



# **REQUEST FOR PROPOSALS:**

**DEVELOPMENT AND OPERATION OF FOOD & BEVERAGE  
SERVICE CONCESSION in the:**

**MORINVILLE LEISURE CENTRE – a 95,000 sq. ft. recreation facility located in  
Morinville, Alberta, Canada.**

## **REQUEST FOR PROPOSALS (RFP) FOR THE DEVELOPMENT AND OPERATION OF FOOD & BEVERAGE SERVICES IN THE MORINVILLE LEISURE CENTRE (MLC), located in Morinville, Alberta, Canada.**

The Town of Morinville (Town) is inviting proposals from individuals or corporations to establish operations at the MLC, located at 25119, AB-642, Alberta, T0G 1Y0

RFP submission deadline: **Friday, 03<sup>rd</sup> of September 2021 at 4:30pm MTN.**

The Town of Morinville reserves the right to accept or reject all or any proposals and to waive any informality, incompleteness, or error in any proposal. It is the sole responsibility of the proponent to ensure that its proposal is received at the location and by the time stipulated. Proposals received after the stipulated time will be rejected and returned to the proponent unopened. Faxed proposals are not acceptable and will be rejected.

Proposals, sealed in an opaque envelope and clearly marked with the proponent's name and address and the project name, will be accepted up to 4:30 p.m. (local time) September 3, 2021, by: Brad White, Senior Manager, Planning and Economic Development, 10125 100 Avenue, Morinville, Alberta, T8R 1L6.

### **INTRODUCTION**

**Morinville, Alberta** is a progressive regional centre of 10,578 people in north central Alberta, Canada. It is located 34 km north of Edmonton and 18 km north of St. Albert along a major transportation corridor: Highway 2 and bisected by Highway 642.

### **MORINVILLE COMMUNITY RECREATION FACILITY (MLC)**

Opened in 2019, the MLC facility contains a National Hockey League sized hockey rink, indoor field house with courts, indoor track exercise space, and other recreational components within the new 95,000 sq. ft. facility.

### **THE FACILITY**

- *437 + 160 seats - One (1) Indoor Ice Hockey Arena – Full Sized with Change Rooms*
- *255 seats - One (1) Indoor Field House with a 200m Indoor Track*
- *Fitness Centre*
- *Meeting Rooms*
- *Children's Play Space*

### **THE LANDS**

The 77-acre lands are located adjacent to the Town of Morinville along Highway 642 on the east side of the Town. The lands are home to the MLC on the eastern portion of the lands and the \*remaining lands will include several outdoor recreational activity areas that may include:

- *Baseball Diamonds*
- *Soccer Fields*
- *Dog Park*
- *Toboggan Hill*
- *Multi-Use Trails*

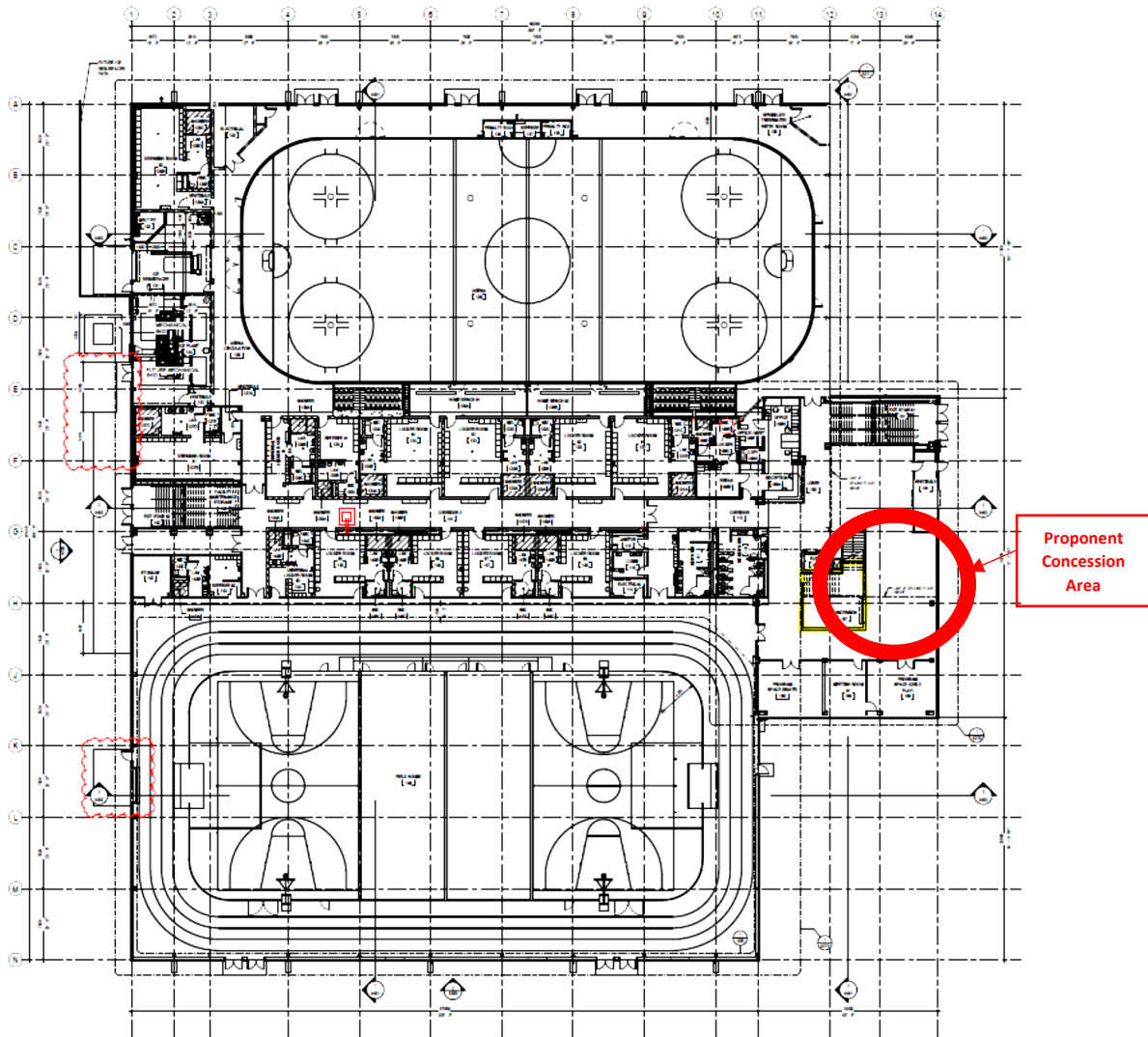
*\*These additional outdoor uses will be developed once funding is secured for future development of the lands.*

### FOOD AND CONCESSION LOCATION – MAIN FLOOR

The full-service food and concession would be located on the main floor area near the entrance of the facility. The location measures **39.3 m<sup>2</sup> (423 sq ft)** and does not include any dedicated seating area.

- The full-service restaurant would sell the following product assortment: Take-Out style Food and/or Beverages (non-alcoholic)
- Type of food cuisine is open, with 25% minimum menu choices to be healthy food choices.
- The contract will be for five (5) years with monthly lease amount based on a 10%-15% revenue share model (inclusive of utility costs). There will be an option to renew for an additional five (5) years agreeable to the Town and prior to first term expiry.
- Proponents can view the Concession Area on August 26 at 1:00PM MST.
- Proponent is responsible for cleaning of seating area – floor cleaning will be completed by facility staff.
- Hours of operation – Negotiable but at a minimum of Fri – Sun and weekday evenings. The schedule can be built up over time as traffic in the building increases.

### MAIN FLOOR LAYOUT



## **DETAILS OF REQUEST FOR PROPOSALS**

**RIGHT OF ACCEPTANCE & REFUSAL** - The Town of Morinville reserves the right to accept or reject any or all proposals without assigning any reason and is not obliged to correspond with the applicants in this regard. Furthermore, the Town of Morinville reserves the right to change and / or cancel the pre-qualification and proposal process and / or review / revise the prequalification criteria at any time without prior notice or without assigning any reason whatsoever, and this shall be without prejudice to its rights to request further proposals at any time in the future and in such case, no proponent(s) / intending proponent(s) shall have any claim arising out of such action.

**EQUIPMENT & CHATTELS** - The Town of Morinville will provide several pieces of commercial kitchen equipment and chattels which are detailed in Appendix A. Any additional “specialized” equipment will be the responsibility of the Lessee. The equipment and chattels described in Appendix A will remain the property of the Town of Morinville prior to and after any contract term agreed to with a proponent. Equipment is owed by the Town with an agreement to cost share for repairs and maintenance during the term of the lease. The successful proponent will act in good faith to ensure the described equipment and chattels shall remain in good order during the term of any agreement. Proponents are required to satisfy themselves as to the existing conditions of the site and equipment. The information provided is the best available at the time proposals are solicited and proponents shall use the available information as a basis for any proposal.

**PROPERTY & COST** - A proposal shall be prepared and submitted at the sole expense of the proponent and without cost to the Town of Morinville. All Proposals received by the Town of Morinville become the property of the Town and as such are subject to the Freedom of Information and Protection of Privacy Act. A proposal, whether it has been accepted or not, and any rights thereunder, shall not be re-assigned by the proponent without the prior written consent of the Town. Any such re-assignment shall not under any circumstances relieve the proponent of any liabilities and obligations under the proposal.

**RIGHT FOR CLARIFICATION** - Upon receipt by the Senior Manager of Planning and Economic Development, properly sealed envelopes delivered by or on behalf of a proponent, will be marked as to the time and date of receipt and the envelope will be retained unopened until the opening of proposals. Proposals should contain sufficient detail to support the project being proposed. If necessary, after the proposal has been opened, Town staff may clarify any aspect of a proposal with the proponent. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals submitted by competing proponents.

**CONFLICT OF INTEREST** - At no time during the proposal stage, evaluation stage, after award, or at any other time shall a Town of Morinville employee, member of Council or appointed committees and commissions be in any way connected with the proponent. Proponents are to include with their initial proposal, and at any subsequent time when requested to do so by the Town, full details of any employee, person, firm, or corporation that could be considered at conflict with the Town.

**OWNERSHIP** - All the documents and other information supplied by the Town of Morinville or submitted by a proponent to the Town of Morinville shall remain and / or become the property of the Town of Morinville who will not be liable to return any submission(s), or any information provided along therewith.

**OBLIGATION** - Submission of a proposal by a proponent shall not create any contractual obligation between that proponent and the Town of Morinville.

## APPENDIX A – Equipment and Chattels

<u># Of Unit(s)</u>	<u>Unit Description</u>
2	S/S WORKTABLE, C/W TABLE MOUNT SHELF
1	THREE COMPARTMENT SINK, C/W PRE-RINCE FAUCET, WALLMOUNT FAUCET
1	WALL MOUNT HAND SINK
1	REACH-IN COOLER
1	REACH-IN FREEZER
1	SLIDING DOOR FREEZER
1	POPCORN MACHINE
1	NACHO WARMER
2	SHELVING
1	HOTDOG MACHINE
1	CHEESE DISPENSER
1	AIRPOTS
1	COFFEE MACHINE C/W WATER FILTER
1	UNDER COUNTER DISHWASHER
1	DROP-IN HAND SINK C/W 2 FAUCETS
1	ICE CREAM CABINET
1	REFRIGERATED SANDWICH PREP TABLE
1	SOUP WARMER
1	36" RANGE C/W W BURNERS, 24" GRIDDLE, 2 FLEXIBLE GAS CONNECTIONS
1	DEEP FRYER
1	EXHAUST CANOPY
1	FIRE SUPPRESSION SYSTEM

NOTE: **All equipment, site, and chattel repairs and maintenance to be cost shared as outlined in any successful proponent agreement.**



