



The Corporation of the Town of Englehart
RFP-2026-03
Englehart Arena Complex Concession Lease

Objective

The overall objective of the Request for Proposal is to secure a lessee to operate the Concession Booth seasonally at the Englehart Arena Complex. It is the intent to enter into an agreement with a lessee for the rental of the space to operate during peak hours

Purpose

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

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 Friday September 25, 2026, by mail, in person or email and addressed as follows:

The Corporation of the Town of Englehart
Box 399
Englehart ON
P0J 1H0
Attn: Karen Cooke, Recreation and Community Services Manager

Email: kcooke@englehart.ca

- Late Proposals 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, Recreation and Community Services Manager

705-544-2244 Ext 5 or by email to kcooke@englehart.ca.

Contract

The contract is for 6 months commencing from October 19th, 2026 – March 25th, 2027, for seasonal operations.

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 thirty (30) days from the closing time.

REQUIREMENTS

(Proof must be submitted within 7 working days of the award of the RFP)

Insurance

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

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

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)

Days	Peak Times	Proposed Times	Proposed Use of Space
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**** Note arena is open for hockey and skating Monday to Sunday ****

Lease Rate

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 negotiate the rental rates with the successful proponent in relation to the hours of operation.

The first and last month will be pro-rated on the start and end date of operations in October and March as agreed upon. The first month of rent is due before the space may be occupied.

LEASED PREMISES AND EQUIPMENT

The Town of Englehart agrees to lease the concession booth located with the Englehart Arena Complex 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 coke double door cooler
- 1 small freezer
- Hot dog roller
- Coffee maker
- Nacho chip warmer

Outside catering from the leased premises, must be approved by the Town. There is no popcorn allowed to be sold at this concession booth.

STAFFING

No person under the age of 14 shall be permitted to operate or occupy the space without direct supervision. All employees/volunteers are required to complete AODA Customer Service Training

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 such as water, garbage and recycling, hydro and public Wifi

There is no telephone 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)
- Lease Revenue

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Proposal Submission Form (To be submitted)

Registered Company Name/Individuals

Address:

Phone Number _____

Email _____

Requirements

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.

Relevant Experience, qualifications or other pertinent information –

We/I hereby offer to enter into an agreement to lease the Englehart Arena Complex
Concession the rental rate of:

Per month \$_____

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:

Dated at _____ this ____ day of _____, 2026.