

Heritage North Bay

Heritage Railway and Carousel Refreshment Vendor Request for Proposals HNB-19-04-01

Invitation

Proposals are requested for the lease of the concession vendor pad at the Heritage Railway and Carousel Company site on Memorial Drive and the supply, installation and operation of one self-contained vending trailer / unit for the operating season. This is a semi-permanent location where the self-contained unit may remain parked for the duration of the lease.

Units must meet the qualifications for the spot as deemed by Heritage Railway and Carousel Company (HRCC).

The refreshment concession vendor location will be allotted to a vendor that offers a variety of food items including ice cream (soft, hard, or packaged), beverages (containers), snacks (french fries), etc.

Bidders must submit full documentation in a sealed envelope clearly marked "Refreshment Concession Vendor" to Heritage North Bay, 100 Ferguson Street, North Bay, ON P1B 1W8, no later than 1:30pm local time May 3, 2019. Email or fax submissions not accepted.

Proposal acceptance is subject to approval of HRCC. HRCC reserves the right in its sole discretion to accept or reject any proposals resulting from this RFP.

Questions should be directed to Don Coutts, Treasurer, HRCC, at donald.coutts@sympatico.ca or 705-492-8840.

Period of Lease

The period of lease shall be for the period of May 10, 2019 to October 14, 2019 inclusive, with the provision of one (1) option year if mutually agreeable to both parties.

Specifications

Applicant vendors must have a self-contained unit between 10 feet to 25 feet in length. HRCC will provide water and hydro.

The self contained unit must be in good repair and of an acceptable appearance. HRCC will examine the unit to determine appearance.

All vendors must meet all fire and health regulations.

All vendors must hold a current vending licence.

All successful vendors will be required to sign a lease with HRCC outlining all terms and conditions for the utilization of the vending location.

Hours of Operation

The vendor is encouraged to be open when the Heritage Railway and Carousel is in operation.

2019 operations include weekend use from May 10, 2019 to October 14, 2019, daily use from June 24, 2019 to September 2, 2019 and weekend use from September 6, 2019 to October 14, 2019.

Bid Pricing - Scope of Payment

All pricing shall be in Canadian funds, with all applicable taxes included which shall be shown as a separate item.

The minimum bid price is \$2,100 for the season, plus HST, which includes water and hydro for the season.

Pricing for the option year will be negotiated prior to the commencement of the option.

The lease agreement cannot be transferred or sublet to another party without written consent from HRCC.

Protection of Property

The vendor shall be held responsible for any damage including fire as the result of their performance of the work described herein. The vendor undertakes and agrees to comply with all orders or other regulations in force on the site where the work is to be performed relating to safety.

Workplace Safety and Insurance Board

The vendor and its workers shall be fully aware of all Health and Safety requirements and be properly trained in operation of all equipment and the handling all materials used by the vendor. The vendor and all workers shall observe and follow all Health and Safety requirements onsite at all times. The vendor must supply proof of good standing with the Workplace Safety and Insurance Board at the request of HRCC.

Licensing

The vendor will be responsible for strict adherence to all federal, provincial and municipal codes and bylaws and must obtain all licenses as applicable.

Safety Regulations and Labour Codes

The vendor must adhere to all safety rules, regulations and labour codes in effect in all jurisdictions where the work is to be performed.

Insurance

The vendor is required to carry liability insurance in the amount of not less than \$5,000,000 to cover any possible claims due to this operation. Heritage North Bay shall be a named insured party in this policy. A copy of this policy shall, upon request, be presented to Heritage North Bay. The above noted insurance shall be continued in force for the duration of this Agreement.

Indemnification

The vendor shall indemnify and hold harmless Heritage North Bay and the City of North Bay, its officers and employees from and against any and all liabilities, damages, costs, claims, suits or actions by third parties directly or indirectly arising out of the work attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by negligent acts or omissions of the vendor, its officers, agents, servants, employees, customers, invitees, or licensees, or occurring in or on the premises or any part thereof, except where such damage or injury is due to the act, default or negligence of the Heritage North Bay, its officers and employees.

Validation of Agreement

This agreement is not valid until the quotation provided herein is accepted and approved by HRCC and a written lease is executed between HRCC and the vendor. HRCC reserves the right to reject any or all offers.

Omission

HRCC reserves the right to reject any or all submissions and/or cancel the Request for Quotation at any time before entering into a contract for services.

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MANDATORY BID FORM - This form must be completed and submitted with a cover letter

Bid Pricing

All pricing shall be in Canadian funds, with all applicable taxes included which shall be shown as a separate item.

The minimum bid is \$2,100 for the season plus HST.

I / we bid the following:

Railway / carousel site rental	\$ _____	season
Water / hydro (included)	\$ _____ 0 _____	season
HST (13% of rent + water/hydro)	\$ _____	season
Total payable to Heritage North Bay for 2019	\$ _____	season

Proposed product offering basic description:

Ice cream _____ Beverages _____ Snacks _____
Other items _____

Vending unit description (trailer, truck, size, etc):

Authorization

LEGAL NAME: _____ (company, corp. or individual)

ADDRESS: _____

TELEPHONE NO: _____

DATED: _____

AUTHORIZED BY: _____ (print name)

AUTHORIZED SIGNATURE: _____