



REQUEST FOR PROPOSAL 2025-01 CANTEEN - CANAL BEACH

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, in 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 for freshly cooked food.

TERMS 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 on 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 for 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 a drilled-well, a septic field, and has electrical power. If required, the proponent/operator will be responsible for providing telephone and/or internet.

The canteen is equipped with two (2) electric deep fryers and an exhaust hood, and a 3-sink wash area. (see photos). The proponent/operator may also utilize the park storage shed for storage and supplies. The shed does not have electrical power.

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

The municipality holds a reasonable expectation that on most days, excluding rain or poor weather days, the canteen is open for service. At the very minimum, the expectation is that the public washrooms are open and accessible to beach and park guests should the canteen not be open.

The proponent/operator should have the resources (supplies, equipment, labour), training and above all the ability to provide superior canteen services at the canteen.

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 opening/closing and cleaning/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 (there is another party under the agreement of opening/closing the gate).

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. To include hours of operation, menu, any proposed novelty items and/or merchandise to be offered for sale, promotional/advertising strategy (signage), equipment to be used, staff sanitary policy/procedures, any additional equipment/fixtures to be provided to enhance the existing canteen, etc.

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

EVALUATION CRITERIA

The following criteria and relative weighting will be used in evaluating proposals:

- Quality and Completeness (15%)
Has the vendor addressed all of the needs as raised? Is the proposal presented in an organized and professional manner?
- Canteen Operating Plan (40%)
Has the vendor provided a complete, concise and detailed operating plan, appropriate for the scope of work of this service?
- Proponent's Experience (25%)
Has the vendor demonstrated a level of expertise in keeping with the requirements of this service?
- Financial Incentive Proposal (20%)
Financial incentives will be a factor; however not the only factor and not the determining factor, in the evaluation of the proposal.

Vendor Interview and/or Presentation - In addition to the submitted proposal, the Municipality reserves the right to invite one or more vendors for interviews and/or presentations to further clarify their proposal should it be deemed necessary.

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 transferable; subleasing of the agreement is not permitted.

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 2025-01
CANTEEN - CANAL BEACH**

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** with the subject "**REQUEST FOR PROPOSAL 2025-01, CANTEEN - CANAL BEACH**"

Submissions must be delivered to this address by **1:00 PM, local time on Friday, March 28, 2025.**

DECISION

The successful proposal will have final approval at the Regular Meeting of Council on **April 16, 2025**. 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: 17 February 2025

CLOSE: 28 March 2025

*Canteen Building at Canal Beach
Two exterior washrooms and supply room.*



*Interior, municipal owned deep friers and exhaust system.
Other items such as appliances are not included in this agreement and are responsible for the
proponent/operator.*



Interior, 3 sink wash area and hot water heater.