

ADMINISTRATIVE REPORT

Subject: Award of RFP-CSEC-01 - Provision of Canteen Services at the Memorial Sports Centre

Date: September 12, 2022

To: Committee of the Whole of Council

From: Tyler Young, Recreation and Culture Manager



ISSUE:

Award of 2-year RFP for the provision of canteen services at the Memorial Sports Centre.

ADMINISTRATIVE RECOMMENDATION:

THAT the Council of the Town of Fort Frances awards RFP-CSEC-01 to Tess Coish, proprietor of Tess's Kitchen; and

FURTHER THAT a by-law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the Corporation.

STRATEGIC IMPACT:

Objective 13 - Maintain/Enhance existing levels of service.

OPTIONS & ALTERNATIVES:

- (1) Enter into the agreement.
- (2) Re-issue the tender.
- (3) Council provides alternative direction.

HISTORY:

The Town of Fort Frances is in need of a qualified individual to operate the canteen at the Memorial Sports Centre. With increased foot traffic expected in the building through the Fall and Winter months, having a fully functional canteen will help enhance the overall level of service that we can provide for our patrons, which in turn, will help elevate the customer experience, as a whole.

ANALYSIS:

Award of RFP-CSEC-01 - Provision of Canteen Services at the Memorial Sports Centre

The Town advertised a Request for Proposals (RFP) seeking qualified individuals interested in operating the Canteen at the Memorial Sports Centre. The RFP became public on July 18th. We received one proposal. On August 2nd, this proposal was opened publicly in the Committee Room of the Civic Centre. The proposal was from Tess Coish of the local catering company - Tess's Kitchen. She is proposing to operate the Canteen from October 2022 until June 30th, 2024. The exact schedule will be determined by the Recreation & Culture Manager. She will provide a monthly fee of \$500 to the Town of Fort Frances for each month of operation.

CONSULTATION:

N/A