

**MUNICIPALITY OF  
EASTERN  
CHARLOTTE**

**REQUEST FOR PROPOSAL 2023-01  
CANAL BEACH CANTEEN BUILDING**

The municipality of Eastern Charlotte is seeking proposals for the independent operation of the Canal Beach Canteen Building, located at 190 Maxwell Road in Canal, at the Canal Beach municipal park area.

The operation may include a simple canteen, offering packaged snacks, candy and limited merchandise, or a take-out, offering a menu board for freshly cooked food.

This RFP shall also include the option of sole operation for a food truck or mobile operation (in lieu of canteen use) on the property by the successful proponent.

**TERM OF ENGAGEMENT**

A two (2) year agreement with two (2) annual renewal periods is negotiable, subject to satisfactory negotiation of terms and the concurrence of the Council of Eastern Charlotte. The contract can be terminated by either party with thirty (30) days written notice.

**ASSUMPTIONS & AGREEMENTS**

The Canal Beach is a municipality administrated public beach and park which operates from June to September. The beach typically opens for the season on the first Saturday of June and closes the third Monday of September. The beach is not monitored and there is no lifeguard on duty.

The property is owned by JD Irving Ltd. and under a 10-year administration agreement with the municipality of Eastern Charlotte (previous Town of St. George; Land Use Agreement 2019). All requests and/or concerns on the property shall be forwarded to the municipality and not the owner.

The property is classified as a “flood prone” area and subject to possible flooding. The municipality of Eastern Charlotte shall not be held responsible to damages from flooding. The proponent/operator is encouraged to remove all belongings at the end of each season to avoid risk of flood damage to stored items or equipment.

The proposal area of responsibility is the canteen building\*. The building is 32 feet by 18 feet in size with two (2) exterior public washrooms, one (1) interior (staff only) washroom and a maintenance/utility room. The canteen area is 24 feet by 18 feet (approx. 432 sq ft.).

The building is served by well water and a septic field as well as electrical power. If required, the proponent/operator will be responsible for providing telephone and/or internet.

The sale of tobacco, marijuana and alcohol is prohibited. This prohibition includes all tobacco-related items including vape products and smoking paraphernalia.

\* For proponent/operator interested in setting up a food truck, the proposal area includes a parking area and the use of the canteen building. The municipality does not offer the option of concurrent food truck and canteen operator; only one operator is permitted on the property. Priority shall be given to proposals requiring use of the canteen building.

### **DUTIES IN LIEU OF RENT**

In Kind Duties In Lieu of Rental Cost - In lieu of rental payment to the municipality, in addition to the canteen area and staff washroom, the successful proponent/operator will also be responsible for the cleaning and restocking of the two exterior public washrooms (supplies provided by the municipality). The proponent/operator will also share responsibility of opening/closing of the beach gate at the road entrance.

### **PROPOSAL CONTENT**

Please submit each copy of a submitted proposal in the following format:

- Cover Letter
- Proposal Title page
- Table of Contents
- Bio and Relevant Experience
- Operations Overview
- Optional content by proponent

Cover Letter - Include a signed letter briefly stating an understanding of the work, the commitment to perform the work within the time period, the benefits your operation brings to the area and why you are the best qualified to be selected.

Title Page - Reference the Request for Proposal title, the proponent's name, address, contact information and date of proposal.

Table of Contents - Show the title of each subsection referenced to a numbered page and also list the title of any appendices and supplementary information.

Bio and Relevant Experience - Provide information on specific experience related to this scope of work; certifications, and/or training.

Operations Overview - Provide details on your proposed operations at the proposal area; provide an overview of product and services offered; overview of daily operations.

Optional content by proponent - Provide any additional information you think may be relevant to this proposal.

### **REQUIREMENTS OF RESPONDENTS**

The successful proponent/operator shall maintain, at its own expense, a Commercial General Liability Insurance policy in an amount of not less than One Million Dollars (\$1,000,000) inclusive limit for any one occurrence. Proof of coverage will be required.

The proponent/operator shall be responsible for all applicable licenses such as, but not limited to, Food Premises License (Province of New Brunswick) and registration with Worksafe NB. In addition, any requirement under the Canadian Revenue Agency (CRA).

The successful proponent/operator must sign a License of Operation (LOO) agreement. The agreement is not transferrable.

### **CONDITIONS**

Hard copies of this Request for Proposal can be picked up at the Municipal Building, 1 School Street, St. George, New Brunswick, E5C 3N2.

The municipality of Eastern Charlotte does not, by virtue of this Request for Proposal, commit to making an award or commit to the operation of services, but reserves the right to reject all submissions not deemed to be in the municipality's best interest and seek services by other means.

Sealed submissions shall be endorsed:

**EASTER CHARLOTTE  
REQUEST FOR PROPOSAL 2023-01  
CANAL BEACH CANTEEN BUILDING**

and shall be addressed to:

**EASTERN CHARLOTTE  
1 SCHOOL STREET  
ST. GEORGE, NB. E5C 3N2**

**ATTENTION: JASON GAUDET, CAO**

Submissions may be submitted electronically (i.e. by e-mail) however submission must be submitted in (PC) Microsoft Word or PDF file formats. Please send electronic submission to: [jason.gaudet@easterncharlotte.ca](mailto:jason.gaudet@easterncharlotte.ca) with the subject "REQUEST FOR PROPOSAL 2023-01, CANAL BEACH CANTEEN BUILDING"

Submissions must be delivered to this address by **1:00 PM, local time on Friday, April 7, 2023.**

**DECISION**

The successful proposal will have final approval at the Regular Meeting of Council on **April 19, 2023**. The municipality of Eastern Charlotte will notify all other respondents following this announcement. The decision will be final and the municipality is not required to explain or justify its decision to any respondent.

The successful proponent will be required to sign a License of Occupation (LOO) agreement and provide proof of insurance coverage prior to receiving keys to the proposal area.

*OPEN: 3 March 2023*

*CLOSE: 7 April 2023*