



The Corporation of the Town of Deep River

**Canteen Operations
2026-OPS-002
Request for Proposal**

Proposals shall be submitted by 12:00 PM local time on Friday May 15th, 2026. Submissions received after that date and time will not be considered further. All submissions must be in accordance with the requirements stated in this RFP.

All submissions shall be clearly marked “**Private and Confidential – RFP 2026-OPS-001 Canteen Operations**” and submissions are to be directed to the contact person for this RFP:

CONTACT: Dave McCarthy, Director of Operations
ADDRESSED TO: Via email: dmccarthy@deeperiver.ca
In person: 100 Deep River Road, Deep River, Ontario, K0J 1P0
SUBJECT: 2026-OPS-002: Canteen Operations

Any questions or clarification regarding this Request for Proposal (RFP) must be communicated via email to the Contact Persons listed by 12:00 PM on Wednesday May 6th, 2026.

NOTE: Should any potential bidders download this Request for Prequalification, it is the Proponent's responsibility to check for Addenda which will be posted on the Town website: <http://www.deeperiver.ca/>

Town of Deep River – Request for Proposal 2026-OPS-002

1. Introduction and Background

The Town of Deep River is seeking proposals for the independent operation of canteen spaces at Pat McAnulty Park (17 Double Dip Road) and Lamure Beach (1 Cedar Road).

Pat McAnulty Park is a municipal recreation facility hosting baseball and soccer leagues, and community events, while Lamure Beach is a popular waterfront destination with high seasonal usage.

Proponents are welcome to submit a proposal for **either one** of the locations or **both**. The Town reserves the right to award separate contracts for each location to different operators if it is deemed in the best interest of the municipality.

The Town intends to enter into a one (1) year agreement for the 2026 season. At the sole discretion of the Town, this agreement may be extended for additional years based on a performance review and the mutual agreement of both parties.

2. Submission of Proposals

Proposals are to be submitted on or before 12:00 PM local time on Friday May 15th, 2026 to:

CONTACT:	Dave McCarthy, Director of Operations
ADDRESSED TO:	Via email: dmccarthy@deeperiver.ca In person: 100 Deep River Road, Deep River, Ontario, K0J 1P0
SUBJECT:	2026-OPS-002: Canteen Operations

3. Process Schedule

The Town of Deep River intends to utilize the following schedule in completion of this process. The Municipality reserves the right to amend the schedule should it be deemed necessary.

1. Issuance of RFP – Friday May 1st, 2026
2. Deadline for notice to submit/inquiries/clarifications – 12:00 PM local time on Wednesday May 6th, 2026
3. Response to Questions vis Addendum – 4:00 PM local time on Monday May 11th, 2026
4. Deadline for submissions – 12:00 PM local time on Friday May 15th, 2026

4. Cost of Submission

Bidders assume responsibility for all costs, expenses, loss, damage and liabilities incurred because of or arising from the invitation to bid.

5. Scope of Work

The following operational parameters apply to these facilities:

- **Operating Season:** Services are expected to operate from approximately May to September 2026.
- **Site Conditions:** The Town will provide the existing canteen structures and access to basic utilities, such as water and electricity.
- **Operator Responsibilities:** Proponents are responsible for supplying all necessary equipment, inventory, and staffing to maintain a family-oriented food service.
- **Prohibitions:** The sale of alcohol, tobacco, cannabis, and related paraphernalia is strictly prohibited.
- **Sanitation:** Operators must maintain high standards of cleanliness, including daily waste management and compliance with all public health regulations.

6. Proposal Content Requirements

To be considered, proponents **must** organize their submissions into the following sections, clearly indicate which location(s) you are applying for, and include the completed forms from the Appendices:

6.1 Proponent Bio and Relevant Experience (Appendix A)

- Complete the Proponent Submission Form, detailing your history in food service and providing professional references.

6.2 Operational Plan and Hours

- Provide a narrative of your day-to-day management strategy
- Specifically outline your proposed hours of operation for the selected location(s).

6.3 Menu, Pricing and Health Licensing (Appendix B)

- Provide proposed menu including prices
- Provide a statement of your ability to meet all health licensing requirements.

6.4 Community Benefit and Contribution

- Describe how your operation benefits the community
- Outline your Proposed Contribution to the Town (financial lease and/or in-kind)

6.5 Code of Conduct (Appendix C)

- Return the signed Operator Code of Conduct

7. Evaluation Criteria

Proposals will be evaluated based on:

- Quality of the Operational Plan & Hours
- Relevant Experience
- Demonstrated Community Benefit
- Proposed Contribution (Financial/In-Kind)
- Compliance (Insurance & Health Licensing)

8. Rejection of Proposals

The following proposals will be rejected:

- Late proposal
- Incomplete proposal
- Appendix A - Not complete
- Appendix B - Not complete
- Appendix C - Not Complete

9. Insurance Requirements

The successful proponent shall, at their own expense, obtain, submit and maintain the following insurance coverage for the duration of the agreement:

- Commercial General Liability: A limit of liability of not less than \$2,000,000 per occurrence, naming the Town of Deep River as an Additional Insured.
- WSIB: The proponent must provide a WSIB Certificate of Clearance and remain in good standing throughout the term.
- Indemnification: The proponent shall defend and save harmless the Corporation of the Town of Deep River, municipal staff and members of Council from any claims, losses, or damages arising from the proponent's operations.

10. Errors and Omissions

It is understood, acknowledged and agreed that while this Request for Proposal includes specific requirements and specifications, and while the Town of Deep River has made considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the Town of Deep River to be comprehensive or exhaustive. Nothing in the proposal is intended to prevent the bidders from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal. There will be no consideration of any claim, after submission of Request for Proposal, that there is a misunderstanding with respect to the conditions imposed by the contract.

11. Termination

Either the Bidder or the Town of Deep River may terminate the contract provided that either party provides the other with thirty (30) days' written notice.

Appendix A – Proponent Submission Form

Location Preference (Select at least one)

- Pat McAnulty Park
- Lamure Beach
- Both

Proponent Information:

Contact Name:

Business Name:

Address:

Telephone/Cell:

Email:

Contact/Title:

Experience & References:

Operational Plan:

Appendix B – Proposed Menu and Contributions

1. Menu Highlights and Pricing:

2. Provide a Statement to prove your ability to meet all Health Licensing and Insurance Requirements:

3. Benefits to the Community:

4. Financial/In-Kind Contribution to the Town:

Appendix C – Operator Code of Conduct

The Town of Deep River strives to provide a safe and healthy environment, free of conflict. The Town of Deep River expects the canteen operator to conduct themselves in a manner that is consistent with the above statement. The canteen operator shall not conduct themselves in a manner which may bring discredit to the Town of Deep River or in a manner unbecoming to the Town of Deep River.

Professionalism and Conduct: Generally, the canteen operator, in day-to-day business activities, will have contact with customers, the general public, suppliers, etc. When interacting with others, the canteen operator and their staff are expected to be helpful, courteous, properly attired and act with the utmost integrity and professionalism.

The canteen operator shall treat customers, members of the public, suppliers, members of Council and municipal employees with professionalism and tact at all times.

Compliance with Laws and Regulations: The canteen operator and their staff must adhere to all applicable municipal, provincial, and federal laws, including health and safety regulations, in addition to specific rules for the facility as determined by the Director of Operations.

Sanitation and Hygiene: Strict food safety standards shall be maintained, often exceeding standards established by the Health Unit. This includes daily disposal of garbage, proper handling of food, and keeping premises neat and tidy.

Operational Constraints:

- The canteen shall operate within assigned areas, with no solicitation permitted outside the assigned canteen area.
- Adherence to stipulated operating hours is mandatory.

Conflicts of Interest: The canteen operator and their staff shall avoid activities that create a conflict of interest, ensuring that they do not use their position from improper personal gain.

Other:

- Canteen operators cannot assign or sublet their contract without prior written consent.
- The unauthorized distribution of flyers, tokens, or display of signs outside of the assigned canteen area is prohibited.
- Being under the influence of alcohol, cannabis, or illegal drugs while working is strictly prohibited.

Consequences of Non-Compliance: If the canteen operators fails to adhere to the above Code of Conduct, it may result in the immediate termination of the agreement.

The Code of Conduct is acknowledged and signed this _____ day of _____, 2026.

Bidder Signature:

Bidder Name (Printed):