

Request for Proposals – The Hub Concession

RFP Competition #: 2025-SHIELDS659

Issued: Thursday, February 6, 2025

Deadline: Thursday, March 13th, 2025 at 3:00pm.

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Invitation

This Request for Proposals is an invitation for experienced and capable parties interested in operating the food and beverages services at the Shields Hub for the 2025 Summer season.

RFP Contact

The RFP contact is Kelly Dodd, Acting Chief Administrative Officer for the Resort Village of Shields. Any questions about the RFP can be directed to admin@shields.ca or 306-492-2259.

Deliverables

The ideal proposal will be from:

- A local resident or business who wants to provide service to the area.

The ideal Proposal includes:

- A menu that would be provided
- The dates open, and hours of operation for the concession.
- Proof of safe food handling certifications.
- Proof of Insurance.
- Any experience providing food service to public.
- Marketing plan to inform residents about concession hours and items.
- Expectations of the monthly rental fee.

Other Information

The Resort Village of Shields is a vibrant growing community with events all throughout the year. We are looking for someone who will help enhance the services provided to our residents by offering food and snacks throughout the summer season.

The contract for the successful applicant that outlines more specific details and requirements has been attached in Appendix A of this document. The contract can be negotiated with the successful applicant.

The Resort Village of Shields has created some marketing materials and a marketing video. Link for video can be found here: <https://www.youtube.com/watch?v=4lucsNVnwQs> and other materials can be found in Appendix B.

Timeline

RFP Issued	Thursday, February 5 th 2025
RFP Application Deadline	Thursday, March 13 th , 2025, at 3:00pm
All RFP Applicants Contacted	April 17 th 2025

Evaluation, Negotiations and Award

While we value the time and effort put into submitting these proposals, only candidates who are being considered will be chosen for interviews and presentations of proposals.

All candidates will be notified of the successful proposal on April 17th 2025.



Resort Village of Shields

Come Home to the Lake Life

The Hub Concession Rental Agreement Contract & Terms

This Agreement is for the Concession in The Hub
located at 8 McCordick Street in the Resort Village of Shields (Village).

Renter Name:
Business Name:
Address:
Email:
Phone:

Details of the Agreement:

1. Products to be offered for sale:

The renter will provide the following items for sale:

- _____
- _____
- _____
- _____

2. Equipment:

The following items are included for use in the Concession:

- Fridge
- Stove
- Deep freeze
- Dishwasher
- Microwave
- Coffee Maker
- Freezer

The Renter shall furnish their own bowls, utensils, towels, pots and pans necessary for their process unless otherwise agreed.

3. Storage

The following space will be provided as part of the rental agreement:

- Freezer
- Refrigeration
- Cupboards/lockers
- Dry storage

4. Rental Time and Charges:

- The Renter will have access to the building between 6:00 am and 10:00 pm.
- At a minimum the Renter will open the Concession as follows:

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

5. Payment Details:

The renter shall pay to the Village the monthly rental amount determined. Payment will be made on the first business day of the month. The renter is also responsible for reimbursing the landlord for 85% of the power bill each month. The Village is responsible for providing water, septic, and 15% of the power bill each month.

A damage deposit equal to one (1) month rent is due upon execution of this agreement.

A cleaning deposit of \$250.00 is required upon execution of this agreement.

6. Cancellation Policy:

- a. The Village may terminate this agreement at any time, without further obligation upon ten (10) days written notice to the Renter.
- b. The Renter may terminate this agreement at any time upon providing ten (10) days written notice to the Village.
- c. The Village may waive the Renter's notice, in whole or in part, without further compensation to the Independent Contractor.

7. Liability Insurance Amount:

The Renter will provide proof of liability insurance in the amount of \$2,000,000.00. (Attach copy of policy)

8. Food Safety Standard Operating Procedure:

The Renter must hold a Safe Food Handling Certificate. (Attach a copy of certificate.)

It is the Renter's responsibility to ensure that the Concession is left in a sanitary and orderly state at the end of the rental period.

A statement of condition will be completed during execution of this agreement as attached as Schedule A. The statement of condition will be updated and agreed upon at the end of the 2025 season.

A cleaning inspection will be mutually completed between renter and landlord at the end of the season. If the condition does not meet the expectations outlined in Schedule A the renter forfeits the \$250.00 cleaning deposit, and the landlord will hire a third party cleaner.

The Renter is the only person allowed to utilize the Concession space. Any additional servers/workers must be approved by the Village. Renter is solely responsible for supervising all approved individuals in the Concession.

9. Inspection Agency:

The Renter shall support and provide access to the Concession for employees of Saskatchewan Health to ensure compliance with all legislation and regulations.

10. Security Policy

The Renter must ensure that the facility is locked and secure when leaving the premises.

11. Garbage Disposal: All trash in and about the facility must be removed daily and placed in trash receptacles located outside the building.

12. Additional Terms:

- The Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen.
- The Renter shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the renter operates to all applicable health and safety standards.
- Under no circumstances shall the Renter allow any other organization or individual to use the Concession for the period which the renter has contracted.
- Smoking is not permitted in the facility.
- The Village reserves the right to evict individuals from the facility at any time if their conduct is deemed to be destructive or detrimental in any way.
- The Renter agrees to abide by the above rules, and agrees that upon violation of the rules, the Village has the option to terminate this rental and that the tenant must vacate the premises.
- The Hub Concession Rental Agreement shall be reviewed on September 30 of each year. Potential for a multiyear agreement after successful completed of one (1) year. Mandatory RFP every three (3) years.

13. Effective Date:

The effective date of this agreement shall be _____.

I, the undersigned, hereby acknowledge that I have read, understood, and agreed with the above:

Name of Renter: _____

Signature: _____

Date: _____

On behalf of the Resort Village of Shields:

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

***The Hub* Concession Rental Agreement
Contract & Terms
APPENDIX A**

The renter acknowledges that the Parks, Culture and Recreation Board will be using *The Hub* community space and outdoor sitting area at times for social programming and events.

Events planned will be listed and provided to renter with advance notice.



Resort Village of Shields

Come Home to the Lake Life

Are You an Outdoor Enthusiast, or an Adventure Lover?

Come home to the lake life at the Resort Village of Shields, a beautiful community located 25 minutes south of Saskatoon. With your choice of opportunities for recreation and relaxation, it is the perfect escape for those who work in the City.

Community Growth

Come home to the lake life by building your dream home in one of our two new subdivisions. Both subdivisions offer City water and sewer connection.

South Mawson: Fully serviced lake front and lake view lots for sale.

Sunterra: Fully serviced, golf course view lots for sale.

Our vibrant community is home to more than 200 year round residents, and many seasonal owners who enjoy the summer months at the lake.

For more information on building a home in Shields check out shields.ca or contact us at the address below.

Amenities and Infrastructure

Come home to the lake life and enjoy the luxury of city living amenities, and state of the art infrastructure.

- Nine hole grass green golf course
- Community Hall
- K-12 Schools nearby and Door Front School Bus Pick-up
- Fibre-optic Internet Service (Coming in fall of 2021)
- Dock spots for residents who are not lakefront
- Outdoor Seasonal Skating Rinks
- Public Beach with Volleyball Court
- State of the Art Sports Court
- Walking Paths
- Irrigation System throughout Village
- Three minute Gravel Road drive to the Highway
- Parks and Community Playground

Recreation Opportunities

Come home to the lake life and participate in the many programs and activities that will keep all ages busy and healthy.

- Ladies' and Men's Golf leagues
- Community groups and volunteering opportunities
- Children's soccer League
- Pick-up Pickleball Games on sport court
- Summer and Winter Fishing opportunities (tournaments)
- Close by Provincial Park Cross-Country Ski/ Biking trails
- Seasonal Community Celebrations

Surrounding communities offer Children & Youth:

- Dance Studio with classes
- Hockey Teams
- Baseball Teams

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