



THE MUNICIPALITY OF CENTRAL MANITOULIN

EXPRESSION OF INTEREST EOI 12-2024

FOR: Food Vendor at Municipal Public Works and Farm Show Event

Sealed BIDS clearly marked as to contents will be received until:

DEADLINE: Thursday August 22nd, 2024 AT 2:00 PM EDT

DENISE DEFORGE, CAO / CLERK
THE MUNICIPALITY OF CENTRAL MANITOULIN
6020 HWY 542, P.O. BOX 420
MINDEMOYA, ON P0P 1S0

LATE SUBMISSIONS WILL NOT BE ACCEPTED
ELECTRONICALLY TRANSMITTED SUBMISSIONS ONLY (E-MAIL ONLY) WILL BE ACCEPTED.

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PART I – GENERAL SPECIFICATIONS – EOI

1.0 GENERAL SCOPE OF EOI

The Municipality of Central Manitoulin is seeking expressions of interest from organizations, businesses, or qualified individuals interested in being a food vendor at the JH Burt Memorial Arena at 6064 Highway 542, Mindemoya on the Friday, September 13th, 2024 for a Municipal Public Works and Farm Show.

2.0 INQUIRIES

To schedule a walkthrough of the vendor space, or for questions related to this EOI Contact:

Alison Sloss

Events Coordinator

asloss@centralmanitoulin.ca | 1-705-377-5726

3.0 SCHEDULE OF EVENTS

EOI Issue Date ----- August 9th, 2024.

Deadline for questions ----- Friday, August 16th, 2024 at 2:00 p.m.

DEADLINE to submit EOI ----- Thursday, August 22nd, 2024 at 2:00 p.m.

4.0 DELIVERY OF PROPOSALS

Proposals will be received via Electronic Submission (email) to The Municipality of Central Manitoulin until **2:00pm, local time on Thursday August 22nd, 2024**. The submission deadline is the time that the submission is received and not sent by the sender. Confirmation of receipt can be requested by calling the Municipal Office at 705-377-5726.

Proposals shall be emailed to hnicklasson@centralmanitoulin.ca

5.0 ANTICIPATED OCCUPANCY

The review of submitted expressions of interest will take place in the last week of August. Should potential food vendor(s) be identified, negotiation of the agreement will take place August 26th, for occupancy of vendor space on September 13th, 2024 pending final agreement signing and submission of required documents.

6.0 ERRORS, OMISSIONS AND DISCREPANCIES

The information in this EOI is supplied as a guideline and may not be completely accurate, comprehensive, or exhaustive. The Municipality does not make any representation, warranty or guarantee as to the accuracy of the information contained herein. It is the proponent's responsibility to avail itself of all necessary information to prepare a response to this call for expressions of interest (EOI).

7.0 CONFIDENTIALITY AND FREEDOM OF INFORMATION

The submission of a proposal indicates acceptance by the respondent of all the conditions contained in this Expression of Interest unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the Municipality of Central Manitoulin and the Proponent. Deviations from EOI documents must be clearly identified in the written submission. Proposals are subject to a formal contract being negotiated, prepared and executed. The Municipality of Central Manitoulin reserves the right to negotiate the terms and conditions of the contract and reserves the right to cancel the EOI for any reason at any time.

All correspondence, documentation and information provided to staff of the Municipality of Central Manitoulin by any proponent in connection with, or arising out of this EOI, will become the property of the Municipality of Central Manitoulin and as such is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and may be released, pursuant to the Act. The Proponent's name at a minimum shall be made public upon request.

In-line with MFIPPA, Proponents are advised to identify in their proposal material, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. Any information in the Proponents' submissions that is not specifically identified as confidential will be treated as public information. All correspondence, documentation and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponents' submissions to this EOI.

8.0 CONFLICT OF INTEREST, BRIBERY OR FRAUD

Proponents participating in this EOI process shall disclose prior to entering into an agreement any potential conflict of interest. If such conflict does exist, the Municipality of Central Manitoulin may at its discretion withhold the award of vendor space from the Proponent until the matter is resolved.

9.0 WORKING LANGUAGE

The working language of the Municipality of Central Manitoulin is English and all responses to this call for expressions of interest must be English.

10.0 RIGHT TO ACCEPT OR REJECT EOI

This is a call for Expressions of Interest and is not a binding document. The Municipality reserves the right to reject any or all proposals or to accept any proposal should it be deemed in the best interest of the Corporation to do so.

11.0 REGULATION COMPLIANCE AND LEGISLATION

The Successful Proponent shall ensure all services and products provided in respect to this project are in accordance with and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation, including but not limited to:

- The Occupational Health and Safety Act and its regulations;
- The Workplace Safety & Insurance Act and its regulations;

- Health Protection and Promotion Act, R.S.O. 1990, c. H.7
- Municipal policies, and any requirements of Public Health.

Any Contract resulting from this EOI will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

12.0 INSURANCE

Selected vendors will be required to obtain insurance as outlined in the agreement. Prior to execution of the agreement, the tenant shall provide, maintain, and pay for the insurance coverage as detailed in the license agreement. The details of insurance requirements will be finalized based on the details provided by the proponent in their proposal. Insurance requirements may include, but need not be limited to, the following:

- Proof of valid WSIB coverage (if the proponent intends to have employees).
- Proof of property insurance for any equipment or property being used on the premises to provide the services outlined in the proposal.
- Commercial Liability - \$5 million limit.

Sample Wording

Commercial General Liability

The Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the (INSERT your_Name)_and underwritten by an insurer licensed to conduct business in the Province of _____. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$_____/occurrence with an aggregate of not less than \$_____*
- (b) Add (INSERT your_Name)_as an Additional Insured with respect to the operations of the Named Insured*
- (c) The policy shall contain a provision for cross-liability and severability of interest in respect of the Named Insured*
- (d) Non-owned automobile coverage with a limit not less than_____ and shall include contractual non-owned coverage (SEF 96); Coverage to include damage caused by operating or moving vehicles*
- (e) Products and Completed Operations coverage*
- (f) Contractual Liability*
- (g) The policy shall provide 30 days' prior notice of cancellation*
- (h) Failure to Perform exclusion removed*
- (i) Lock-and-Key Replacement*
- (j) Halon Release Cover*

Automobile Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of _____, having an inclusive limit of not less than \$_____ per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Proponent.

Primary Coverage

The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance

The proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

13.0 TERMS AND CONDITIONS

The following items will be included in any future lease agreement:

- Submissions do not constitute a formal legally binding process. The Municipality reserves the right to proceed to phase II negotiations with any party or to reject all submissions.

14.0 SUBMISSION PREPARATION

All expenses incurred through the preparation and submission of an EOI or through this process or related activities are borne by the proponent. The Municipality will not return the EOI submission or any accompanying documents submitted.

PART II – DETAILED INFORMATION ON THE OPPORTUNITY

General Scope:

The Municipality of Central Manitoulin is seeking expressions of interest from organizations, businesses, or qualified individuals interested in participating as a food vendor for the upcoming Municipal Public Works & Farm Show on September 13th from 10 am – 3pm located outside the Mindemoya Arena at 6064 Highway 542, Mindemoya.

Background:

The Municipality of Central Manitoulin is a single tier municipality located in northeastern Ontario on Manitoulin Island in Lake Huron. The Municipality has a population of approximately 2200 year-round residents, and a seasonal population that roughly quadruples during the summer. The Mindemoya Arena is one of two arenas in the municipality that is operated seasonally as an arena with artificial ice from mid-October to mid-March, and during the summer as a rental venue.

The Mindemoya Arena was originally constructed in 1948 and is used as an ice rink for skating and hockey, as well as a facility for community events and recreation activities. The ice surface has an area of about 72 ft by 175 ft.

PART III – SUBMISSION REQUIREMENTS

Interested proponents are asked to submit their Expressions of Interest by 2 p.m. on Thursday August 22, 2024 in proposal form. The proposals must include the following:

- A. Prospective Tenant Information:
 - First name, last name, Business/organizational name,
 - Contact information including: address, email address, and telephone number.
 - Name and contact information for the Signing Authority.
 - Background information on the business, or organization.

- B. Proposed Use and Terms:
 - Sample menu and pricing.
 - List of required permits and inspections to operate the business at the proposed location.

- C. Completed and signed Proposal Form Supplied in Part IV

PART IV - PROPOSAL FORMS

***** THIS FORM MUST BE COMPLETED AND INCLUDED IN ADDITION TO THE PROPOSAL MATERIAL AS PART OF THE SUBMISSION PACKAGE *****

PROPOSAL SUMMARY FORM

PROJECT DESCRIPTION: Mindemoya Arena – Food Vendor Proposal

OWNER: Municipality of Central Manitoulin

I/We hereby submit my/our response to the Expression of Interest document for the above named project.

I/We have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data.

DATE: _____

PROPONENT NAME: _____

ADDRESS (City, Province, Postal Code): _____

TELEPHONE: _____

EMAIL: _____

AUTHORIZED SIGNATURE:
(I have authority to bind the company, organization, business, etc). _____

NAME AND POSITION OF SIGNER: _____

WEBSITE: _____

EOI PROPONENT:

PROPOSALS RECEIVED BY

The Municipality of Central Manitoulin
6020 Highway 542
PO Box 187
Mindemoya, ON P0P 1S0