



NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE

# Request for Proposals (RFP)

RIDEAU CANAL SKATEWAY FOOD VENDORS  
(WINTER 2023-2024)

Canada

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## 1.0 Introduction

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Each winter, the National Capital Commission (NCC) transforms the historic Rideau Canal into the world's largest skating rink and welcomes nearly one million visitors for winter fun. Beloved by locals and tourists alike, the Rideau Canal Skateway winds its way through the heart of downtown Ottawa, over a total length of 7.8 kilometres.

The skating season typically runs from late December to early March, dependent upon weather and seasonal conditions. Throughout the month of February, the Skateway is also host to many Winterlude festivities, which present a wide variety of family friendly activities, performances, and entertainment.

The National Capital Commission is seeking interested Proponents to operate food concessions during the skating season. Proponents will be bidding to secure a spot on the canal for the next three (3) years, with options to extend at the discretion of the National Capital Commission.

Proponents are asked to submit a proposal of no more than ten (10) pages in their preferred language of French or English, in which they are asked to identify which proposed site(s) they are interested in pursuing and outline plans for successful operation. Please carefully read the evaluation components, as these will be the basis of submission evaluation and contract award (see Section 15.0 for rating criteria).

The health and safety of the operators, employees and the public remain of top priority to the National Capital Commission, and all operations will be subject to Covid-19 public health guidelines and regulation.

## 2.0 Interpretation

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In the information for proposal, words importing the singular include the plural and vice versa, words importing gender include all genders, and words importing persons include corporations and vice versa. All capitalized terms in this proposal documentation shall have the meaning given to such terms in the Concession Agreement, unless the context otherwise requires.

## 3.0 Definitions

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**Agent:** Inside Edge Properties Limited.

**Gross Revenue:**

1. The entire amount of the sale price, whether for cash or otherwise, of all sales (including rentals, barter or leasing) of merchandise and services and of all other receipts whatsoever in respect of all business conducted from the Leased Premises, although orders may be filled elsewhere;
2. All rental income from banking machines and any other vending machine from which rental income is derived;
3. All sales by any sub-tenant, concessionaire, licensee, vending machine, coin operated machine or otherwise in the Leased Premises;
4. Any insurance, damaged goods claims, warranty or other proceeds received in lieu of income that would otherwise be included in Gross Revenue;
5. All deposits given on merchandise and services purchased from the Leased Premises and not refunded to purchasers; (vi) the selling price of all gift certificates;
6. All display fees, slotting allowances, promotional considerations, rebates or other payments received by the Tenant to stock, promote or advertise any product; and
7. All other receipts and receivables whatsoever (including all interest, instalment and finance charges) from all business conducted in the Leased Premises.

Each sale upon an instalment or credit basis will be included and treated as a sale for the full price in the month in which the sale is made, regardless of whether or when the Tenant receives payment. No deduction is allowed for uncollected or uncollectible credit accounts. Transactions through an internet website of the Tenant or an affiliate of the Tenant, where the sales are generated through a computer terminal located within the Leased Premises or are fulfilled from the Leased Premises will be included in Gross Revenue. Refunds which relate to a sale made through a computer terminal located within the Leased Premises or fulfilled from the Leased Premises will be deducted from Gross Revenue only to the extent the sale was previously included in Gross Revenue.

**Concession Agreement:** A contract by which conveys the Leased Premises to another for a specified Term.

**Leased Premises:** The locations described, identified and marked in Appendix “B”. The Landlord reserves the right in its unfettered discretion to adjust the location, configuration and size of the Leased Premises, as well as assigning lots to successful Proponents.

**Leasehold Improvements:**

- (1) All improvements, fixtures, installations, alterations and additions from time to time made, erected or installed to or in the Leased Premises, in addition to, beyond or

replacing the base building standards, including millwork and affixed wall units, doors, hardware, light fixtures, carpeting and other applied floor finishes, and heating, ventilating and air conditioning equipment and other building services; and

(2) Alterations, improvements and equipment made or installed for the exclusive benefit of the Tenant elsewhere in the project.

**Landlord:** The National Capital Commission and its Agent.

**Operating Costs:** In respect of any fiscal year the total of all costs, expenses and amounts, incurred or accrued in that fiscal year for or with respect to ownership, management, operation, administration, maintenance, repair, upkeep, insurance, supervision, decoration, cleaning and upgrading of the Leased Premises and the determination and allocation of such costs, expenses and amounts, whether incurred or accrued by or on behalf of the Landlord or by or on behalf of the Landlord's Agent including, without limitation and without duplication:

- (a) The cost of all insurance required to operate the Leased Premises; and
- (b) The rental or lease cost of all rented or leased equipment acquired for the operation or maintenance of the Leased Premises.

**Tenant:** The selected Proponent for a Leased Premises

## 4.0 Confidentiality

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1. All documentation and information obtained by the Proponent, the Proponents business partners, representatives, and other third parties associated with the Proponent in respect of this proposal, are the property of Landlord, and must be treated as confidential and must not be used for any purpose other than for responding to this proposal and for fulfilling any subsequent agreement with the Landlord. Upon the request, all such documentation and information, and copies thereof, must be returned to the Landlord.

2. Proponents shall not disclose, without the Landlord's prior written approval, any details pertaining to their proposal, and/or the selection process in whole or in part to any business partners, representatives, or other third parties associated with the Proponent in respect of this proposal except to such of them to whom disclosure is necessary in connection with this proposal and who have agreed to be bound by the obligations of confidentiality under this proposal. Proponents shall not issue a news release or other public announcement pertaining to details of their proposal, this proposal and/or the selection process without the Landlord's prior written approval.

3. Proponents must ensure that the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this proposal do not disclose or publicize at any time any of the information provided to it by the Landlord or its Agent, or any of the information obtained in connection with this proposal without the prior written consent of the Landlord.
4. Any violation of this provision will result in the rejection of the Proponents proposal and disqualification from further participation in this proposal process.

## 5.0 Examination of Documents

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By submitting a proposal, the Proponent agrees they have ascertained the extent of its obligations under this proposal and any resulting agreement, by calculation and by examination of the documents concerning this proposal. The Proponent shall not, under any pretense whatsoever, make any claim because of errors or omissions that may exist in the documents and drawings associated with this proposal.

## 6.0 Concession Agreement Authority

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All enquiries and questions regarding this proposal and the completion of a proposal must be directed, in writing, to the following Concession Agreement authority:

Katrina Tarcia  
National Capital Commission  
40 Elgin Street, Suite 202, Ottawa ON K1P 1C7  
Telephone: 343-551-7246

Email: [katrina.tarcia@ncc-ccn.ca](mailto:katrina.tarcia@ncc-ccn.ca)

Questions will be answered to the best of the Concession Agreement Authority's ability, knowledge and as quickly as possible. However, there is no obligation to respond to any questions.

In accordance with COVID-19 health and safety protocol proposals shall be submitted via electronic copy directed to the above Concession Agreement Authority.

**All proposals are to be submitted to [katrina.tarcia@ncc-ccn.ca](mailto:katrina.tarcia@ncc-ccn.ca) no later than Thursday, November 24<sup>th</sup> 2023 at 1:00:00pm. Submission title should be clear, i.e. Rideau Canal Skateway 2024**

## 7.0 Preparing the Proposal

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1. The Proponent must comply with all mandatory requirements;
2. The Proponent must demonstrate its understanding of, and its ability to meet the requirements set out in the proposal information document; and
3. The proposal should completely and thoroughly address each element of the requirement as described in the proposal information document.

## 8.0 Submission of Proposal

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It is the sole responsibility of the Proponent to:

1. Return a digitally signed original of the proposal;
2. Return completed and signed Schedule “A” – RFP Proposal Form;
3. Direct its proposal to the Concession Agreement Authority;
4. Ensure that the Proponent’s full legal name and contact information are clearly visible on the proposal;
5. Provide a comprehensive and sufficiently detailed proposal, including all requested details that will permit a complete evaluation; and
6. Deliver their proposal in the appropriate manner to the Concession Agreement Authority.

Proposals received on or before the stipulated closing date and time will become the property of Landlord and will not be returned. All proposals will be treated as confidential until opened.

## 9.0 Legal Name

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Proposals shall clearly indicate the complete legal name, address, and telephone number of the Proponent. Proposals shall be signed above the typed or printed name of the signatory and title of the signatory. The signatory shall have the authority to bind the Proponent to the submitted proposal.



## 10.0 Revision of Proposal

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Changes to proposals after their submission to the Landlord are prohibited.

## 11.0 Reserve Rights

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1. For the purpose of evaluating the proposals, the Landlord is not obligated to do any one or all of the following:
  - To seek clarification of or confirm any information or data provided by the Proponent;
  - To contact any reference provided by the Proponent; and
  - To interview the Proponent and/or any person proposed by the Proponent.
2. The Landlord reserves the right to accept or reject any and/or all proposals; to waive irregularities and technicalities; to enter into negotiations with Proponents on any or all aspects of their proposal; request a resubmission; and to cancel and/or re-issue this RFP at its sole and absolute discretion. Any response received may or may not be rejected by the Landlord depending on available competition and requirements of the Landlord. The Landlord reserves the right to negotiate with the sole responsive Proponent to ensure best value.
3. There is no obligation on the part of the Landlord to award the Leased Premises to the highest priced Proponent and reserves the right to award an agreement in a negotiated agreement, which is most advantageous, and in the best interests of the Landlord. The Landlord shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and the Landlord's decision shall be final. The Landlord also reserves the right to investigate, as deemed necessary, the ability of any Proponent to operate the Leased Premises. The Proponent shall provide information to the Landlord that it deems necessary to make this determination. The Landlord reserves the right to subsequently modify the Concession Agreement based on the Proponent's performance and/or the Landlord's needs.
4. The Proponent agrees that the exercise of any right described herein shall be without liability on the part of the Landlord for any damage or claim brought by a Proponent because of same nor shall the Proponent seek any recourse of any kind against Landlord because of same.



## **12.0 Limitation of Liability**

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The Landlord does not accept any responsibility for any verbal information or advice or any errors or omissions, which may be contained in this document or any documentation, disclosed or otherwise provided by or with information for proposal document. The Landlord does not make any representations or warranties either express or implied, with respect to the completeness or accuracy of this information for proposal document and any supporting documentation, or any information or opinion contained herein. Any use, or reliance on the information for the proposal or on any information or opinion contained herein, or documentation disclosed or otherwise provided by or with this document, is at the risk of the Proponent, and the Landlord shall not be liable for any action, cost, loss, damage, injury and/or liability whatsoever incurred by any person arising out of the same. The Proponent is responsible for obtaining its own independent legal, accounting, and other advice with respect to their proposal.

## **13.0 Awarding of Agreement**

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The Landlord assumes that the Proponent has read the information for proposal document. If a Concession Agreement is awarded to the Proponent as a result of their submission to this information for proposal document, the resulting Concession Agreement will consist of the terms and conditions detailed in the proposal, however it is the intent of the Landlord to allow for some flexibility with respect to said terms and conditions in order to arrive at a mutually agreeable Concession Agreement. It is not the intent of Landlord to allow for new or significantly altered terms and conditions. If a Concession Agreement cannot be negotiated with the highest ranked Proponent, the Landlord reserves the right to terminate negotiations with that Proponent and enter into negotiations for the conclusion of a Concession Agreement with the next highest ranked Proponent or not enter into an agreement with any of the Proponents.

The Landlord shall not be obligated to any Proponent in any manner until a Concession Agreement has been duly executed.

## **14.0 General Information**

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### **14.1 Proposed Term of Concession Agreement:**

1. The intent is for the Concession Agreement to run for a three (3) year period, with options to extend an additional two (2) years at the National Capital Commission's

discretion, commencing on December 18<sup>th</sup>, 2023 (the “Commencement Date”) and ending on March 31<sup>st</sup>, 2026. Please note that these proposed dates are subject to change.

- a) 2023/24 proposed operating season: December 18<sup>th</sup>, 2023 – March 31<sup>st</sup>, 2024
- b) 2024/25 proposed operation season: December 16<sup>th</sup>, 2024 – March 31<sup>st</sup>, 2025
- c) 2025/26 proposed operating season: December 15<sup>th</sup>, 2025 – March 31<sup>st</sup>, 2026

2. The Landlord shall have the right, in its unfettered discretion, to extend the Concession Agreement for successive periods, and adjust the Commencement Date (see Appendix “C”).

3. On days that the Rideau Canal Skateway is open for skating, Proponents must be open and operational a minimum of:

|                |                  |
|----------------|------------------|
| Mon-Thurs, Sun | 10:00am – 5:00pm |
| Fri-Sat        | 10:00am – 8:00pm |

\* Proponents can be open to serve food within the Skateway operational hours which are from 8:00 to 22h00. No operation from the food concessions will be tolerated outside these hours.

4. The Proponent must understand that dates are also likely to change due to reliance on weather conditions.

## 14.2 Permits

The Tenant will apply for any licenses related to the operation of the Leased Premises, including, but not limited to: public health inspections, food handling and safety food inspection.

## 14.3 Net Concession Agreement

It is intended that the Concession Agreement be absolutely net to the Landlord. The Landlord shall be entitled to receive the full amount of the rent in all circumstances. The Tenant shall make all payments required to be made by it under this Concession Agreement as and when due without any prior demand therefore and without deduction, abatement, set-off or compensation. The Tenant shall be responsible for all costs or obligations with regard to the Leased Premises and except for those matters which are the responsibility of the Landlord pursuant to an express provision of this Concession Agreement. Without limiting the generality of the foregoing, in those instances in which a matter is stated to be the responsibility of the Tenant, such responsibility shall include the responsibility for all related costs and expenses.

## **14.4 Use of the Concession Leased Premises**

The Tenant will operate and conduct its operation in the Leased Premises in a good and business-like manner so as to comply with all requirements of health authorities and of provincial, municipal and federal authorities and using good management practices and in this regard, the Tenant shall:

1. Maintain, renew, and replace its fixtures in or on the Leased Premises so that they will be suitable for the operation of the Tenant;
2. Continuously, actively, and diligently operate its business in the whole of the Leased Premises, in an up-to-date, first class, and reputable manner befitting a facility of the nature of the Leased Premises;
3. Maintain on the Leased Premises a complete stock of merchandise so that there will be produced by the Tenant's business in the Leased Premises the maximum amount of sales;
4. Keep display windows neatly dressed. Display windows and illuminated signs (if any) will be kept illuminated by the Tenant during normal business hours. The Tenant shall not place, hang, display or affix goods and/or signage without the Landlord's prior written consent;
5. Keep the Leased Premises, all signage, canopies and awnings, and all space within twenty feet of the Concession's surroundings and other areas adjacent to the Leased Premises clean and free of refuse, and other obstructions, and shall comply with any laws governing the condition or cleanliness of the Leased Premises.

## **14.5 Official Languages**

The Tenant shall ensure that all goods, services, and information (including all menus) made available, visible, or provided to the public and customers, will be provided in both official languages of Canada.

## **14.6 Daily Rent**

1. Daily rent fees will vary depending on location of the Premise. See Appendix "C" for a breakdown of daily rent.
2. On or before the 15th day of the month following the end of each operating season, the Tenant shall deliver to the Landlord a written statement in a form acceptable to the

Landlord certified to be correct by the Tenant showing in reasonable detail the Gross Revenue in the immediately preceding operating season; and

3. The Landlord is entitled at any time and from time to time to have all or any of the accounting records and procedures of the Tenant, and/or any other person affecting the determination of Gross Revenue, audited or examined by an independent practising qualified accountant or expert designated by the Landlord.

### 14.7 Concession Agreement

The Landlord shall prepare the Concession Agreement to be entered between the Landlord and the selected Proponent, based on the Landlord's standard form and with the specific terms of the proposal incorporated therein. The selected Proponent shall execute and return the Concession Agreement to the Landlord within ten (10) days of receiving it. The Concession Agreement shall not conflict with any of the terms of the Proponent's proposal, but the selected Proponent acknowledges that the terms will be considerably elaborated upon in the Concession Agreement.

## 15.0 Evaluation of Proposal

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### 15.1 Mandatory Minimum Requirements

The NCC will review all submitted proposals and may further engage with prospective proponent(s), if the proposal meets each of the following four mandatory requirements.

1. **Official Languages:** The submitted proposal clearly demonstrates the ability to provide any public offerings or communications in both official languages.
2. **Fresh and Greywater Management:** The submitted proposal clearly demonstrates the ability to manage fresh and greywater, and must be compatible with local regulation, environmental policy and Skateway operations.
3. **Concession Stand Weight:** Concession stand must weigh under 10,000 pounds to operate \*NOTE: A proof of weight (weight slip) will be requested unless the proponents can demonstrate its ability to crane the concession on the Skateway and set it up on cradles in the Fall. (or drive on the ice depending of rest area/location and weight of unit – food concession)
4. **Concession Stand Power Requirements:** The submitted proposal confirms that the concession operation draw 60 amps or below to operate. (and /or is equipped to operation with propane)

NCC may request additional information from respondents if it is not clear the four (4) mandatory minimums are met.



## 15.2 Proposal Evaluation

In no more than ten (10) pages, provide a proposal that addresses the below requirements in the following order with clearly defined headings (see Appendix “A” for RFP Form):

### 15.2.1 Operational Experience (Maximum: 10 points; Category Weight: 20%)

|                              | <b>Unsatisfactory</b><br>(1 Point)   | <b>Marginal</b><br>(2 Points)  | <b>Satisfactory</b><br>(3 Points)   | <b>Good</b><br>(4 Points)  | <b>Exceptional</b><br>(5 Points)  |
|------------------------------|--|--|---|--|---|
| <b>Industry Experience</b>   | No demonstrated proof of operational experience within the realm of concession management or food service.   | The proponent has operated a successful business within the same (or a related) field of concession management or food service for one (1) year. | The proponent has operated a successful business within the same (or a related) field of concession management or food service for two (2) years. | The proponent has operated a successful business within the same (or a related) field of concession management or food service for four (4) years. | The proponent has operated a successful business within the same or a related field of concession management or food service for five or more (5+) years. |
| <b>Operational Resources</b> | The proponent does not indicate any existing resources (staff, capital, equipment, established partnerships, etc.) for successful operation of the concession. | The proponent has limited access to existing resources for successful operation, indicating stable, dedicated access to only one (1) of the      | The proponent has some access to existing resources for successful operation, indicating stable, dedicated access to two (2) of the               | The proponent has good access to existing resources for successful operation, indicating stable, dedicated access to three (3) of the              | The proponent has substantial access to existing resources for successful operation, indicating stable, dedicated access to all four (4) of the           |

|  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  | following:<br><br>- Concession stand/trailer<br>- Experienced staff pool from a secondary or related enterprise<br>- Established inventory connections already in use (supply chain management)<br>- Local partnerships (confirmed by letter of support) | following:<br><br>- Concession stand/trailer*<br>- Experienced staff pool from a secondary or related enterprise<br>- Established inventory connections already in use (supply chain management)<br>- Local partnerships (confirmed by letter of support)<br><br>*must include | following:<br><br>- Concession stand/trailer*<br>- Experienced staff pool from a secondary or related enterprise<br>- Established inventory connections already in use (supply chain management)<br>- Local partnerships (confirmed by letter of support)<br><br>*must include | following:<br><br>- Concession stand/trailer*<br>- Experienced staff pool from a secondary or related enterprise*<br>- Established inventory connections already in use (supply chain management)*<br>- Local partnerships (confirmed by letter of support)*<br><br>*must include |
|--|--|--|--|--|---|



### 15.2.2 Personnel Qualification and Experience (Maximum: 15 points; Category Weight: 20%)

|                                | <b>Unsatisfactory</b><br>(1 Point)  | <b>Marginal</b><br>(2 Points)  | <b>Satisfactory</b><br>(3 Points)  | <b>Good</b><br>(4 Points)  | <b>Exceptional</b><br>(5 Points)  |
|--------------------------------|---|--|--|--|---|
| <b>Personnel Experience</b>    | The proponent's team consists of no staff with experience in relevant domains.                        | The proponent's team consists of 1%-25% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes, or letters of reference, <b>OR</b> confirmation of access to an established staff pool from a secondary or related enterprise. | The proponent's team consists of 26%-60% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes or letters of reference, <b>OR</b> confirmation of access to an established staff pool from a secondary or related enterprise. | The proponent's team consists of 61%-80% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes or letters of reference, <b>OR</b> confirmation of access to an established staff pool from a secondary or related enterprise. | The proponent's team consists of 81%-100% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes or letters of reference, <b>OR</b> confirmation of access to an established staff pool from a secondary or related enterprise. |
| <b>Personnel Bilingualism*</b> | The proponent's team consists of one (1) fully bilingual customer-facing staff member, fluent in both | The proponent's team consists of two (2) fully bilingual customer-facing staff members, fluent in both French and English; <b>OR</b> 15%-  | The proponent's team consists of three (3) fully bilingual customer-facing staff members, fluent in both French and English; <b>OR</b> 30%-  | The proponent's team consists of four (4) fully bilingual customer-facing staff members, fluent in both French and English; <b>OR</b> 60%-   | The proponent's team consists of five or more (5+) fully bilingual customer-facing staff members, fluent in both French and English; <b>OR</b>  |

|                       | French and English.  | 29% of staff are fluent in both French and English   | 59% of staff are fluent in both French and English   | 79% of staff are fluent in both French and English   | 80%-100% of staff are fluent in both French and English  |
|-----------------------|--|--|--|--|--|
| <b>Accreditations</b> | The proponent does not provide proof of any relevant accreditation (e.g. letter of reference, accreditations in a relevant field). | The proponent provides proof of one (1) accreditation in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, a reputable letter of reference, or another form of industry-recognized accreditation. | The proponent provides proof of two (2) accreditations in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, reputable letters of reference, or another form of industry-recognized accreditation. | The proponent provides proof of three (3) accreditations in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, reputable letters of reference, or another form of industry-recognized accreditation. | The proponent provides proof of four or more (4+) accreditations in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, reputable letters of reference, or another form of industry-recognized accreditation. |

\*Mandatory Minimum Requirements (see Section 15.1)

### 15.2.3 Menu (Maximum: 10 points; Category Weight: 20%)

|                          | <b>Unsatisfactory</b><br>(1 Point)  | <b>Marginal</b><br>(2 Points)   | <b>Satisfactory</b><br>(3 Points)  | <b>Good</b><br>(4 Points)  | <b>Exceptional</b><br>(5 Points)  |
|--------------------------|---|---|--|--|---|
| <b>List of Offerings</b> | The proponent does not submit a list of goods being offered.  | The proponent submits a partial list or vague reference to the goods being offered.   | The proponent submits a complete list of goods being offered.  | The proponent submits a complete list of goods being offered, including:<br><br>- a pricing model; <b>OR</b><br>- demonstrating the presence of local influences in their offerings (e.g. sourcing local foods for menu items, relevant local partnerships, etc.). | The proponent submits a complete list of goods being offered, including:<br><br>- a pricing model; <b>AND</b><br>- demonstrating the presence of local influences in their offerings (e.g. sourcing local foods for menu items, relevant local partnerships, etc.). |
| <b>Realistic Menu</b>    | The Leased Premises cannot feasibly accommodate the proponent's proposed menu due to site restrictions; <b>OR</b> | With a few modifications, the proponent's menu is feasible for the constraints of the Leased Premises; <b>OR</b> the proposal incompletely explains | As is, the proponent's menu feasibly conforms to the constraints of the Leased Premises; the proposal clearly explains how the | As is, the proponent's menu conforms to the constraints of the Leased Premise, the proposal clearly explains how the menu will fit within a Skateway format,   | As is, the proponent's menu conforms to the constraints of the Leased Premises, the proposal clearly explains how the menu will fit within a Skateway format,   |

|  |   |   |   |  |   |
|--|---|---|---|--|---|
|  | the proposal does not clearly explain how the menu offerings will fit within a Skateway format. | how the menu offerings will fit within a Skateway format. | menu will fit within a Skateway format. | <b>AND:</b><br>- presents unique menu items to bring added interest to the Skateway; <b>OR</b><br>- highlights local influences. | <b>AND:</b><br>- presents unique menu items to bring added interest to the Skateway; <b>AND</b><br>- highlights local influences. |
|--|---|---|---|--|---|

#### 15.2.4 Sustainable Initiatives (Maximum: 10 points; Category Weight: 20%)

|                               | <b>Unsatisfactory</b><br>(1 Point)   | <b>Marginal</b><br>(2 Points)  | <b>Satisfactory</b><br>(3 Points)  | <b>Good</b><br>(4 Points)  | <b>Exceptional</b><br>(5 Points)  |
|-------------------------------|--|--|--|--|---|
| <b>Waste Reduction</b>        | The proponent does not indicate any plans for waste material reduction (e.g. food containers, utensils, straws, etc.)    | The presence of single use items are limited and some compostable containers, utensils, straws, etc. are indicated for use; <b>OR</b> the proposal incompletely explains implementation of some waste reduction efforts. | The presence of single use items are limited and only compostable containers, utensils, straws, etc. are indicated for use <b>AND</b> the proposal adequately explains implementation of the waste reduction plan. | There is no presence of single use items and only compostable containers, utensils, straws, etc. are indicated for use, <b>AND</b> the proposal clearly explains implementation of the waste reduction plan. | There is no presence of single use items and only compostable containers, utensils, straws, etc. are indicated for use, the proposal clearly explains implementation of the waste reduction plan, <b>AND</b> the proponent indicates a compost management plan. |
| <b>Sustainable Operations</b> | The proponent does not indicate any plans to implement sustainable initiatives in their operation (e.g. "green" cleaning | The proponent indicates one (1) sustainable initiative that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.); <b>OR</b> the proposal incompletely explains         | The proponent indicates two (2) sustainable initiatives that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.) <b>AND</b> the proposal adequately             | The proponent indicates three (3) sustainable initiatives that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.) <b>AND</b> the proposal clearly        | The proponent indicates four or more (4+) sustainable initiatives that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.) <b>AND</b> the proposal   |

|  |   |  |  |  |   |
|--|---|--|--|--|---|
|  | materials,<br>policies,<br>technologies,<br>etc.) | implementation<br>sustainable initiatives. | explains<br>implementation<br>sustainable initiatives. | explains<br>implementation<br>sustainable initiatives. | clearly explains<br>implementation<br>sustainable<br>initiatives. |
|--|---|--|--|--|---|

### 15.2.5 Weight and Winter Operational Capacities (Maximum: 10 points; Category Weight: 10%)

|                          | <b>Unsatisfactory</b><br>(1 Point)   | <b>Marginal</b><br>(2 Points)  | <b>Satisfactory</b><br>(3 Points)  | <b>Good</b><br>(4 Points)  | <b>Exceptional</b><br>(5 Points)   |
|--------------------------|--|--|--|--|--|
| <b>Water Management*</b> | The proponent indicates that they will be responsible for the management of their grey and fresh water supplies, but does not clearly demonstrate how water resources will be managed. | The proponent indicates that they will be responsible for the management of their grey and fresh water supplies and somewhat demonstrates how water resources will be managed. | The proponent indicates that they will be responsible for the management of their grey and fresh water supplies and adequately demonstrates how water resources will be managed. | The proponent indicates detailed plans for the management of their grey and fresh water supplies and clearly demonstrates how water resources will be managed. | The proponent indicates plans for the management of their grey and fresh water supplies, clearly demonstrates how water resources will be managed, <b>AND</b> includes sustainable initiatives they will implement for water management. |
| <b>Weight Capacity*</b>  | The proposed concession stand weighs 7,501-10,000 pounds.  | The proposed concession stand weighs 5,001-7,500 pounds.   | The proposed concession stand weighs 3,001-5,000 pounds.   | The proposed concession stand weighs 2,001-3,000 pounds.   | The proposed concession stand weighs less than 2,000 pounds.   |

\*Mandatory Minimum Requirements (see Section 15.1)



### 15.2.6 Power Supply Requirements (Maximum: 5 points; Category Weight: 10%)

|  | <b>Unsatisfactory</b><br>(1 Point)                          | <b>Marginal</b><br>(2 Points)                              | <b>Satisfactory</b><br>(3 Points)                         | <b>Good</b><br>(4 Points)   | <b>Exceptional</b><br>(5 Points)   |
|--|---|--|---|---|--|
| <b>Identified Power Supply Requirements*</b> | The proponent requires 29-60 amps for concession operation. | The proponent requires 16-30 amp for concession operation. | The proponent requires 1-15 amp for concession operation. | The proponent does not require power supply for concession operation. | The proponent does not require power supply <b>AND</b> demonstrates alternative sustainable energy source(s) for concession operation. |

\*Mandatory Minimum Requirements (see Section 15.1)

## Appendix “A”

### RFP Proposal Form

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

#### ***Contact Information***

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### ***Proposal Information***

*The Proponent is pursuing a lot located at the following rest areas (Select all that apply):*

|                     |                          |                  |                          |
|---------------------|--------------------------|------------------|--------------------------|
| Bronson             | <input type="checkbox"/> | Rideau/Mackenzie | <input type="checkbox"/> |
| 5 <sup>th</sup> Ave | <input type="checkbox"/> | Concord          | <input type="checkbox"/> |

\*Please note that expressed interest in lot location does not guarantee site availability or award. The Landlord reserves the right to assign lots to successful Proponents.

*The Proponent is pursuing the use of:*

|              |                          |                        |                          |
|--------------|--------------------------|------------------------|--------------------------|
| Trailer      | <input type="checkbox"/> | Number of Trailers     | <input type="checkbox"/> |
| Food Truck   | <input type="checkbox"/> | Number of Food Trucks  | <input type="checkbox"/> |
| Other: _____ | <input type="checkbox"/> | Number of Other: _____ | <input type="checkbox"/> |

*The Proponent acknowledges the requirement to provide, and has submitted (as applicable), the following permits and documentation:*

Permit ☐

Health and Safety Certification ☐

Licence ☐

Insurance\* ☐ \*must supply 15 days prior to each operating season

***Operational Experience (Maximum: 10 points; Category Weight: 20%)***

Please give a brief history of your business and personal experience touching on the points outlined in Section 15.2.1.

***Personnel Qualification and Experience*** (Maximum: 15 points; Category Weight: 20%)

Please give a brief description of personnel qualifications, accreditations, and experience, touching on the points outlined in Section 15.2.2 (See Section 15.1 for Mandatory Minimum Requirements).

***Menu*** (Maximum: 10 points; Category Weight: 20%)

Present your proposed menu and item prices to be served on the Leased Premise, touching on the points outlined in Section 15.2.3.

***Sustainable Initiatives*** (Maximum: 10 points; Category Weight: 20%)

Present your proposed sustainable initiatives and practices, touching on the points outlined in Section 15.2.4.

***Weight and Winter Operational Capacities (Maximum: 10 points; Category Weight: 10%)***

The proponent indicates that they will be responsible for the management of grey and freshwater supplies (See Section 15.1 for Mandatory Minimum Requirements):

YES

☐

NO

☐

Plan for water resource management:

Sustainable Initiatives:



Please identify the weight of the concession stand (See Section 15.1 for Mandatory Minimum Requirements):

---

***Power Supply Requirements (Maximum: 5 points; Category Weight: 10%)***

Does operation of the concession stand require power supply hookup? (See Section 15.1 for Mandatory Minimum Requirements)

YES ☐

NO ☐

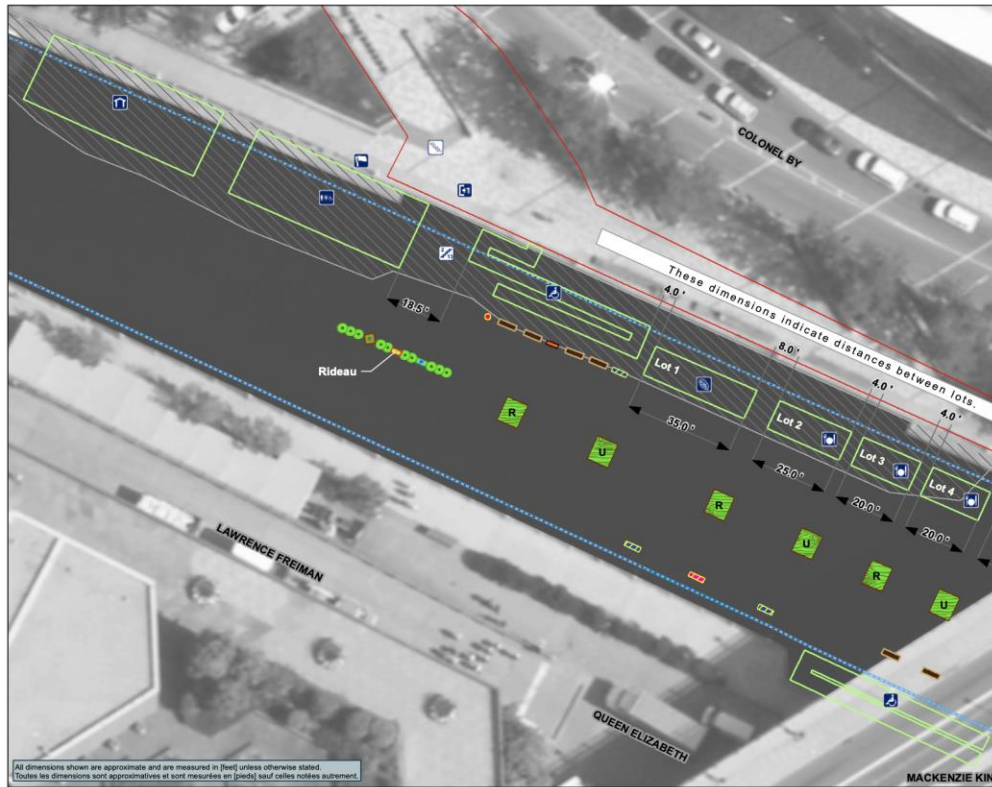
Please identify power requirements of the concession:

---

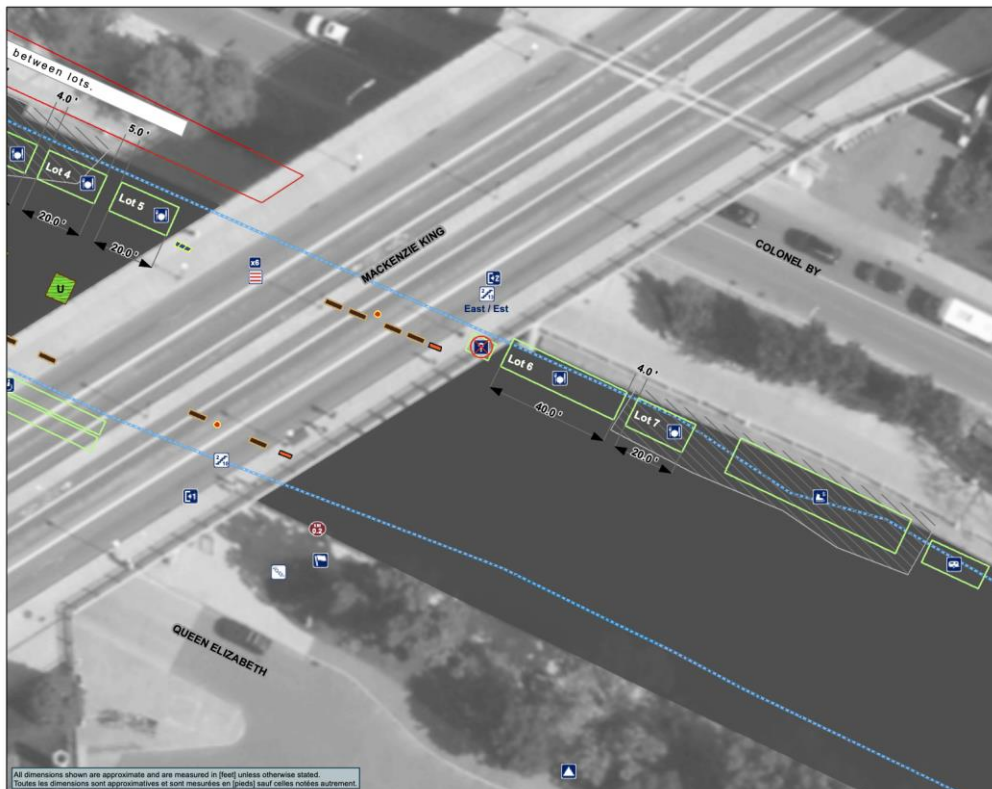
Sustainable Initiatives:

## Appendix "B"

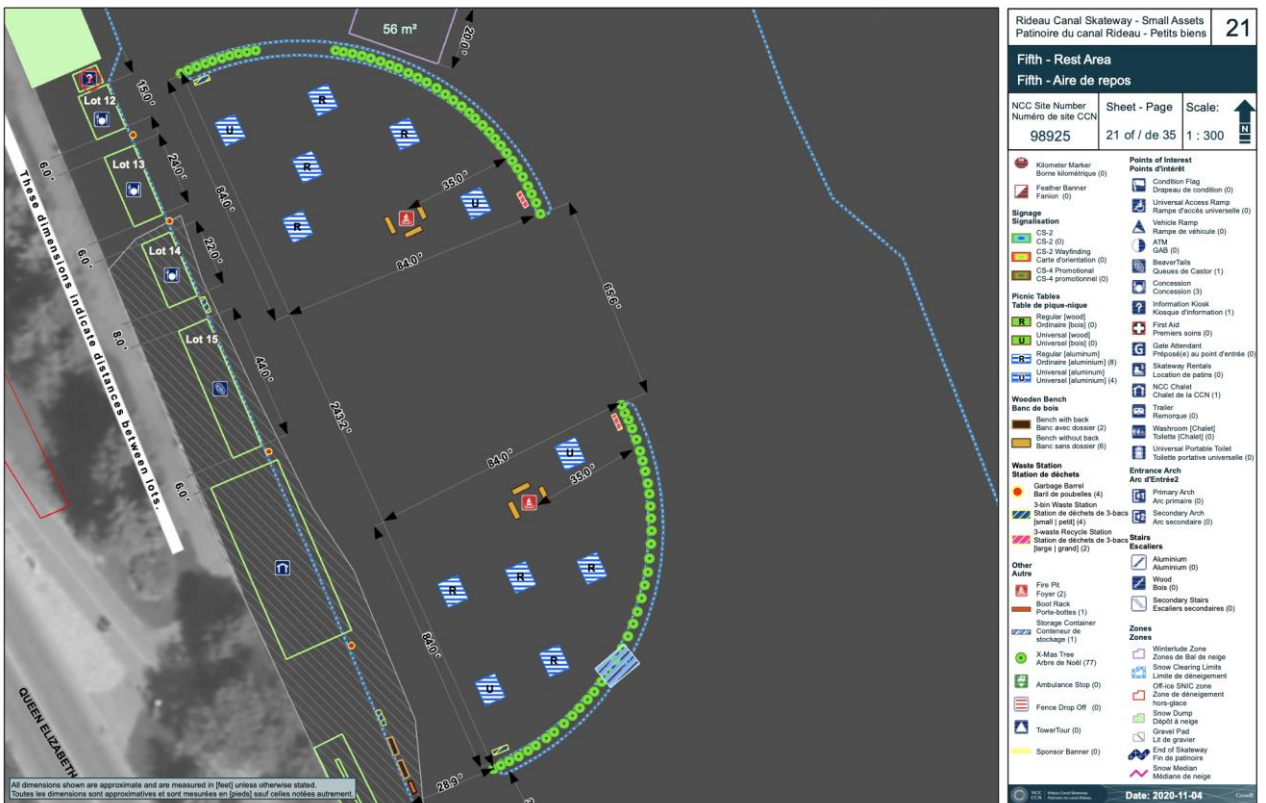
### Leased Premises



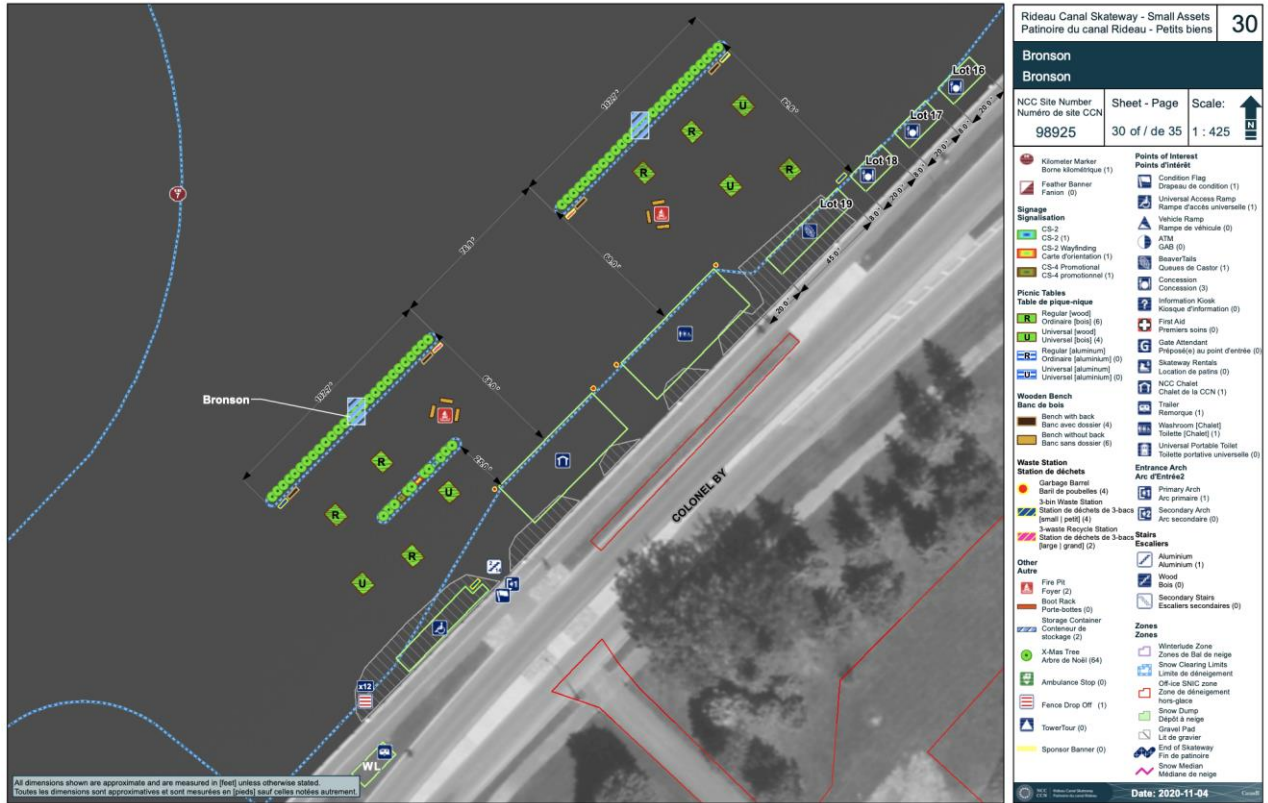
| Rideau Canal Skateway - Small Assets<br>Patinatoire du canal Rideau - Petits biens   |                                |                   | 2 |
|--|--------------------------------|-------------------|---|
| Rideau   |                                |                   |   |
| NGC Site Number<br>Numéro de site CCN  | Sheet - Page<br>Feuille - Page | Scale:<br>Échelle |   |
| 98925  | 2 of / de 35                   | 1 : 300           |   |
| <ul style="list-style-type: none"> <li>Kilometer Marker<br/>Borne kilométrique (0)</li> <li>Feather Banner<br/>Panier (0)</li> <li>Signage<br/>Signalisation <ul style="list-style-type: none"> <li>CS-2 (1)</li> <li>CS-2 Wayfinding<br/>Carte d'orientation (1)</li> <li>CS-4 Promotional<br/>CS-4 promotionnel (1)</li> </ul> </li> <li>Picnic Tables<br/>Table de pique-nique <ul style="list-style-type: none"> <li>Regular (wood)<br/>Ordinaire (bois) (3)</li> <li>Universal (wood)<br/>Universel (bois) (2)</li> <li>Regular (aluminum)<br/>Ordinaire (aluminium) (0)</li> <li>Universal (aluminum)<br/>Universel (aluminium) (0)</li> </ul> </li> <li>Wooden Bench<br/>Banc de bois <ul style="list-style-type: none"> <li>Bench with back<br/>Banc avec dossier (0)</li> <li>Bench without back<br/>Banc sans dossier (0)</li> </ul> </li> <li>Waste Station<br/>Station de déchets <ul style="list-style-type: none"> <li>Garbage Barrel<br/>Baril de poubelles (1)</li> <li>3-bin Waste Station<br/>Station de déchets de 3-bacs (petit) (1)</li> <li>3-waste Recycle Station<br/>Station de déchets de 3-bacs (large) (grand) (1)</li> </ul> </li> <li>Other<br/>Autre <ul style="list-style-type: none"> <li>Fire Pit<br/>Foyer (0)</li> <li>Boat Rack<br/>Porte-bottes (1)</li> <li>Storage Container<br/>Conteneur de stockage (0)</li> <li>X-Mas Tree<br/>Arbre de Noël (10)</li> <li>Ambulance Stop (0)</li> <li>Fence Drop Off (0)</li> <li>Tower/Tour (0)</li> <li>Sponsor Banner (0)</li> </ul> </li> </ul>   |                                |                   |   |
| <ul style="list-style-type: none"> <li>Points of Interest<br/>Points d'intérêt <ul style="list-style-type: none"> <li>Condition Flag<br/>Drapeau de condition (1)</li> <li>Universal Access Ramp<br/>Rampe d'accès universelle (2)</li> <li>Vehicle Ramp<br/>Rampe de véhicule (0)</li> <li>ATM<br/>GAB (0)</li> <li>Busier/Tails<br/>Quai de Castor (1)</li> <li>Concession<br/>Concession (0)</li> <li>Information Kiosk<br/>Kiosque d'information (0)</li> <li>First Aid<br/>Premiers soins (0)</li> <li>Skateway Rentals<br/>Location de patins (0)</li> <li>NCC Chalet<br/>Chalet de la CCN (1)</li> <li>Trailer<br/>Remorque (0)</li> <li>Waterroom [Chalet]<br/>Toilette [Chalet] (1)</li> <li>Universal Portable Toilet<br/>Toilette portable universelle (0)</li> </ul> </li> <li>Entrance Arch<br/>Arc d'entrée <ul style="list-style-type: none"> <li>Primary Arch<br/>Arc primaire (1)</li> <li>Secondary Arch<br/>Arc secondaire (0)</li> </ul> </li> <li>Escalators<br/>Escaliers <ul style="list-style-type: none"> <li>Aluminum<br/>Aluminium (1)</li> <li>Wood<br/>Bois (0)</li> <li>Secondary Stairs<br/>Escaliers secondaires (1)</li> </ul> </li> <li>Zones<br/>Zones <ul style="list-style-type: none"> <li>Winterlude Zone<br/>Zones de Bal de neige</li> <li>Snow Clearing Limits<br/>Limites de déneigement</li> <li>Off-use SNC zone<br/>Zone de déneigement hors-glace</li> <li>Snow Dump<br/>Dépôt à neige</li> <li>Gravel Pad<br/>Liti de gravier</li> <li>End of Skateway<br/>Fin de patinoire</li> <li>Snow Median<br/>Médiane de neige</li> </ul> </li> </ul> |                                |                   |   |
| Date: 2020-11-04   |                                |                   |   |



| Rideau Canal Skateway - Small Assets<br>Patinatoire du canal Rideau - Petits biens   |                                |                   | 3 |
|--|--------------------------------|-------------------|---|
| Mackenzie  |                                |                   |   |
| NGC Site Number<br>Numéro de site CCN  | Sheet - Page<br>Feuille - Page | Scale:<br>Échelle |   |
| 98925  | 3 of / de 35                   | 1 : 300           |   |
| <ul style="list-style-type: none"> <li>Kilometer Marker<br/>Borne kilométrique (1)</li> <li>Feather Banner<br/>Panier (0)</li> <li>Signage<br/>Signalisation <ul style="list-style-type: none"> <li>CS-2 (0)</li> <li>CS-2 Wayfinding<br/>Carte d'orientation (0)</li> <li>CS-4 Promotional<br/>CS-4 promotionnel (0)</li> </ul> </li> <li>Picnic Tables<br/>Table de pique-nique <ul style="list-style-type: none"> <li>Regular (wood)<br/>Ordinaire (bois) (1)</li> <li>Universal (wood)<br/>Universel (bois) (1)</li> <li>Regular (aluminum)<br/>Ordinaire (aluminium) (0)</li> <li>Universal (aluminum)<br/>Universel (aluminium) (0)</li> </ul> </li> <li>Wooden Bench<br/>Banc de bois <ul style="list-style-type: none"> <li>Bench with back<br/>Banc avec dossier (0)</li> <li>Bench without back<br/>Banc sans dossier (0)</li> </ul> </li> <li>Waste Station<br/>Station de déchets <ul style="list-style-type: none"> <li>Garbage Barrel<br/>Baril de poubelles (2)</li> <li>3-bin Waste Station<br/>Station de déchets de 3-bacs (petit) (petit) (1)</li> <li>3-waste Recycle Station<br/>Station de déchets de 3-bacs (large) (grand) (0)</li> </ul> </li> <li>Other<br/>Autre <ul style="list-style-type: none"> <li>Fire Pit<br/>Foyer (0)</li> <li>Boat Rack<br/>Porte-bottes (2)</li> <li>Storage Container<br/>Conteneur de stockage (0)</li> <li>Ambulance Stop (0)</li> <li>Fence Drop Off (1)</li> <li>Tower/Tour (1)</li> <li>Sponsor Banner (0)</li> </ul> </li> </ul>  |                                |                   |   |
| <ul style="list-style-type: none"> <li>Points of Interest<br/>Points d'intérêt <ul style="list-style-type: none"> <li>Condition Flag<br/>Drapeau de condition (1)</li> <li>Universal Access Ramp<br/>Rampe d'accès universelle (1)</li> <li>Vehicle Ramp<br/>Rampe de véhicule (0)</li> <li>ATM<br/>GAB (0)</li> <li>Busier/Tails<br/>Quai de Castor (0)</li> <li>Concession<br/>Concession (0)</li> <li>Information Kiosk<br/>Kiosque d'information (1)</li> <li>First Aid<br/>Premiers soins (0)</li> <li>Skateway Rentals<br/>Location de patins (1)</li> <li>NCC Chalet<br/>Chalet de la CCN (0)</li> <li>Trailer<br/>Remorque (1)</li> <li>Waterroom [Chalet]<br/>Toilette [Chalet] (0)</li> <li>Universal Portable Toilet<br/>Toilette portable universelle (0)</li> </ul> </li> <li>Entrance Arch<br/>Arc d'entrée <ul style="list-style-type: none"> <li>Primary Arch<br/>Arc primaire (1)</li> <li>Secondary Arch<br/>Arc secondaire (1)</li> </ul> </li> <li>Escalators<br/>Escaliers <ul style="list-style-type: none"> <li>Aluminum<br/>Aluminium (2)</li> <li>Wood<br/>Bois (0)</li> <li>Secondary Stairs<br/>Escaliers secondaires (1)</li> </ul> </li> <li>Zones<br/>Zones <ul style="list-style-type: none"> <li>Winterlude Zone<br/>Zones de Bal de neige</li> <li>Snow Clearing Limits<br/>Limites de déneigement</li> <li>Off-use SNC zone<br/>Zone de déneigement hors-glace</li> <li>Snow Dump<br/>Dépôt à neige</li> <li>Gravel Pad<br/>Liti de gravier</li> <li>End of Skateway<br/>Fin de patinoire</li> <li>Snow Median<br/>Médiane de neige</li> </ul> </li> </ul> |                                |                   |   |
| Date: 2020-11-04   |                                |                   |   |







## Appendix “C”

### Daily Rent Schedule

#### **Lot Location Rates: Concord and 5<sup>th</sup> Avenue**

Start December 18<sup>th</sup> – February 2<sup>nd</sup>; February 19<sup>th</sup> (Includes Winterlude & Family Monday) – to end of Season

**Weekdays (Mondays-Wednesdays):** \$75.00 /day

**Weekday (Thursdays):** \$125.00 /day

**Weekday (Fridays):** \$150.00 /day

**Weekends (Saturdays-Sundays):** \$225.00 /day

February 2<sup>nd</sup> – February 19<sup>th</sup> (Winterlude & Family Day)

**Friday February 2<sup>nd</sup>:** \$200.00 /day

**Saturday February 3<sup>rd</sup> – Sunday February 4<sup>th</sup>:** \$225.00 /day

**Monday February 5<sup>th</sup> – Wednesday February 7<sup>th</sup>:** \$75.00 /day

**Thursday February 8<sup>th</sup>:** \$125.00 /day

**Friday February 9<sup>th</sup>:** \$150.00 /day

**Saturday February 10<sup>th</sup> – Sunday February 11<sup>th</sup>:** \$225.00 /day

**Monday February 12<sup>th</sup> – Wednesday February 14<sup>th</sup>:** \$75.00 /day

**Thursday February 15<sup>th</sup>:** \$125.00 /day

**Friday February 16<sup>th</sup>:** \$150.00 /day

**Saturday February 17<sup>th</sup> – Monday February 19<sup>th</sup>:** \$225.00 /day

#### **Lot Location Rates: Bronson Avenue**

Start December 18<sup>th</sup> – February 2<sup>nd</sup>; February 19<sup>th</sup> (Includes Winterlude & Family Monday) – to end of Season

**Weekdays (Mondays-Wednesdays):** \$0.00 /day

**Weekday (Thursdays):** \$50.00 /day

**Weekday (Fridays):** \$150.00 /day

**Weekends (Saturdays-Sundays):** \$225.00/day

February 2<sup>nd</sup> – February 19<sup>th</sup> (Winterlude & Family Day)

**Friday February 2<sup>nd</sup>:** \$150.00 /day

**Saturday February 3<sup>rd</sup> – Sunday February 4<sup>th</sup>:** \$225.00 /day

**Monday February 5<sup>th</sup> – Wednesday February 7<sup>th</sup>: \$0.00 /day**  
**Thursday February 8<sup>th</sup>: \$50.00 /day**

**Friday February 9<sup>th</sup>: \$150.00 /day**  
**Saturday February 10<sup>th</sup> – Sunday February 11<sup>th</sup>: \$225.00/day**  
**Monday February 12<sup>th</sup> – Wednesday February 14<sup>th</sup>: \$0.00 /day**

**Thursday February 15<sup>th</sup>: \$50.00 /day**  
**Friday February 16<sup>th</sup>: \$150.00 /day**  
**Saturday February 17<sup>th</sup> – Monday February 19<sup>th</sup>: \$225.00 /day**

### **Lot Location Rates: Rideau/Mackenzie**

Start December 18<sup>th</sup> – February 2<sup>nd</sup>; February 19<sup>th</sup> (Includes Winterlude & Family Monday) – to end of Season

**Weekdays (Mondays-Wednesdays): \$75.00 /day**  
**Weekday (Thursdays): \$125.00 /day**  
**Weekday (Fridays): \$150.00 /day**  
**Weekends (Saturdays-Sundays): \$225.00 /day**

February 2<sup>nd</sup> – February 19<sup>th</sup> (Winterlude & Family Day)

**Friday February 2<sup>nd</sup>: \$200.00 /day**  
**Saturday February 3<sup>rd</sup> – Sunday February 4<sup>th</sup>: \$225.00/day**

**Monday February 5<sup>th</sup> – Wednesday February 7<sup>th</sup>: \$75.00 /day**  
**Thursday February 8<sup>th</sup>: \$125.00 /day**  
**Friday February 9<sup>th</sup>: \$150.00 /day**  
**Saturday February 10<sup>th</sup> – Sunday February 11<sup>th</sup>: \$225.00 /day**

**Monday February 12<sup>th</sup> – Wednesday February 14<sup>th</sup>: \$75.00 /day**  
**Thursday February 15<sup>th</sup>: \$125.00 /day**  
**Friday February 16<sup>th</sup>: \$150.00 /day**  
**Saturday February 17<sup>th</sup> – Monday February 19<sup>th</sup>: \$225.00 /day**