



Canteen Operations - EEC Request for Proposals

The Town of Clareville seeks proposals for “Canteen Operations” at the Eastlink Event Centre as set forth in this Request for Proposals (RFP). The successful proponent will assume canteen operations & management at the Eastlink Event Centre.

The anticipated start date is October of 2022. The term of the lease is for a one-year period with option for a one-year extension. The one-year extension would be automatically renewed unless either party provided 90 day’s notice of termination.

Send inquiries or proposals to:

Proposals will be received up to **4:00 pm on September 6th, 2022**. Submit Proposals in a sealed envelope marked “Canteen Operations – EEC” or email to:

Brandon Reardon
Recreation Manager
Town of Clareville
99 Pleasant Street
Clareville, NL
A5A 1V9
brandon@clareville.net
Phone: 709-466-4104 ext. 225

Facility Overview

Opened in October of 2009, the Eastlink Events Centre is a state-of-the-art multi-purpose facility featuring a 1240-seat arena (with an additional 1000-person standing room capacity), a 200-metre indoor walking/running track, a 400+ soft-seat arts theatre, along with meeting facilities and concession areas.

The Events Centre is located on Blackmore Avenue in the vibrant and growing Town of Clarendville. Adjacent to the Clarendville High School and Middle School Complex, the Event Centre's strategic location makes it extremely attractive for a multitude of special events, tournaments, meetings and conventions.

The Canteen is located on the upper level walking track in the south east corner. The canteen is currently operated by the EEC staff and is typically open during the senior Caribous home games, various minor Hockey & Figure skating tournaments and during special events.

The Canteen facility and all existing equipment will be included in the lease agreement.

Scope of Services

The successful proponent is responsible for the following:

- 1.) Successful proponent will assume total management and operation of the canteen facility at the EEC.
- 2.) All staffing and cleaning services for the canteen.
- 3.) All inventory and supplies.
- 4.) The canteen schedule is to be determined by the successful proponent. EEC staff will provide the vendor with the EEC event/booking schedule as requested.
- 5.) The Town has adopted a Health Eating Policy. The successful proponent should have the ability to offer some healthy food options along with the usual canteen favorites (i.e. fries, hot dogs, etc.).
- 6.) Staff training and OH&S requirements is the responsibility of the successful proponent.
- 7.) Any require food licensing & liability insurance as required by Government Authorities.

- 8.) Proponent will lease the canteen space and equipment for a monthly fee. To be negotiated with successful proponent. Equipment must be kept in good working order and cleaned accordingly. Equipment maintenance will responsibility of the proponent.
- 9.) EEC Management reserves the right to conduct routine site inspections of the canteen for cleanliness and regulatory requirements.

Proposal Requirements:

Proposals must include, at a minimum, the following information:

- 1.) Experience in food service industry
- 2.) Qualifications of Management & Staff
- 3.) Proposed Food Options
 - Will all food be made on-site?
 - Can you provide some healthy food options?
- 4.) Any requirements or expectation of the landlord (i.e. EEC)

Selection Criteria and Process:

Selection for a contract award will be made based on the following criteria:

| <u>Criteria</u> | <u>Points</u> |
|---------------------------------------|----------------------|
| Food Industry Experience | 40% |
| Qualifications/Staffing | 20% |
| Proposed Menu Options/Operating Hours | 25% |
| Quality of Proposal | 15% |

Existing Facility Equipment:

- Popcorn Machine
- Butter Dispenser
- Hot dog grill and guard for grill
- Hot dog bun cabinet
- Nachos & Cheese Display/Warmer
- Slushie Machines (2 Bay)
- Two Coffee Machines
- Coffee Urn
- Cappuccino Machine
- Shelving, spacious cupboard and counter space
- Two Sinks
- Two Freezers
- Double Door Fridge
- Stove with oven
- Two Deep Fryers
- Crock Pot
- Microwave
- Cooking Utensils
- Pots, Pans, Cookware
- Display Racks (one small, one large)
- Cash Register

Site Information:

Eastlink Events Centre
15 Blackmore Avenue
Clareville, NL A5A 1B8

The Canteen is located on the upper-level walking track in the south east corner.

Please contact the Recreation Manager, Brandon Reardon, to arrange a date and time to view the facility.

Brandon Reardon
709-466-4101 ext. 225
brandon@clareville.net