



Haldimand County Administration Building
53 Thorburn St. S.
Cayuga, ON N0A 1E0
www.HaldimandCounty.ca

EXPRESSION OF INTEREST – ARENA CONCESSION & VENDING SERVICES

Date: November 23, 2021

Background:

Haldimand County is a single tier municipality which operates four (4) Arenas with concession and vending services in the communities of Caledonia, Cayuga, Dunnville and Hagersville. The concession and vending services are provided as a convenience and service for facility users and to generate revenue for the County.

Haldimand County is seeking interest from groups, organizations or businesses (herein referred to as 'The Operator') for the operation of concession and vending services at three (3) Arenas, being: the Dunnville Memorial Arena; the Hagersville Arena; and, the Haldimand County Caledonia Centre (HCCC). The Operator is to provide quality products and excellent customer service in an affordable yet profitable manner at these locations.

Typically, the Arenas operate from September until approximately April/May, with the exception of the HCCC (Caledonia), which has operated at least one ice pad for a minimum of 11 months of the year since 2004. The operation of summer ice at the HCCC is dependent upon demand and is not guaranteed from one year to the next. As well at this time, any Operator would have to work within the pandemic health and safety protocols put in place by the province, local health unit or Haldimand County.

All three Arenas book ice rentals for minor hockey, adult hockey teams, ringette and figure skating groups. The Dunnville, Hagersville and HCCC (Caledonia) Arenas are home to Junior Hockey teams and are available for lacrosse bookings during the summer months. Special events and tournaments also occur at all Arena facilities throughout the year. Although this is a sampling of the current users at the Arenas, the County does not guarantee specific uses or users at any of the facilities.

Normal seasonal operating hours for ice surfaces are 7:00 a.m. to 11:00 p.m.; however, these are subject to change daily and throughout the season.

Operator Requirements:

The Operator will be required to comply with all applicable laws and regulations, including that of the Haldimand-Norfolk Health Unit, Ministry of Labour, etc.



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The Operator will also be required to provide proof of Commercial General Liability insurance policy in the amount of \$2 million – naming Haldimand County as additional insured including but not limited to bodily and personal injury liability, extended bodily injury, property damage, products & completed operations liability, blanket contractual liability, premises liability, and contingent employer’s liability coverage.

Resources Provided by Haldimand County:

Some equipment will be provided by the County as outlined in Schedule ‘A’ (attached). Site visits will be considered. Haldimand County is also responsible for supplying or providing:

- All necessary space to operate the food service;
- All capital equipment as identified in Schedule ‘A’ and delivery of same in good working condition on the Agreement start-up date;
- All necessary service and repair of County-owned capital equipment due to mechanical breakdown or ordinary wear and tear, not including any capital equipment owned by The Operator;
- All light, heat, cooling, power, fuel, hot and cold water, garbage removal and pest control services;
- Maintenance services to the business premises and be responsible for a semi-annual professional cleaning of the exhaust system and grease traps in the concession area; and,
- Necessary capital improvements, including purchasing new or replacement capital equipment for all equipment identified in Schedule ‘A’, conditional upon demonstrated need and Council approval. All such equipment to remain the property of Haldimand County.

Submissions:

The County is seeking to enter into a two-year agreement with The Operator at each Arena, with the option for a two-year extension by agreement by both parties.

Questions regarding this Expression of Interest process can be directed to Katrina Schmitz, Manager, Community Development & Partnerships Division; kschmitz@haldimandcounty.on.ca or 905-318-5932, ext. 6341.

Submissions from interested parties are invited by email (cdp@haldimandcounty.on.ca), drop off at the Haldimand County Administration Building (53 Thorburn Street South, Cayuga) or by mail (to the above-noted address) **by 4:00 p.m., Thursday, December 2, 2021** to the attention of Katrina Schmitz, Manager, Community Development & Partnerships Division.

Submissions should include:

- Name of your group, organization or business;
- Which Arena you are interested in providing service to;



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- Confirmation that the required insurance can be provided;
 - Experience in the operation of a concession and/or vending service;
 - Anticipated hours of operation, staffing, etc.;
 - Details of the food to be provided including sample menu and pricing. The County restricts the:
 - Sale of gum, alcohol and cigarettes/vaping supplies via concessions/vending machines;
 - Use of peanut oil/peanut products that are used in the preparation of concession foods. This restriction does not include pre-packaged, ready-to-eat products that do not require on-site preparation);
 - Operator-proposed equipment to be installed;
 - Strategies to ensure financial feasibility;
 - Two references;
 - Proposed monthly lease rate for a two-and-a-half year (31 months) period, with the option of a two-year (24 months) extension by agreement by both parties; and,
 - Name and contact information (mailing address, email) of person submitting.

Evaluation Process for Submissions:

Submissions will be assessed by a team of Haldimand County staff based upon criteria including:

- Experience in the food services industry;
- Business plan;
- Menu items;
- Reputation and reliability; and,
- Lease rate.

Agreement with Haldimand County:

While The Operator may not have exclusive rights to sell food and non-alcoholic beverages within an Arena, the County will ensure other providers will not be permitted to sell menu items that are in direct competition with The Operator.

No other provider will be given rights to provide these services during the term of the Agreement unless mutually agreed upon by the County and The Operator.

Neither party shall be entitled to assign its interest in the Agreement or any portion thereof without the prior written consent of the other party.



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Schedule 'A' – Arena Concessions Equipment Inventory

Dunnville Memorial Arena:

Quantity	Description
1	Upright Freezer
2	Coolers; One with Glass Doors
1	Wire Shelf with Four Shelves
1	Stainless Steel Table
2	Gas Deep Fryers
1	Dump Station with Overhead Heat Lamp
1	Gas-Fired Griddle
1	Fire Protection System for Hood
1	Stainless Steel Exhaust Hood

Hagersville Arena:

Quantity	Description
1	GMI Industries Popcorn Machine
1	Bunn Hot Chocolate Machine
1	Bunn Pour-o-Matic Coffee Maker
1	Danby Microwave
1	STAR Hot Dog Machine
1	Perfect Fry Company Fry Machine
1	Nemco Food Equipment Heat Lamp
1	Woods 24 Cubic Foot Stand-Up Freezer
1	Frigidaire 18 Cubic Foot Refrigerator with Freezer
1	Quickfreez by Wood Freezer
1	Frigidaire 18 Cubic Foot Chest Freezer

Haldimand County Caledonia Centre (HCCC):



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Quantity	Description
1	Walk-In Cooler
2	Shelving for Cooler
2	Shelves (24" x 60" with 5 shelves on each unit)
1	60" Stainless Steel Overshelf with Flat Bar
3	2 Small Sinks and 1 Double Basin Sink; all 3 Include Faucets
1	Fire Protection System for Hood
1	Garland ½ Size Convection Oven (Model MCO-G-5LE) with Stainless Steel Open Base Stand
1	Stainless Steel Exhaust Hood
1	2-Burner Hot Plate and 36" Imperial Griddle (Model #IMGA-3628-OB) with Stainless Steel Stand (48") including Undershelf and Casters
2	Dean Fryer (Model #SR142G) with Casters and Dormont Flex Hose and Quick Disconnect
1	Stainless Steel Spreader Table with Stainless Steel Legs and Undershelf
1	True Freezer 3 shelf unit, Stainless Steel Exterior and White Interior
1	84" x 29" Stainless Steel Worktable with Stainless Steel Legs, Undershelf and Backsplash
1	Stainless Steel Window Pass Thru Shelf
1	36" Sandwich Table (Model #TRUE TSSU-36-8)
1	Shelving Storage Unit (in Kitchen) with Five Shelves and Castors
1	Refrigerated Display Case (Model #TRUE TSID-48-2)
1	Hot Dog Roller Cooker