



THE CORPORATION OF THE TOWN OF PETROLIA
REQUEST FOR PROPOSAL

RFP – PR – 2024-0001A
FOR THE SUPPLY OF MOBILE CONCESSION VEHICLE SERVICES –
BRIDGEVIEW PARK

PROPOSALS WILL BE RECEIVED UP TO: 2:00 PM LOCAL TIME
Thursday, April 18, 2024

RETURN TO: Julie Bullock, Director of Parks, Recreation and Facilities
Town of Petrolia
411 Greenfield Street
Petrolia, Ontario N0N 1R0
jbullock@petrolia.ca

Invitation to submit a proposal

FOR THE SUPPLY OF MOBILE CONCESSION VEHICLE SERVICES

You are invited to submit a Proposal for the supply of MOBILE CONCESSION VEHICLE SERVICES – BRIDGEVIEW PARK more completely described herein.

The complete RFP documents are included for your perusal. Should you have any questions regarding the specifications or the process, please contact either:

**Julie Bullock
Director of Parks, Recreation & Facilities
Town of Petrolia
411 Greenfield St.
Petrolia, On N0N 1R0
519 882-2350**

**Leah Belan
Executive Assistant
Town of Petrolia
411 Greenfield St.
Petrolia, ON N0N 1R0
519 882-2350**

Specific to this RFP, questions can be sent via email to either:

jbullock@petrolia.ca or lbelan@petrolia.ca

INSTRUCTIONS

The Town of Petrolia, here in after referred to as the Municipality, invites RFP's for:

SUPPLY OF MOBILE CONCESSION VEHICLE SERVICES

RFP's not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

1. GENERAL

The Town of Petrolia is interested in receiving proposals for Mobile Concession Vehicle Services for the location of 4301 Petrolia Line—South Side, BRIDGEVIEW PARK. The Town is seeking and will select a concessionaire that best demonstrates the ability to provide affordable, safe and reliable services to the residents of Petrolia and in particular, visitors and users of Bridgeview Park.

The Municipality shall not be liable for any costs of preparation of any part of Proposal submissions.

2. RFP DOCUMENTS

- Interested suppliers may obtain the proposal documents *online* at www.town.petrolia.on.ca
- The highest or any Proposal will not necessarily be accepted.
- Facsimile and electronic tender submissions will be accepted.
- Duration of offer must be a minimum of sixty (60) days.

The closing date for submissions is **2:00 pm local time, Thursday, April 18, 2024**

Received at the Town of Petrolia Municipal Office, 411 Greenfield Street, Petrolia.

Closing time will be determined as shown on the clock within the Town Hall office general reception area.

3. DISCREPANCIES OR OMISSIONS

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter.

No responsibility will be accepted for oral instructions.

Proponents are responsible to verify that they have received a complete package of the Proposal documents.

Alterations or amendments to any of the Proposal documents shall only be effective by written notice from the Municipality.

Amendments to the Proposal documents in the form of an addendum shall become part of the Proposal Documents. Proponents shall be responsible to ascertain that they have received all addendums.

4. EXAMINATION OF CONTRACT DOCUMENTS

The Proponent shall be deemed to have satisfied themselves as to the sufficiency of the RFP for the product and the prices stated on the RFP Form. These prices shall cover all obligations under the RFP, and all matters necessary for the proper supply of the product and service.

5. PROOF OF ABILITY

The Proponent shall be competent and capable of supplying the product and providing the service. The Municipality may request proof of ability.

6. REQUEST FOR PROPOSAL SUBMISSIONS

Proposal submissions must include, but not limited to the following:

- Schedule A – Bidder Information
- Schedule B – Terms of Reference – Site Location
- Schedule C – Form of Proposal

Each proposal and any attachments must be clearly marked:

Request for Proposal for the supply of MOBILE CONCESSION VEHICLE SERVICES – BRIDGEVIEW PARK

Proposals may be rejected for one or more of the following reasons:

- a) Proposals arriving after the closing time and date as specified in this document;
- b) Proposals received in a form other than the forms supplied;
- c) Proposals not completed in ink or by type;
- d) Proposals containing any other form of alteration, including but not limited to include; strike-out, white-out, without initials;
- e) Proposals not properly signed;
- f) Proposals that have not acknowledged addendums (if any);

The Municipality reserves the right to accept any Proposal or reject any or all Proposal and waive formalities as the interests of the Municipality may require.

Proposals shall remain open for acceptance by the Municipality for a period of sixty (60) calendar days after the closing date.

7. WITHDRAWAL OF PROPOSALS

A proposal submitted in accordance with the instructions in the Proposal documents may be withdrawn prior to the date and time of the close of proposals.

Proposals not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

8. NEGOTIATION

The Municipality may award the RFP on the basis of proposals received without discussion.

The Municipality reserves the right to enter into negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable agreement with the successful proponent the Municipality may terminate negotiations and begin negotiations with the next selected proponent.

No proponent shall have any rights against the Municipality arising from negotiations.

9. PROPOSAL EVALUATION

The Municipality reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a proposal other than the highest price proposal without stating reasons.

By the act of submitting its proposal, the proponent waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.

THE HIGHEST OR ANY PROPOSAL WILL NOT NECESSARILY BE ACCEPTED

The Municipality will evaluate proposals based on the following items:

- Service Specifications and ability to meet the needs of the Town of Petrolia in regards to Mobile Concession Vehicle Services
- Service Quality
- Bid Offered

10. ACCEPTANCE OF PROPOSAL

Acceptance of a proposal shall be communicated by written notice from the Clerk's Office to the successful proponent once council has approved.

Such acceptance shall bind the successful proponent to execute an agreement with the Municipality.

11. INQUIRIES

Direct all inquiries regarding the Request for Proposal to the Municipalities contact in the notice page.

12. IDEMNIFICATION AND INSURANCE

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal and subsequent contractual agreement.

13. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this RFP document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

14. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

The Municipality will accommodate the needs of all proponents under the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the quotation and selection process.

Please advise the Clerk's Department mpearson@petrolia.ca to ensure your accessibility needs are accommodated throughout this process.

SCHEDULE A – BIDDER INFORMATION

Bidders are requested to respond to this Request for Proposals as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: _____

E-mail: _____

Contact Person: _____

Title: _____

Name of Business or Operating By: _____

Picture of Mobile Concession Vehicle:

SCHEDULE B – SPECIFICATION FORM

1. Background

The Town is seeking proposals for Mobile Concession Vehicle Services for the location of 4301 Petrolia Line—South Side, BRIDGEVIEW PARK. The Town is seeking and will select a concessionaire that best demonstrates the ability to provide affordable, safe and reliable services to the residents of Petrolia and in particular, visitors and users of Bridgeview Park.

2. Site Location

The Mobile Concession Vehicle will be located at 4301 Petrolia Line—South Side, BRIDGEVIEW PARK Petrolia Ontario. The vehicle shall be parked with the serving window facing North, Northeast or Northwest, and stationed as close as possible to the hydro and water outlet located in the East end of the parking lot, defined in the gravel area within the yellow safety bars.

3. Site Description

- Gravel parking lot
- Grass area to the south of the vehicle
- Town owned picnic tables and waste receptacles
- Power Access: 2—20amp circuits, 4 plug ins
- Water Access: 1 regular outdoor valve

The contractor is responsible for supplying their own CSA approved electrical cords and approved water hose or potable water container and all necessary hook ups.

4. Restrictions

- The area will be used for a Mobile Concession Vehicle only and no building or such unit shall be “affixed” or erected. A lockable storage bin is acceptable.
- No portable cooking equipment is permitted outside the vehicle unless under special approval from the Town, Health Unit and Fire Department.
- The Town will provide power and water to the site.
- No vending style machines shall be installed.
- No tobacco products or alcoholic beverages may be sold.
- Signs are allowed to be placed on the vehicle as well as an approved menu style board that must stay within 5 feet of the serving window. All other signage must be approved by the Town under any and all by-laws.
- Staff vehicle (if applicable) shall give way to customers and park a reasonable distance away.
- The operator will ensure no smoking, vaping or cannabis is consumed within 20 metres of the vehicle. The park is smoke free.

- There is no overnight parking of the Mobile Concession Vehicle unless special approval is obtained from the Town. It is agreed that the Town will not be held responsible for said vehicle at any time.
- The town will supply 2 trash receptacles within close proximity of the site.
- The contractor will be responsible for picking up any trash dropped within the site location by your customers. The contractor must keep the site neat and in tidy condition with all garbage being removed from the site at the end of each day.
- The Mobile Concession Vehicle must be reasonably attractive in the sole opinion of the Town and must be well maintained.
- Styrofoam containers are not permitted.
- The site may not be sublet or assigned without the approval of the Town.
- This licence of land applies only to that part or portion of the described property upon which the Mobile Concession Vehicle is located and no other. The land is owned by the St. Clair Region Conservation Authority and maintained and operated by the Town of Petrolia. Any agreements entered into by the contractor will not constitute ownership of said land where the Mobile Concession Vehicle is located.
- The mobile concession vehicle must be certified and approved by all regulatory authorities including, but not limited to Lambton Public Health, Petrolia Fire Department, and TSSA, before being allowed to open. Failure to have all certifications in place could result in the termination of the contract.
- The successful bidder must obtain an annual business licence with the Town of Petrolia.
- The Town reserves the right to close the park due to poor conditions, if necessary.

Initial of Bidder

Print Name

SCHEDULE C – RFP

RFP – MOBILE CONCESSION VEHICLE SERVICES – Questionnaire

1. Legal name of organization, firm, individual or partnership submitting this proposal.

2. Address of principal place of business

3. Primary Contact:

Name:

Title:

Phone:

Email:

Cell Phone:

Address (if different from above #2)

4. Please indicate your type of business:

Corporation

Partnership

Sole Proprietorship

Joint Venture

Charitable Organization

Other- please describe _____

5. Years in Business _____

6. References, please provide one (1) for Business and one (1) for Financial

Name:

Title:

Phone:

Cell Phone:

Email:

Address:

Name:

Title:

Phone:

Cell Phone:

Email:

Address:

****NOTE: A TOWN OF PETROLIA BUSINESS LICENCE MUST BE OBTAINED PRIOR TO AWARDING AND MUST BE RENEWED EACH YEAR.****

7. Financial Proposal

Having 1) thoroughly read the enclosed RFP documents; 2) asked the Town any questions you may have about the terms, conditions and responsibilities described; 3) visited the proposed site; 4) sought legal and financial advice as needed; 5) researched the applicable laws, ordinances, statutes and regulations, you make the following firm and irrevocable offer to pay the Town of Petrolia to operate a MOBILE CONCESSION VEHICLE.

BID SHEET

Season Term 1: For the Fixed Period of June 1, 2024 to October 31, 2024

\$250 licence fee + \$3500.00 min bid + _____ = _____ TOTAL "A"

Season Term 2: For the Fixed Period of May 1, 2025 to October 31, 2025

\$250 licence fee + \$3500.00 min bid + _____ = _____ TOTAL "B"

Season Term 3: For the Fixed Period of May 1, 2026 to October 31, 2026

\$250 licence fee + \$3500.00 min bid + _____ = _____ TOTAL "C"

TOTAL "A" \$ _____ +

TOTAL "B" \$ _____ +

TOTAL "C" \$ _____ =

\$ _____ **TOTAL BID**

Proponent:

Name _____

Address _____

City/Province _____

Postal Code _____

Phone Number _____

Signature of Authorized Person

Print Name

Title

Date