



EXPRESSION OF INTEREST

MAY 3, 2021

**MOBILE CONCESSION SERVICES AT THE
PHYLLIS DEWAR OUTDOOR POOL**

CITY OF MOOSE JAW, SASKATCHEWAN

CLOSING DATE:

JUNE 1, 2021 at 3:00 p.m. (Central Standard Time)

INSTRUCTIONS TO PROPONENTS

INTRODUCTION

1. The City of Moose Jaw ("the City") is inviting Expressions of Interest from mobile concessions for the regular use of the Phyllis Dewar Outdoor Pool Alcove.
2. The Phyllis Dewar Outdoor Pool Alcove is located in Crescent Park at the 200 Block of Fairford St. East, Moose Jaw, SK.
3. The purpose of the EOI process is to gather detailed information from parties interested in the service. The submissions will be used by the City to develop a plan that will maximize concession services for the Phyllis Dewar Outdoor Pool and Crescent Park.
4. The EOI is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of an EOI.

EOI DOCUMENTS

5. The following documents are attached to, and form part of, this EOI:

Schedule "A" – Requirements for Services

Schedule "B" – Expression of Interest Proposal

INQUIRIES

6. Inquiries, interpretations, and questions regarding this EOI are to be directed to:

Scott Osmachenko, Recreation Services Manager

Phone: 306-694-4403 or E-mail: sosmachenko@moosejaw.ca

SUBMISSION OF EOI

7. Proposals will be accepted until **3:00pm on Tuesday June 1, 2021**. All proposals must be submitted by email to recreation@moosejaw.ca.

PROJECTED TIMELINES

8. The following are the projected timelines related to this EOI. Please note that dates are subject to change at the discretion of the City and due to the COVID-19 Pandemic.

EOI Release Date: Monday, May 3, 2021

EOI Closing Date: Tuesday, June 1, 2021

Schedules Finalized: Thursday, June 10, 2021

Facility Availability Date: June 14, 2021 – August 29, 2021

CONTENT AND COST OF PROPOSALS

9. Proposals should address all items set out in Schedule "A" – Submission. Proponents may provide additional information beyond that requested in the EOI for the City's consideration.

10. The City is not responsible for any costs incurred by proponents in preparing their proposals.

PROPOSAL REVIEW PROCESS

11. In assessing proposals, the City will consider the following evaluation criteria:
 - Completeness of proposal and submission of all required documentation.
 - Experience and expertise in mobile concessions.
 - Insurance, permits, and regulations requirements met.
 - Hours of operation.
 - Ability to source, promote and offer healthy menu options.
 - Sponsorship opportunities.

EFFECT OF EOI

12. Submission of a proposal does not obligate the City to accept any proposal or to proceed further with any of the EOI. Consideration of any proposal shall be in the City's sole discretion.
13. The City reserves the right to accept or reject in whole or in part any or all proposals submitted.
14. The City will not discriminate proposals based on age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.
15. This EOI does not create any legal obligations between the City and any proponent.

CONFIDENTIALITY AND PUBLIC ANNOUNCEMENTS

16. Proponents are expected to keep confidential all documents, data, information and other materials of the City which are provided to or obtained or accessed by a proponent in relation to this EOI, other than documents which the City places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this EOI without the prior approval of the City.
17. Proponents are advised that the City is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)*, which provides a right of access to information in records under the control of a municipality and that the City may be required to disclose the EOI documents and a part or parts of any proposal in response to this EOI pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)*.
18. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)* does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this EOI.

Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.

“Schedule "A" – Requirements for Service

Background and Description of the Project

The City of Moose Jaw (“the City”) requests proposals from qualified and experienced Mobile Concession vendors for the Phyllis Dewar Outdoor Pool Alcove in Crescent Park on a regular scheduled basis.

The Phyllis Dewar Outdoor Pool operates 7 days a week from mid June till the end of August. An estimated total of 900 pool hours are programmed with approximately 14,400 participants. The Outdoor Pool provides a full program during the annual maintenance shutdown of the Kinsmen Sportsplex in June from 6:00am to 8:00pm. In July and August, the pool is open 7 days a week with noon hour swim, complimented with family swims and water workouts from 1:00pm – 8:00pm. The pool is also open on holidays.

The Alcove is located outside the main entrance of the Outdoor Pool and the Mobile Concession will have access to all participants in Crescent Park, which include a spray park, tennis courts, lawn bowling area, library, art museum and amphitheatre. A designated parking location will be assigned for the Mobile Concession.

There are no fees or financial requirements for successful proponents for 2021.

Water and electricity will not be provided. Proponents will be responsible for providing their own garbage containers and regular litter clean up. Designated seating will not be provided by the City.

The successful proponent will be required to:

- a) Provide clearance from Saskatchewan Worker's Compensation Board verifying that you are not in arrears;
- b) Provide a \$500.00 Bond. The Bond shall be held for the duration of the Agreement;
- c) Provide a commercial general liability insurance policy in the amount \$5,000,000;
- d) Obtain a City of Moose Jaw Commercial and Mobile Concession Business License;
- e) Provide a criminal record/vulnerable sector check of all personnel working at the concession to the City of Moose Jaw upon request, and as new employees are hired thereafter;
- f) Enter into an Agreement for the period of June 15, 2021 – August 28, 2021.

Mobile Concession Location





"Schedule B"
Phyllis Dewar Outdoor Pool Mobile Concession
EOI Submission

Date: _____

Business Name: _____

Corporation Name (if available) _____

Business Owner/Contact _____

Contact phone: (____) ____-_____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Primary phone: (____) ____-_____

Street Address: _____

City: _____ Country: _____

Province: _____ Postal Code: _____

E-mail: _____

E-mail: _____

1. Do you currently hold a valid City of Moose Jaw Commercial Business License? Yes No

2. Do you hold a minimum \$5,000,000 liability insurance for the business extension operation? Yes No

Note: Proof of liability insurance must show a minimum of \$5,000,000 liability; the liability must indemnify the City safe and harmless from any and all claims of injury to persons or damage to property attributable, in whole or in part, to the existence, location and operation of the commercial activity in the public right-of-way.

3. Do you hold a valid City of Moose Jaw Mobile Concession Business License? Yes No

4. Do you have a COVID-19 prevention protocol and policy as per the Re-Open Saskatchewan Guidelines? Yes No

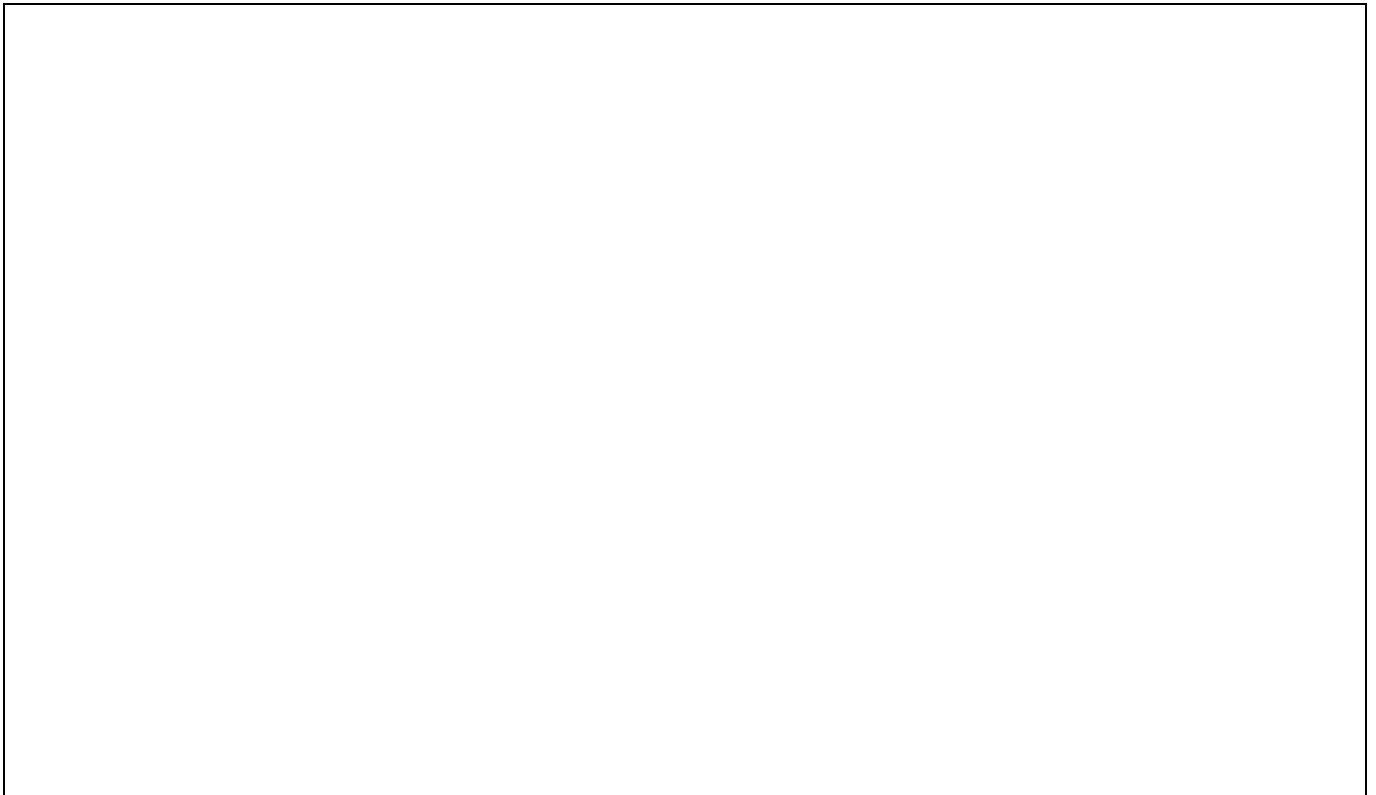
5. Qualifications and Experience

Please outline your qualifications and experience in operating a mobile concession. If necessary, this information may be provided as a separate document attached to your proposal.



6. Mobile Concession Hours of Operation

The Phyllis Dewar Outdoor Pool is scheduled to open June 15, 2021 and close on August 29, 2021. Please outline your proposed hours of operation each day.



7. Ability to source and promote healthy options at Concession

Please outline your ability to source and promote healthy options. Health food is defined as “offered most often and offer sometimes” foods outlined in Healthy Foods for Recreation Settings; Nutrition Standards for Saskatchewan. Resources are available through the Eat Healthy Play Healthy initiative found at www.spra.sk.ca.

8. Variety of Products Offered

Please outline all the products offered in your mobile concession. If necessary, this information may be provided as a separate document attached to your proposal submission.

9. Sponsorship Opportunities

Please provide sponsorship opportunities that may be available through an agreement. Please contact the City if interested in obtaining the 2021 City of Moose Jaw Advertising and Sponsorship Opportunities Package.

10. Declaration

I agree to abide by all laws and regulations, bylaws and resolutions governing mobile concessions and food service operation and to satisfy all levels of government agencies.

I also agree to save the City harmless of all activities undertaken by my mobile concession's operation.

I hereby declare that the information contained within this application is true to the best of my knowledge.

I hereby acknowledge that it is my responsibility to ensure compliance with any applicable municipal bylaws, provincial or federal acts and regulations.

I acknowledge that submitting this application does not constitute an approval.

I declare that if this proposal is considered for the award, I will supply the City with a copy of insurance, permits and a Letter of Good Standing from the Saskatchewan Workers Compensation Board.

Signature of Applicant: _____

Date: _____