



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Paul Anthony, Director Parks & Recreation Services

Date to Council: November 9, 2021

Report Number: PRS- 2021-10

Subject: Lakewood Park Food and Beverage Concession RFP Award

Recommendations

It is recommended:

That Report PRS-2021-10, Lakewood Park Food and Beverage Concession RFP Award, **be received;**

And that the Lakewood Concession Lease Agreement between the Town of Tecumseh and Keith Rajsigl, owner of 2759098 Ontario Inc., attached to Report PRS 2021-10 be finalized in form and content to define the roles and responsibilities, fees, duration and other agreed upon terms to the satisfaction of the Town's Solicitor;

And further that the Mayor and Clerk **be authorized** to execute the aforesaid Agreement by By-law.

Executive Summary

In June 2021, the Lakewood Park Food and Beverage Concession Request for Proposal (RFP) was advertised and four (4) proposals were received. The proposals were evaluated based on criteria outlined in the RFP and the proposal submitted by Mr. Keith Rajsigl (Rajsigl) is the successful proponent. Administration is recommending a 5-year agreement, with the option to renew.

Background

At the June 23, 2020 Regular Meeting of Council, the members considered the Lakewood Park Concession Food and Beverage Concession Operation in Parks & Recreation Services (PRS) Report # PRS-2020-02 and passed Motion (RCM-137/20) which reads as follows:

That the Town of Tecumseh invite submissions through an RFP to operate a concession at Lakewood Park;
And that a report be presented for Council's consideration and approval on the recommended Lakewood Park concessionaire.

Comments

On June 24, 2021, the Lakewood Park Food and Beverage Concession RFP was advertised on the Town's website, Facebook and Twitter and an email invitation to submit was forwarded to local contractors. The Purchasing Officer received four (4) responses to the RFP. The four proposals were reviewed and scored by an evaluation committee consisting of the Director of Community & Recreation Services, Director Financial Services & Chief Financial Officer, Manager Recreation Special Projects, and Acting Manager Facilities. The evaluating committee reviewed each of the proposals utilizing a scoring matrix that considered the following:

- Understanding of the Services to be Provided
- Business Plan
- Financial Terms of Contract
- References

The top two (2) proponents were invited for an interview with members of the evaluation committee to discuss and review the proposals in further detail. The evaluating committee determined the proposal submitted by Rajsigl is the successful proponent for the Lakewood Park Food and Beverage Concession.

Proposal Details:

Rajsigl has experience in the food concession service industry and currently operates the food services and concessions for the Municipality of Lakeshore's West Beach Concession. Rajsigl's business plan for the Lakewood Park concession includes offering food and beverages consisting of meat and vegan sandwiches, salad, fries and poutine, tacos, onion rings, chicken tenders, hotdogs and hamburgers, smoothies, and ice cream treats (soft serve and hard scoop).

Rajsigl plans to update both the interior and exterior of the building including fixing the windows to allow for take-out / walk-up service. Other updates may include a vibrant mural on the outer west wall of the building by a local artist that incorporates the business logo to attract and entice visitors to the building. In addition, Rajsigl intends to utilize the area surrounding the building to incorporate an outdoor patio seating area that will be inviting for park visitors to sit and enjoy a refreshing beverage or delicious ice cream.

Community & Recreation Services anticipates many opportunities to work with Rajsigl for planning community friendly programs and events at Lakewood Park, such as hosting community events within the park to encourage visitors to the area, working with charity organizations for fundraisers, creating a lending library that includes a variety of books for all ages, and hosting theme nights that would include music and entertainment.

Administration has drafted an agreement between the Town of Tecumseh and Rajsigl, as attached to this report, the highlights of which include:

- A 5-year Agreement with an option to renew
- \$5,000,000 comprehensive general liability insurance
- A seasonal service operation from April 1 to October 31 with season extension upon mutual agreement by both parties
- Operational hours set as 11:00 AM to 9:00 PM Monday through Sunday
- Concessionaire is responsible to secure all licenses, permits and approvals required for operation of the concession service
- Concessionaire is responsible to supply, install and provide all appliances and preparation tables/counters, coolers, freezers, and any other equipment required for the operation of the concession

Once the agreement has been reviewed to the satisfaction of the Town solicitor, a by-law will be prepared authorizing the Mayor and Clerk to sign.

Consultations

Financial Services
Corporate Services & Clerk

Financial Implications

The proposed financial terms include the sum of \$1,750 plus HST per operational month (April 1 to October 31) and \$300 plus HST per non-operational months (November 1 to March 31). Rajsigl will also be required to pay a \$2,500 refundable cash deposit to the Town upon execution of the agreement and prior to commencement of services. No interest will be paid on the deposit over the life of the contract. The deposit will be refunded at the conclusion of the contract subject to inspection of the facility confirming no damages or irregularities.

Rajsigl will be responsible to pay any property taxes that may be assessed to the contracted concession area as well as HST and other business taxes attributed to the concession operation.

Any costs associated with re-modeling or structural changes to the building (with the consent of the Town) for the concession operation as well as daily or annual maintenance and repairs to the leased area will be the responsibility of Rajsigl.

The revenues received from this Agreement will be reflected in the Community & Recreation Services operating budget.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Kerri Rice
Manager Recreation Special Projects

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Draft Agreement between the Town of Tecumseh and Keith Rajsigl