



**THE CORPORATION OF TOWNSHIP OF SOUTH GLENGARRY
6 OAK STREET, P.O. BOX 220
LANCASTER, ONTARIO**

**REQUEST FOR PROPOSAL NO. 2026-07
CANTEEN SERVICES AT THE CHAR-LAN RECREATION CENTRE**

ISSUE DATE: Thursday, May 14, 2026

**CLOSING DATE:
11:00 a.m. local time on Wednesday, June 10, 2026**

**Your proposal shall be submitted by email to clerk@southglengarry.com
ATTN: Recreation Department – Canteen**

**All inquiries should be directed to Sherry-Lynn Harbers, General Manager of Parks,
Recreation and Culture: slharbers@southglengarry.com**

Information to Proponents

1. OVERVIEW

The Township of South Glengarry owns and operates the Char-Lan Recreation Centre and is currently accepting proposals from proponents who are interested in leasing space within the facility to operate a canteen and/or other approved services to facility users during the **2026-2027 and 2027-2028** ice rental seasons.

The Char-Lan Recreation Centre offers daily ice rental opportunities for both minor sports and adult rental groups from September to the end of March.

Proposals received must meet the following terms;

- 1.1. The successful proponent for the lease of the space within the Char-Lan Recreation Centre will be finalized by a formal agreement drafted by the Township.
- 1.2. The term of the agreement will commence September 1, 2026 and will conclude on April 30, 2028.
- 1.3. The proposed hours of operations within the dates of the agreement shall be included within this proposal and further approved by the Township. Canteen operations typically take place during evenings and weekends with some weekday/daytime special events.
- 1.4. The successful proponent shall supply all their own equipment and/or enter in their own contracts for rental equipment in order to provide the services that are proposed and approved by the Township as part of this submission.
- 1.5. The proponent shall be responsible to purchase and provide all its own inventory to provide the services listed within the agreement.
- 1.6. The proponent shall provide all the necessary labour or volunteers to provide the services offered within the leased space of the facility.
- 1.7. The proponent must operate the canteen or other services within the leased space in accordance to all legislative requirements listed by the Ministry of Labour (MOL).
- 1.8. If the proponent is operating the space with hired (paid) employees, they must be a registered business and provide the Township with proof of coverage with the Workplace Safety and Insurance Board (WSIB) of Ontario.

- 1.9. All services to be offered within the leased space (i.e. food items, pro shop items, etc.) shall be listed and approved by the Township as part of the agreement, or be approved at a later date by the Township prior to the service being provided to the public. **All advertisement signage must also be approved by the Township.**
- 1.10. Any proposed food service and food service equipment shall meet all food handling and legislated requirements by the Ministry of Health. These requirements will be inspected and enforced by the Eastern Ontario Health Unit (EOHU).
- 1.11. The proponent will be responsible to contact the EOHU for an inspection of the leased facility. It is the responsibility of the proponent to provide the Township with the inspection reports from the EOHU outlining that the operation of the leased space meets all requirements prior to the commencement of any services.
- 1.12. It will be the responsibility of the proponent to have the facility inspected by the Fire Chief to ensure the canteen operations comply with the Ontario Fire Code.
- 1.13. The proponent shall be responsible for all damage to the facility as a direct result of the lease of the space within the facility, this will not include normal wear and tear.
- 1.14. The proponent shall at their own expense maintain Commercial General liability insurance at a minimum of \$5,000,000,00 per occurrence and shall provide the Township with a certificate of insurance naming the Township as an additional insured.
- 1.15. The proponent shall provide their HST registration number to the Township.
- 1.16. The Township, as part of the lease and at no additional cost, shall provide all electrical and water service.
- 1.17. Invoicing will be completed by the Township on a monthly basis and payment will be submitted on a monthly basis to the Parks, Recreation and Culture Department.

2. RENTAL SPACE

The current rental space provides one doorway located off the main entrance lobby of the Char-Lan Recreation Centre. A storage room is also included in the back part of this canteen area as well as the electrical panel that services this room.

The canteen also provides access to patrons via two rolltop windows.

The space does not have any ventilation or HVAC to support any type of fryers. Proponents are not permitted to install and use fryer systems or equipment that require ventilation.

Proponents are also entitled to operate, at their own expense, up to a maximum of two (2) food and/or beverage vending machines in the lobby.

The employees of the Township of South Glengarry will be permitted to enter into the canteen at any time during/outside of the canteen's hours of operation for the purposes of maintenance or during an emergency.



3. BACKGROUND INFORMATION – PREVIOUS SERVICE PROVIDER

- 3.1. The 2025/2026 canteen contractor paid a monthly rate of \$250 + HST to rent the canteen space.
- 3.2. Canteen services included microwaved food, steamed hot dogs, nacho chip machine, slushy machine, fruits, and packaged goods such as candies, chips, chocolate bars, and a variety of beverages. Vending machines were not provided.

4. SITE MEETING AND/OR QUESTIONS ABOUT THE RFP

- 4.1. Requests for a site meeting must be made in order to visit and view the location. Proponents requesting a site visit must arrange a date and time with the General Manager of Parks, Recreation and Culture by contacting SherryLynn Harbers at slharbers@southglengarry.com or 613-347-1166 ext. 2302.
- 4.2. Questions or clarifications regarding this RFP may be submitted in writing via email to Sherry-Lynn Harbers, General Manager of Parks, Recreation and Culture to slharbers@southglengarry.com no later than June 3, 2026 at 4:00 p.m.

Any questions or requests for information arriving after that time will not be answered. The Township of South Glengarry will not be responsible for lost emails or technical difficulties that may result in a question left unanswered. For that reason, it is highly recommended that any questions or clarifications be submitted early. Depending on the nature of the question, the Township reserves the right to share the answer with all potential proponents in its sole discretion via addendum and/or email.

5. SUBMISSION INFORMATION

- 5.1. The proponent has carefully examined the Project Overview and Terms listed within this RFP, and the proposal being submitted works within these conditions.
- 5.2. Proposals shall be delivered by email to the Clerk clerk@southglengarry.com **on or before 11:00 a.m. (localtime) on or before, June 10, 2026**. Submissions received at 11:01 a.m. or later will be deemed to be late and noncompliant and will not be opened.
- 5.3. The name of each contractor and their submitted monthly price will be publicly disclosed at the time of tender opening. The tender opening will take place on June 10, 2026. The opening, including the results, will be posted to the Township's YouTube channel on the same day.
- 5.4. All Proposals shall become the property of the Corporation.
- 5.5. A candidate may withdraw or substitute all or part of their proposal at any time up until the closing date and time of the proposal. The last proposal received will supersede and invalidate all previous proposals submitted by the candidate.

6. PERIOD OF IRREVOCABILITY

- 6.1. Proposals are irrevocable and shall remain valid and open for acceptance by the Corporation for a period of 90 calendar days following the Submission Deadline.

7. PROPOSAL CONTENT CHECKLIST (MINIMUM REQUIREMENTS)

The following minimum list of items must be included within your submission in order to be evaluated.

1. Cover Letter/Introduction
2. Summary of Qualifications
3. List of references (minimum of 1)
4. Description of proposed work plan
(Full list of services to be provided, hours intended for operation, etc)
5. Your proposed monthly rate for the rental of the space

NOTES TO PROPONENTS

- 1- The Township will not necessarily accept the proposal offering the highest weekly rental rate. This will only be one factor in the review of the proposal before making final recommendations to Council. Please refer to Appendix A to view the entire evaluation format and scoring that will be used.
- 2- The Township is not under any obligation to award this RFP and may elect to terminate this RFP at any time. If a contract is awarded, the Township will notify the successful applicant in writing that it has been awarded the contract. The Township reserves the right to enter into direct contract negotiations with the successful applicant regarding works outside the scope of this RFP regarding the assessment.

Appendix “A”

REQUEST FOR PROPOSAL EVALUATION FORMAT

1. Requests for Proposals (RFPs) shall be reviewed by the Township’s “Review Team”.
2. The Township of South Glengarry shall utilize the following RFP Evaluation Form for each proposal.
3. Evaluation scores for RFP 2026-07 will use the categories and scores based on the submissions received.

REQUEST FOR PROPOSAL - EVALUATION FORM

Proponent’s Name: _____			
Project Title: RFP No. 2026-07 Canteen Services at the Char-Lan Recreation Centre			
Evaluation Date: _____			
Evaluator(s): _____			
STEP 1		YES	NO
Mandatory	Proposal received prior to closing		
Mandatory	Met Requirement for proposals (Section 7)		
Mandatory	Addendum(s) included and signed (if applicable)		
STEP 2		MAX. POINTS	POINTS
Proponent (35%)	<ul style="list-style-type: none"> - Qualifications of the Proponent - Experience - Past performance - Resources - References 		
Proposal (45%)	<ul style="list-style-type: none"> - Hours of Operation - Clear business plan - Evidence of research - Clarity of Proposal 		
Price (20%)	Proposed weekly rental fee (excluding HST) Formula for evaluation: Submitted cost/highest cost X 20		
Total Score (100%)	Proponent + Proposal + Price =	100	