

2025 REQUEST FOR PROPOSALS: “ADULT BEVERAGE” CONCESSION OPERATION AT THE KINGSVILLE AND COTTAM BLOCK PARTY

The Corporation of the Town of Kingsville (The “Town”) is looking for interested parties to run an “Adult Beverage” concession in Cottam centre on June 21, 2025, and in Kingsville centre on July 19, August 16, and September 20, 2025, for the Kingsville Block Party events.

Proposals Due: April 30, 2025

Electronic submittals are to be sent to Karen Loney, Manager of Programs and Special Events, at specialevents@kingsville.ca, on or before **April 30, 2025**. No late responses, incomplete responses, will be accepted. The Corporation reserves the right to cancel or modify this request at any time.

Section I – GENERAL

A. INVITATION

The Town ‘Block Party’ (Block Party) is pleased to offer an exciting opportunity for a well-qualified individual/business or group of individuals/businesses (Contractor) to operate a beer/wine concession (hereinafter referred to as "concession") under a four-month agreement at the 2025 Block Party events.

This Request for Proposals ("RFP") is an invitation for qualified applicants to submit proposals to operate a beer and wine concession on an exclusive basis for the days of the Block Party. The Proposer shall demonstrate the ability to perform in this type of event and clearly articulate achievable plans for operation. The Block Party goals are to:

- (1) Provide the public with the best and most satisfactory service from the Concession.
- (2) To ensure all Alcohol, Gaming Commission of Ontario, Windsor Essex Public Health Units and Town of Kingsville requirements are followed.
- (3) To ensure patrons have an enjoyable time in a safe and well-maintained area.

B. DESCRIPTION OF THE ADULT BEVERAGE CONCESSION AT KINGSVILLE BLOCK PARTY

The successful Contractor will be responsible for all aspects of the concession to ensure the facilities are functioning in a manner compliant with appropriate laws and regulations. The Contractor will be required to sell beer & wine in the adult beverage concession area. This adult beverage concession is expected to be open on June 21 in Cottam centre, and July 19, August 16, and September 21 in Kingsville centre.

The hours of operation for each of these dates is from 5:00 pm- 10:00 pm, with street closures and set up beginning at 3:00 pm, the event ending at 10:00 pm, and street reopening by 11:00 pm. The Town is seeking a Contractor to plan, manage, and operate the adult beverage concession according to all the terms and conditions listed in this RFP.

C. CONCESSION LOCATION

The adult beverage concession for the dates of July 19, August 16, and September 21 will be located at the municipal parking lot, King Street Parking Lot. The adult beverage concession for the date of June 21 will be located on County Rd 34, between County Rd 27 (Belle River Rd E) and Hill St.

D. RECEIPT OF PROPOSALS

Each applicant is permitted to submit one (1) electronic copy of the proposal further described in Section II. Proposals will be accepted until **April 30, 2025**. Proposals must be submitted to specialevents@kingsville.ca with "Proposal for the Operation of Kingsville Block Party Adult Beverage Concession" in the subject line. The Town is not obligated to accept or review late or incomplete responses. For clarity, proposals received after the above stated date and time shall not be considered. Partial or incomplete proposals will be rejected. The Town reserves the right to cancel or modify this RFP at any time.

E. QUESTIONS CONCERNING THE RFP

Please provide any questions by email to: specialevents@kingsville.ca by **WEEK BEFORE THE DEADLINE**. Questions will be responded to within Two (2) business days and all answers will then be share with all applicants to ensure communication is fair between any applicants.

Section II - PROPOSAL ITEMS, REQUIRED OPERATING RESPONSIBILITIES, AND CONTRACTUAL PROVISIONS

All proposal submittals (Attachments A through B) shall be completed and returned with your proposal including any or all supporting documentation. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Proposers shall respond to all questions as thoroughly as possible. Responses shall fully describe the Proposer's operational capabilities, the proposed services, and any other pertinent information. Any omission or deviation can be cause for the rejection of the entire proposal. Additional supporting documentation must reference the section and paragraph of the question(s) for which the answer is being provided. Provide a separate attachment wherever indicated in the proposal submittals.

A. CONTRACTOR RESPONSIBILITIES

The Town reserves the right to award a contract with one or more additional contractors to provide sufficient food and non-alcoholic beverage and/or other concession items in other areas of the Block Party.

By submitting an application the Contractor acknowledges and agrees to each and every of the following requirements:

1. Term: The term of the Concession Operation Agreement period is four months beginning June 14, 2025 ending September 22, 2025.
2. Hours of Operation: The Concession is to be open on Saturdays from 5:00 pm to 10:00 pm, with street closure at 3:00 pm and streets reopening at 11:00 pm, unless directed otherwise by the Town.
3. Indemnification: The Contractor shall agree that it will save, keep harmless and fully indemnify the Corporation of the Town of Kingsville, its successors and assigns, and its employees, officers,

and elected officials, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Corporation of the Town of Kingsville and against all loss, liability, judgments, claims, costs, demands or expenses which the Corporation of the Town of Kingsville may sustain, suffer or be put to resulting from or arising out of the Contractor's failure to exercise reasonable care, skill or diligence in the performance or rendering of any work or service required to be performed or rendered by the Contractor, its agents, officials, employees or subconsultants or any of them.

4. Insurance: Contractor shall obtain, at their own expense, and keep in effect during the term of this contract:
 - a. Commercial General Liability Insurance. Commercial General Liability insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability Insurance for the indemnity provided under this Agreement and the Concession Activities. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence and \$3,000,000 aggregate.
 - b. Liquor Liability Insurance. If applicable, the Contractor shall obtain, at their own expense and keep in effect during the term of this contract, Liquor Liability Insurance. Coverage shall be a minimum of \$2,000,000 per occurrence and \$3,000,000 aggregate.
 - c. Auto Insurance Policy (if using any type of vehicle for the performance or partial performance of this contract)
5. ACGO License: To obtain an ACGO liquor license and all other required licenses, permits and certificates required by the province of Ontario and the Corporation of the Town of Kingsville, for the sale and distribution of alcoholic beverages for consumption in public at the Block Party.
6. To complete the Windsor-Essex Public Health Unit Special Events form and pass any required inspection.
7. To have at least one person with their Food Handler Certificate in compliance with per Section 32 of the Ontario Food Premises Regulation (O. Reg. 493/17) and proof of their certification to be provided to the Town of Kingsville prior to the first date of the Block Party.
8. All staff or volunteers working to be Smart Serve Certified and proof of their certification to be provided to the Town of Kingsville prior to the first date of the Block Party.
9. To ensure that there are a sufficient amount of staff at all times to adequately monitor patrons.
10. Provide the Town with a Certificate of Insurance Naming "the Corporation of the Town of Kingsville" as Additionally Insured for the dates of the Block Party as defined below in Section B - Insurance.
11. Be able to comply with the Block Party schedules and meetings (as necessary);
12. Have an exemplary record of performance and business experience;
13. To serve local beer and wine
14. To create a space for patrons to enjoy their beverages, which includes providing one's own tent, serving area, and other supporting equipment to safely and efficiently serve at the Block Party.

15. To ensure that that all garbage or refuse is collected as often as necessary and placed in cans provided by the Town. Full refuse bags will be removed by the Contractor and relined with bags provided by the Town. Full refuse bags shall be placed in designated area to be picked up by the Town.

B. THE CORPORATION OF THE TOWN OF KINGSVILLE RESPONSIBILITIES

The Corporation of the Town of Kingsville agrees to the following responsibilities:

1. Designate the physical site to be used for the adult beverage concession area.
2. Provide electrical power necessary to operate lights and refrigeration for adult beverage concession area.
3. Provide general lighting for the adult beverage concession area around the border of the area.
4. Provide garbage receptacles and can liners for the adult beverage concession area.
5. If desired, the use of 18 cocktail tables and 15 Muskoka Chairs for the adult beverage concession patrons
6. Contracting one patrolling security guard and sufficient volunteers to support the monitoring of the Block Party footprint for safety.
7. Marketing of the adult beverage concession area within the promotional material.

Section III - SUBMISSION REQUIREMENTS; EVALUATION; AWARD

A. SUBMITTED PROPOSALS:

Proposal must contain all of the following:

1. Cover Letters are to include the following contact information.
 - a. Key names, including title and position
 - b. Complete mailing addresses
 - c. Telephone (including office and cell numbers as appropriate)
 - d. E-mail addresses and any other information needed to contact the Applicant.
 - e. A statement that the proposing entity confirms its acknowledgement and acceptance of the terms and conditions set forth herein, without exceptions

2. Proposal Items

Applicants are to submit detailed responses to all of the Proposal Items in Attachments A through C.

3. Important Notices

Late proposals will not be considered for review. All proposals submitted in response to this RFP become the property of the Town.

B. EVALUATION AND AWARD

The Town reserves the right to request additional information to clarify a submitted proposal. Each proposals will be scored based on the criteria below. The Town further reserves the right to conduct such investigations as it considers appropriate with respect to the qualifications of each Applicant and any information or representation contained in its proposal.

Organization of Proposal: To expedite the evaluation of proposals, each Proposer MUST organize its proposal as described below. Proposals, which do not follow the specified format outlined below, may be deemed unresponsive and disqualified from the selection process. In addition, failure on the part of the Proposer to provide the required documentation may be cause for rejection of the proposal.

- a. Cover Letter
- b. Business information and experience questionnaire (Attachment A)
- c. Value-added (Attachment B)

C. EVALUATION CRITERIA: All properly completed proposals will be reviewed in seeking the best and highest quality of services, the following criteria shall be considered in the proposal evaluations.

- a. Qualifications and experience of the Applicant in providing concessions. 60%
- b. Quality of products and reasonableness of pricing. 30%
- c. Value-added enhancement to the Block Party – 10%

No contract shall be awarded to any person, firm, joint venture, or corporation that is in financial arrears or is in default to the Town.

2. CONFLICT OF INTEREST:

The Corporation of the Town of Kingsville will ensure that conflict of interest guidelines will be followed throughout selection process.

ATTACHMENT A: BUSINESS INFORMATION and EXPERIENCE QUESTIONNAIRE

What is the full legal name of your company and the names of the parties responding?

What is the organizational structure of the parties Corporation, LLC, Team, Group of Individuals, Charity, etc.?

List the primary contact persons for this contract including address, phone numbers and email addresses.

List a minimum of two professional references. Provide contact names, titles, and phone number

State your experience in operating a food and beverage concession.

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Do you have any charges pending against your AGCO liquor license?

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Number of employees proposed to work at the venue.

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Has Proposer ever had any judgment or filing of bankruptcy or any other insolvency statute or any appointment of a receiver, trustee, or liquidator of all or substantially all of your company's assets or any other partner or principal owner of your company? If yes, provide as a separate attachment, a description of all such judgements.

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ATTACHMENT B:

The Town of Kingsville invests significant resources into the Block Party and appreciate all the volunteers and business supports. Please describe why you want to be the Block Party adult beverage concession lead. In addition, please describe any value-added items that could offer to make the event a success.