

TOWNSHIP OF NIPIGON  
GENERAL REGULATIONS FOR OPERATION OF CANTEEN CONCESSION  
NIPIGON COMMUNITY CENTRE  
{Deadline to apply September 1<sup>st</sup>, 2025}

**Scope:**

The concession to be awarded under these specifications shall grant exclusive right and privilege to the concession operator (the Operator) to operate the canteen concession for a defined term at the Nipigon Community Centre, owned by the Township of Nipigon.

The concession covers only the actual canteen at the above location: the remainder of the building is under the administration of the Township.

**Supplies and Equipment:**

The Township will supply the equipment currently at this facility as of October 1<sup>st</sup>, 2025, to March 31<sup>st</sup>, 2026, with the possibility of a year-round operation. The maintenance of this equipment will be the responsibility of the Operator. Other equipment the Operator deems necessary for the operation of the concession will be the responsibility of the Operator. All equipment installed or used must comply with applicable building and/or CSA safety codes. The Operator is prohibited from installing or operating any equipment that would increase the Townships insurance premiums for this facility.

**Sales & Products:**

The quantity and quality of all goods for sale must be up to acceptable standards. The menu items will be set by the operator and shall provide show cards indicating the prices that they're charging for all goods for sale. Such cards must be placed in such a way as to be always in clear view of the public. Due to the increase in individuals with peanut allergies, consideration of peanut free food would be appreciated along with promoting healthy eating options at the Nipigon Community Centre Canteen.

**Utilities:**

The Township will also provide electric power, gas, water, internet, and heat. Telephones shall be maintained at the expense of the Operator as well any garbage removal.

**Performance:**

Each applicant may be required to furnish evidence that they have been successfully engaged in operations of the above nature in the past and that they are competent to perform the work contemplated hereunder. A minimum of one {1} worker present must have their Safe Food Handling Course which must be provided and attached to RFQ. It is expressly understood that the Culture and Recreation Manager is the representative of the Township and must be cooperated with at all times.

**Period of Operation:**

It is expected that the canteen hours will coincide with the hours of operation of the Nipigon Community Centre. At the very minimum, 4:00pm to 9:00pm Monday to Friday, hockey tournaments, Jr B games and any other special events that arise.

**Length of Concession:**

This agreement shall be for 6-months, and the Township may entertain a request to extend for an extended period for additional time at the request of the Operator. The Township may cancel this agreement at any time for:

- failure to provide services as described herein;
- in the event of an Operator being adjudicated bankrupt;
- failure to adhere to the general Regulations.

If the Township cancels the agreement for the above listed causes, there will be no refund of lease payments already paid.

-crisis management-working in good faith

\*Expanded hours during beyond contract term can be negotiated at any time during the contract term at an increased rate.

**Concession Fees:**

The applicant shall indicate in their proposal what they would expect to pay to the Town for the granting of this concession for a 6-month period.

**Concession Personnel:**

Concession personnel are employees of the Operator, not the Township, and the Operator is responsible for all their personal and obligations.

**Concession Maintenance Standard:**

The Operator is responsible to clean and continue to maintain the premises to a standard of cleanliness acceptable to the Township, and the Thunder Bay District Health Unit.

**Liability Insurance:**

The Operator shall supply to the Township, before beginning operations, proof of liability insurance in the amount of one million dollars (\$1,000,000) for the operation of the concession, with the Township of Nipigon being named an additional insured.

**Execution of Agreements:**

The Operator will be expected to sign an agreement with the Township setting out all conditions for operation of the concession.

**Terms and Conditions:**

1. The area covered by this proposal is the canteen of the Nipigon Community Centre.
2. Payment of lease must be paid to the Township of Nipigon monthly and is due the first of each month.
4. The Township of Nipigon does not guarantee a minimum amount of canteen revenue.

## FORM OF QUOTATION

The undersigned hereby agrees to provide canteen services at the Nipigon Community Centre in accordance with the terms and conditions stated.

Our quote for the above project is:

Nipigon Community Centre Canteen

\$ \_\_\_\_\_

{amount}

\_\_\_\_\_

Total: \_\_\_\_\_

Company/ Agency/ Association Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Previous work experience/Employment that pertains to this position

References available upon request

The Township of Nipigon does not by virtue of this quotation call, commit to an award of this proposal, nor does the Township limit itself to accepting the highest of any quotation submitted, but reserves the right to award this proposal in any manner deemed to be in the Townships best interest.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE