not been the case in recent past.

The schedule provided represents when the booth was open for the 2024 ice season. The need to open may change with different ice bookings and usage annually.

PRODUCTS

VENDING MACHINES

The Township of North Huron will continue to operate all vending machines on the property.

EQUIPMENT/FACILITY DETAILS

The concession booth is 180 square feet with a large service area. Deliveries can be brought directly through the service door located in the booth storage area.

The list of all the equipment in the Concession Booth that is available for use will be available.

CLEANING AND MAINTENANCE

The vendor is responsible for all cleaning of the booth area and specialized equipment (i.e. oven hood, deep fryer oil). The vendor is responsible for the cost of the bi-annual fire inspection of the oven hood. The vendor is responsible for safe disposal of the used deep fryer oil. The vendor is responsible for returning the equipment to the Township at the end of the contract in the same condition as it is at the beginning of the contract. A security deposit will be part of any agreement to operate the booth.

CASH HANDLING

The booth operates independent of the Township of North Huron. Any vendor is responsible for all cash handling at the booth and tax collection. Employees of the vendor are not employees of the Township of North Huron. The vendor is responsible for reporting income statements, staff income reporting, statutory staff deductions etc. related to employees of the vendor and compliance with employment law of the Province of Ontario.