



## **REQUEST FOR PROPOSAL 2025-02 CANTEEN – EASTERN CHARLOTTE RECREATION COMPLEX**

The municipality of Eastern Charlotte is seeking proposals for the independent operation of the canteen/take out at the Eastern Charlotte Recreation Complex & Arena, located at 6 Arena Street in Blacks Harbour, NB.

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.

As well as an ice surface window, there is an exterior window which can provide a point of sale.

### **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 Eastern Charlotte Recreation Complex (ECRC) & Arena is a municipality administrated recreation building which operates year-round, however the peak usage is during hockey season, November to March.

The proposal area of responsibility is the canteen area. The area is roughly 20 feet by 14 feet in size. Ranges, fryers, appliances and additional shelving are not provided. The building is served by municipal water and wastewater services 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 spirits is prohibited. This prohibition includes all tobacco-related items including vape products and smoking paraphernalia. The sale of beer is restricted/limited and subjected to pre-approval from the municipality while under the direction of the Province of New Brunswick.

The municipality holds a reasonable expectation that for games and tournaments the canteen is open for service.

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

### **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 2025-02  
CANTEEN – ECRC/ARENA**

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 2025-02, CANTEEN – ECRC/ARENA**”

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 service window*



*interior*