



*Touch the Edge of the Arctic!*

# Town of Moosonee

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## **Request for Proposal (RFP): Operation of Moosonee Arena Canteen**

**Issue Date:** June 2, 2025

**Proposal Deadline:** June 30, 2025

**Contact:** Terah Racine

**Position:** Manager of Community, Wellness & Engagement

**Email for questions:** [managerofcommunity@moosonee.ca](mailto:managerofcommunity@moosonee.ca)

**Phone:** 613-363-9387

**\*Email RFP to [info@moosonee.ca](mailto:info@moosonee.ca) \***

### **1. Introduction**

The Town of Moosonee is seeking proposals from interested and qualified individuals, businesses, or organizations to operate and manage the canteen located at the Moosonee Arena for the 2025/2026 season. The canteen is a key amenity for patrons attending events, games, and public skating sessions at the arena.

### **2. Scope of Work**

The successful proponent will be responsible for:

- Operating the canteen during all scheduled arena events, including public skating, hockey games, tournaments, and special events.
- Providing a variety of food and beverage options that meet public health and safety standards.
- Staffing the canteen appropriately and ensuring professional, courteous service.
- Maintaining cleanliness and hygiene in all food preparation and serving areas.
- Adhering to all relevant health regulations and obtaining any necessary permits or licenses.
- Managing inventory, supplies, and day-to-day operations independently.
- The Contractor shall provide a Certificate of Insurance with a minimum of \$2,000,000 liability coverage, naming the Town of Moosonee as an additional insured.
- The Contractor is responsible for keeping the canteen clean and safe, including regular cleaning of appliances, equipment, counters, and floors. All cleaning supplies and equipment must be provided by the Contractor.
- The Town is responsible for structural maintenance (e.g., plumbing, electrical). The Contractor must promptly report any needed repairs.
- Collection and remittance of applicable sales taxes shall be the responsibility of the Contractor. The Contractor shall be responsible for obtaining any permits necessary in order to operate the Canteen.

### **3. Facilities Provided**

- Access to the canteen kitchen space located within the Moosonee Arena.

- Basic kitchen equipment (list to be provided upon request or during site visit).
- Utilities (electricity, water) are included in the rental fee.

Proponents are encouraged to visit the facility before submitting a proposal.

#### **4. Term of Agreement**

The term of this agreement will be for the arena's active season (approximately October to March), with an option to renew or extend the season (April- June) based on satisfactory performance and mutual agreement.

#### **5. Proposal Requirements**

Proposals should include:

- 1. Business Information**
  - a. Name of individual/business/organization
  - b. Contact information
  - c. Relevant experience and qualifications
- 2. Operating Plan**
  - a. Proposed hours of operation
  - b. Sample menu with pricing
  - c. Staffing plan
  - d. Sanitation and safety procedures
- 3. Rental Fee Proposal**
  - a. Proposed monthly rental fee or revenue-sharing model
- 4. References**
  - a. At least two references from previous business engagements or similar operations

#### **6. Evaluation Criteria**

Proposals will be evaluated based on the following:

- Relevant experience and qualifications
- Quality and variety of proposed menu
- Cost/rental proposal
- Commitment to customer service and cleanliness
- References and past performance

#### **7. Submission Instructions**

All proposals must be submitted by June 30, 2025 to:

Office Clerk

Town of Moosonee

In person: at 5 First St. Moosonee, On.

Via email: [info@moosonee.ca](mailto:info@moosonee.ca)

#### **8. Additional Information**

- The Town of Moosonee reserves the right to accept or reject any or all proposals.
- A site visit can be arranged upon request.
- Questions regarding this RFP should be directed to Terah Racine, contact information is listed above.