



## The Corporation of the Town of Englehart

RFP-2026-01

### Ball Field Concession Lease

#### Objective

The overall objective of the Request for Proposal is to secure a lessee to operate the Concession Booth seasonally at the Ball Fields. It is the intent to enter into an agreement with a lessee for the rental of the space.

#### Purpose

The Town of Englehart recognizes the value of leasing a space for the purpose of operating a concession at the Englehart Ball Fields.

#### Definitions

Town Equipment: Permanent or fixed equipment of capital nature installed within the concession area.

Contractor Equipment: Equipment provided by the Contractor to operate the Concession Booth.

#### Submissions

Interested individuals or groups are invited to submit a Request for Proposal, on the forms supplied and submitted to the Town of Englehart no later than 2:00 p.m. on Wednesday June 3rd, 2026, and addressed as follows:

The Corporation of the Town of Englehart  
Box 399  
Englehart ON  
P0J 1H0  
Attn: Amy Vickery, CAO/Clerk

- Late Proposals will not be accepted.
- Proposals by fax or email will not be accepted.
- Partial Proposals are not accepted.
- The Town reserves the right to accept any Proposal it considers advantageous.
- The Town recognizes that “best value” is the essential part of purchasing a product and/or service and therefore the Town may prefer a Proposal with a higher price, if it offers greater value and better serves the Town’s interests, as determined by the Town, over a Proposal with a lower price.

- The Town reserves the right to enter negotiations with the proponent and any changes to the Proposal that are acceptable to both parties will be binding.
- The proposals shall be valid for 30 (thirty) days from the submission date.

**Questions**

Any questions may be directed to Karen Cooke, Community Services Coordinator  
705-544-2244 Ext 5 or by email to [kcooke@englehart.ca](mailto:kcooke@englehart.ca).

**Contract**

The contract is for 3 months commencing from June 15<sup>th</sup>, 2026 – August 15<sup>th</sup>, 2026, for seasonal operations with the possibility to extend operations into September.

**Form of Proposal**

The proposal shall include:

- All pages of this Request for Proposal, and any addenda (if any issued) without alteration
- Must be written in ink.
- Must be signed where required.
- Prices quoted shall be valid for a period of sixty (60) days from the closing time.

**Requirements (Circle and Initial)**

**Insurance** **Acknowledgement** YES NO

The successful proponent must maintain a minimum of \$2,000,000.00 of liability insurance listing the Corporation of the Town of Englehart as an additional insured prior to commencement of operations.

**Workplace Safety and Insurance Board** **Acknowledgement** YES NO

The lessee must be certified and in good standing with the Workplace Safety and insurance Board. Proof of certification must be supplied with the bid. A bidder that is not certified must provide written confirmation that the Contractor and their employees are not subject to Workplace Safety Insurance.

**Specifications of Service** **Acknowledgement** YES NO

The lessee will ensure all operations are in accordance with Occupational Health and Safety guidelines, and Food Handler Certification guidelines.

**Proposed normal hours of operation (complete the table)**

<b>Days</b>	<b>Proposed Times</b>	<b>Proposed Use of Space</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**Rental Rates**

The rental rate for the use of space is to be negotiated based on proposed hours of operation, and considerations of Town expenses and services. The Town reserves the right to review and adjust rental rates in relation to hydro costs.

**LEASED PREMISES AND EQUIPMENT**

The Town of Englehart agrees to lease the concession booth located with the Englehart Ball Fields for the limited purpose of operating a concession stand for the sale of food and beverages to service the public. The sale of alcohol is not permitted, and all food served must meet the regulations of the Northeastern Public Health.

Included in the agreement is the following equipment owned by the Town:

- 1 Pepsi double door cooler
- 1 refrigerator with freezer

There is to be no outside catering from these leased premises, or the supply of Town owned equipment other than what is stipulated in the contract.

**UTILITIES AND MAINTENANCE**

The Town agrees to provide and pay for all utilities necessary for the Contractor's operation of the Concession Booth for the duration of the agreement.

There is no telephone or internet connection located within the leased premise.

**Preparation of Proposals**

This RFP does not constitute an offer of any nature of kind whatsoever. Costs for the preparation of Proposals incurred by the respondent relating to the preparation of its proposal will be borne by the respondent.

The Town is not liable to pay for such costs and expenses, or to reimburse or to compensate the respondent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

### **Amendments**

The Town may modify, amend or revise any provision of this RFP or issue any addenda at any time. Any modification, amendment, revision or addenda will be in writing and will be provided to all respondents.

The Town reserves the right to vary the scope of work prior to the award of the contract.

The Town reserves the right to withdraw this Request for Proposal without notice.

### **Proposal Evaluation Criteria**

An evaluation by key municipal staff will be conducted based on the following:

- Ability to Meet Specifications
- Provision of Liability Coverage
- Ability to Provide WSIB Coverage
- Proposed Hours of Operation
- Proposed Use of the Space
- Relevant or related experience (qualifications, experience, other pertinent information)
- Estimated Fees and Disbursements

Town of Englehart  
RFP-2026-01  
Ball Concession Lease

Proposal Submission Form (To be submitted)

Registered Company Name/Individuals

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Relevant Experience, qualifications or other pertinent information**


We/I hereby offer to enter into an agreement to lease the Englehart Ball Field Canteen the rental rate of:

Per month     \$ \_\_\_\_\_

HST             \$ \_\_\_\_\_

Total Price    \$ \_\_\_\_\_

I/We \_\_\_\_\_ the undersigned am fully informed respecting the preparation and contents of the attached proposal and all the pertinent circumstances respecting the bid.

Authorizing Signature: \_\_\_\_\_

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Conflict of Interest Declaration

Please check appropriate response:

I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.

The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

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Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2026.