



## **The Corporation of the Township of Malahide - Expression of Interest (EOI) Provision of Concession Services for the Malahide Community Place (MCP)**

### **1. Overview**

The Township of Malahide is inviting Expressions of Interest (EOI) from individuals, community groups, or businesses to provide concession services at Malahide Community Place (MCP) for the 2025 summer season.

- **Facility Location:** 12105 Whittaker Road, Springfield, ON
- **Objective:** Enhance the visitor experience at MCP by offering quality concession services during scheduled baseball events and other outdoor activities.

### **2. Facility Background**

- **Ownership and Amenities:** MCP is owned by the Township of Malahide and opened to the public on May 29, 2004. The facility spans nearly 10 acres and features a branch of the Elgin County Library, a Community Hall (divisible into three smaller halls (with a max capacity of ~300 people), three (3) baseball diamonds, an outdoor walking path, and a children's playground.
- **Activities:** The baseball diamonds are home to the Springfield Stingers Minor Baseball organization, various slo-pitch leagues, and host occasional tournaments and special events. The successful proponent is expected to be open during scheduled baseball games and other outdoor events.

### **3. Important Dates**

- **Deadline to Arrange a Tour:** January 30, 2025 (4:30 pm)
- **Deadline for Questions:** February 4, 2025 (4:30 pm)
- **Submission Deadline:** February 7, 2025 (4:30 pm)

### **4. Concession Site Tours**

- **Available Equipment:** Some concession equipment is available on-site for review.
  - Note: It is not currently possible to sub-meter utilities at MCP.
- **Arranging a Site Tour:** Contact **Jason Godby, Director of Public Works** at [jgodby@malahide.ca](mailto:jgodby@malahide.ca) to schedule an appointment. Tour requests must be received no later than 4:30 pm on January 30, 2025.

## 5. Questions and Clarifications

- **All questions** must be submitted in writing via email to:  
**Jason Godby, Director of Public Works**  
jgodby@malahide.ca
- **Question Deadline:** 4:30 pm on February 4, 2025.
- Clarifications will be provided in writing to all parties who have requested or received the EOI documentation.

## 6. Scope of Services and Proponent Responsibilities

### 1. Menu and Hours of Operation

- Provide a proposed menu (hot and cold food) that suits community events.
- Specify your hours of operation, ensuring coverage during scheduled events.

### 2. Public Health Requirements

- Comply with all relevant public health measures set by the Province of Ontario and/or Southwestern Public Health.
- The Township will rely on Southwestern Public Health for any clarification on these requirements.

### 3. Health & Safety and Cleanliness

- Ensure compliance with all food handling and safety regulations.
- Maintain a clean and sanitary concession area; be responsible for waste disposal and area cleanup.

### 4. Insurance and Licensing

- Provide proof of adequate commercial general liability insurance (e.g., minimum \$2,000,000) naming the Township of Malahide as an additional insured.
- Obtain all necessary licenses or permits as required by local, provincial, or federal regulations.

### 5. Compensation to the Township

- Propose a financial model (e.g., monthly fee, seasonal lump sum, percentage of sales, or combination) payable to the Township.
- Clarify whether any utilities or overhead are factored into this proposal.

## 7. Expression of Interest Requirements

Please include the following information in your EOI submission:

### 1. Proponent Name & Contact Information

- Individual or business name, primary contact person, address, phone, and email.

### 2. Brief Description of Business

- Outline your core activities and experience related to food services, concessions, or hospitality.

### 3. Relevant Experience

- Describe any past experience operating concession services or similar food-service operations.

### 4. Proposed Compensation

- Indicate how you intend to compensate the Township (e.g., flat fee, revenue share, etc.).

### 5. Proposed Menu

- Provide a brief listing of food and beverage options you plan to offer.

### 6. Proposed Hours of Operation

- Include days and times to ensure coverage during peak events.

### 7. References

- Provide at least three (3) references from previous clients or employers who can speak to your relevant experience and reliability.

## 8. Submission Instructions

### • How to Submit

- Email your EOI in PDF format (or other universally readable format) to:  
**Jason Godby, Director of Public Works**  
jgodby@malahide.ca

### • Submission Deadline

- All EOI materials must be received by **4:30 pm on February 7, 2025**.

## 9. Evaluation and Next Steps

- **Evaluation Criteria**
  - Relevant experience and proven track record
  - Proposed compensation and financial benefit to the Township
  - Menu selection and alignment with community needs
  - Reference checks
- **Discretion of the Township:** This EOI does not commit the Township to enter into any contractual agreement. The Township may choose to issue an invitation to tender or request for proposal based on submissions, or based on other information it may obtain independently. The Township reserves the right to present proposals to Malahide Council for consideration. The Township may opt not to proceed if submissions do not meet its requirements or if circumstances change.

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### Disclaimer / Reservation of Rights

The Township of Malahide is not obligated to enter into any concession agreement as a result of this EOI. The Township may cancel or amend this process at its sole discretion, without liability for any costs or damages incurred by any party.

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### Contact for More Information:

**Jason Godby, Director of Public Works**

[jgodby@malahide.ca](mailto:jgodby@malahide.ca)