

THE CORPORATION OF THE CITY OF MISSISSAUGA



**MATERIEL MANAGEMENT**

**PART A – BIDDER INFORMATION PACKAGE**

**REQUEST FOR PROPOSAL**

**Procurement No: PRC000800**

**FOR**

**Mobile Food Vendors at Celebration Square**

**Closing Date: Monday, May 7, 2018**

**Closing Time: 12:00 p.m., Local Time**

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## **ATTACHMENTS**

- PARK VENDOR PERMIT, INCLUDING TERMS AND CONDITIONS
- STANDARD INSTRUCTIONS FOR REPLYING TO PROCUREMENT REQUESTS
- SUPPLIER CODE OF CONDUCT
- **PART B – BIDDER RESPONSE PACKAGE**

## **REQUEST FOR PROPOSAL TERMINOLOGY**

### **Definitions**

Throughout this RFP, the following terms shall have the following meanings:

**“Bidder(s)” or “Bidder(s) firm”** means a firm that submits a Proposal in response to this RFP;

**“Closing Date”** means the final date for the receipt of Proposals and is the date identified as such on the Form of Offer forming part of this RFP.

**“Closing Time”** means the time on the Closing Date by which Proposals must be received and is the time identified as such on the Form of Offer forming part of this RFP.

**“City”** means The Corporation of the City of Mississauga.

**“City Contract Manager”** means the person designated in the Special Terms and Conditions.

**“Declarant”** means the representative of the Bidder who is making the declaration that forms part of the Bidder’s Proposal having due authority to do so from the Bidder.

**“Deliverables”** means any of the services, products and other components that will satisfy the requirements in this RFP and which form a part of the Work.

**“MFIPPA”** means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter M. 56, as amended.

**“Notice of Award”** means the notice awarding the Contract to the successful Bidder;

**“Proposal”** means a Bidder’s written reply or submission in response to this RFP.

**“Purchasing Agent”** means the City’s Purchasing Agent or designate.

**“RFP”** means this Request for Proposal document, in its entirety as described in the Special Instructions in this RFP and inclusive of any bulletins and/or addenda that may be issued by the City.

**“Services”** means all services and other labour to be provided including all of the requirements as described in this RFP and the Catering Services Agreement.

**“Specified”** means specified in this RFP.

**“Successful Bidder”** means the Service Provider selected to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

**“Statement of Work” or “SOW”** means the statement of work outlining and detailing the Work to be performed by the Proponent.

**“Work”** means all services to be provided by a Proponent which includes all of the Deliverables as described in the RFP and Statement of Work.

**“Headings”** Headings are inserted for convenience of reference only and shall not affect the construction or interpretation of this RFP.

**“Number and Gender”** Unless inconsistent with the context, words importing the singular number will include the plural and vice versa and words importing gender will include the masculine, feminine and neuter genders.

## **EXECUTIVE SUMMARY**

Mississauga Celebration Square is one of Mississauga's premier locations for events, programs and activities in the downtown core. This state-of-the-art facility includes a permanent outdoor stage; two 16 feet by 28 feet digital program screens and 6 digital ribbon screens; a 300-seat amphitheatre; an enormous fountain that converts into a free outdoor ice rink in the winter season; a glass-walled pavilion room; a trellised outdoor market area and a variety of shaded garden areas. More than 100 events, programs and activities are planned for 2018, in addition to daily video programming on the Mississauga Celebration Square outdoor screens. Visitor attendance to the Square in 2017 was more than 700,000.

This is the third year that Mississauga Celebration Square is home to 'The Porch'; an outdoor vending area running from May – October each year. 'The Porch' is made up of a diverse list of food vendors that have included in the past: Dimkin's Crepes, The Mighty Cob, Polar Real Tropical Fruit, Delicious Empanadas and Top Dog. This outdoor patio space continues to be a highly populated space used by the public on a daily basis, as well as during all our City-Produced events.

By becoming a vendor at Mississauga Celebration Square, you will be receiving exclusive access to vend at the space on a consistent basis, as well as receive first priority to all our City-produced series and events. Our events include: Pep Rally, Canada Day, Halloween, Light Up the Square, New Year's Eve and Family Day. Our series include: Fresh Air Fitness, Movie Nights, Amphitheatre Unplugged, Make Believe Theatre, Lion's Farmers' Market, and screening events such as Euro Cup and World Cup games.

Due to the successful outcome of 'The Porch,' we have also launched a new opportunity for this year to allow our successful vendors to extend their stay during November to March of the following year. During this season, the fountain is converted into Mississauga's largest outdoor ice rink, where over 35,000 people come out to skate. With our recent enhancements of "The Cabin" featuring an indoor warming area, skate rentals facility and expanded heated patio we are looking to provide the full winter experience to our users with our successful vendor(s) having an opportunity to on the Upper Square.

The Corporation of the City of Mississauga (the City) requires a multi-faceted mobile food vendor that can provide outdoor food services of a sweet or savory selection to Mississauga Celebration Square visitors starting in May 2018 through to March 2019.

It is the intent of the City to award the contract to more than one vendor, according to the highest scoring proposal that substantially complies with the RFP requirements.

The term of the resulting contract shall be for a one (1) year.

To be considered for award, Bidders must demonstrate:

- ability to be onsite vending between noon and 10:30 p.m. every day of the week, with the exception of black-out dates;
- demonstrate that they are in the business of portable or mobile food vending operations;
- provide quality products during the term of the contract;
- demonstrate that they have satisfactory equipment;

- demonstrate that they are appropriately organized, have sufficient experience having successfully performed similar contracts with clients who are similar in size and nature to the City;
- demonstrate strong communication skills with the Celebration Square team and offer good availability
- demonstrate through references, that they have sufficient experience having successfully performed similar contracts with clients who are similar in size and nature to the City;
- adhere to the operational requirements of Celebration Square, which may require flexibility in load in and load out times.

For information on relevant City policies go to: [www.mississauga.ca/tendersandbids](http://www.mississauga.ca/tendersandbids)

## **SPECIAL INSTRUCTIONS FOR PROPOSING**

### **1.0 The RFP Document**

This Request for Proposal ('RFP') document consists of all documents listed in the Table of Contents. This package taken together is referred to as the bid request or RFP. Bidders are advised to review the complete RFP package, including all attachments as these reflect important considerations that apply to this RFP.

### **2.0 Clarification**

It is proponent's responsibility to read this RFP thoroughly, and to clarify any details with the City's contact person for this RFP before submitting a proposal.

### **3.0 Award**

The top three (3) to four (4) ranked proponents, having acceptable terms and conditions, will be recommended for award.

### **4.0 Deadline for Proposal Submissions**

Bidders responding to this RFP should submit **one (1) digital PDF** of their complete response by email to Kyle Rostad at [Kyle.Rostad@mississauga.ca](mailto:Kyle.Rostad@mississauga.ca) on or before 12:00pm EST on Monday, May 7, 2018.

The Bidder assumes full responsibility for ensuring that its proposal is delivered and deposited in accordance with the instructions in the RFP.

The company name shown on the FORM OF OFFER, should match the name under which the company has registered with the City (if applicable). The Bidder's name on any submission, must match their name on their Insurance Certificate and WSIB Clearance Certificate.

### **5.0 Annual License / Permit Fees**

Compliance with mobile licensing is required and a successful vendor will be issued a park permit. The following licensing fees will be applicable:

**Parks Permit** - \$1,043.05 + HST

**Mobile Licensing fee for carts** - \$193.00 for the owner, and \$167.00 per operator

**Mobile Licensing fee for Food Trucks:** \$279.00, and \$168.00 per driver

### **6.0 Submission Format**

Bidders should follow the format set out herein and provide all of the information as requested. Bidders are encouraged to provide further details that may demonstrate the excellence of their Proposal. Bidders are encouraged to provide any additional information or innovative approach not specifically outlined in the context of this Proposal.

Bidders are asked to read these instructions and adhere to the format set out below when preparing their Proposal. Failure to comply with this requirement may, solely at the City's discretion, result in the Bidder's Proposal being disqualified from further consideration.

#### **Bid Submission**

##### **Part 1 – Form of Offer (See Part B - Bidder's Response Package)**

The first part of the Bidder's response will consist of a completed "Form of Offer" with

authorizing signatures & confirmation of addendum issued.

**Part 2 – Schedule ‘B’ –Types of Refreshments and Foods (See Part B - Bidders Response Package)**

The second part of the Bidder’s response will consist of the types of refreshments and foods that vendor is proposing to sell. Proponents may suggest additional products for consideration by the City. The variety and inclusion of healthy food and beverage choices, including some nut free and halal products, will be given additional credit in the evaluation process. Please fill out Appendix ‘A’ attached to document. The City has an exclusive beverage contract with Pepsi; accordingly, respondents are requested to give those products primary consideration as part of their overall beverage selection.

**Part 3 – Bidder Experience & Qualifications**

The third part of the Bidder’s response will include evidence to the Bidder’s Qualifications to perform the work. The Bidder is to provide a company background and to demonstrate their experience as it relates to the scope of services described in this RFP. Specific experience with public entity clients is to be included.

To be considered for award, Bidders must demonstrate/provide with their bid submission:

- ability to be onsite between noon and 10:30 p.m. during the dates and times listed below.
- demonstrate that they are in the business of portable or mobile food vending operations;
- provide quality products during the term of the contract;
- demonstrate that they have satisfactory equipment;
- demonstrate that they are appropriately organized, have sufficient experience having successfully performed similar contracts with clients who are similar in size and nature to the City.
- provide examples of relevant experience of food vending contracts completed which are similar in size and scope as described in this RFP. Experience with public entity clients is to be included;
- demonstrate through references, that they have sufficient experience having successfully performed similar contracts with clients who are similar in size and nature to the City;
- adhere to the operational requirements of Celebration Square, which may require flexibility in load in and load out times;
- provide description of cart/food truck, including pictures and/or concept;
- provide dimensions of cart/food truck;
- provide cart/food truck electrical requirements

**Part 4 - References**

The fourth part of the Bidder’s response must consist of a minimum of 3 references including contact names and telephone numbers, preferably municipalities where you have recently completed similar projects in the last five (5) years.



## **7.0 Evaluation**

The evaluation committee will review and evaluate all compliant submissions. In conducting their evaluation, the evaluation committee may short-list the high scoring proponents and that interviews may follow with those vendors.

An evaluation team will review and evaluate the proposals received and proponents will be notified of the evaluation results. The assessment steps indicated below represent the approach the City plans to use; however, this approach is subject to modification and adjustment at the City's sole discretion.

### Notes:

1. The City is responsible for determining the evaluation process and for final selection.
2. Proponents may be contacted to explain or clarify their proposals.
3. No evaluation scores will be communicated to proponents.
4. Information will be considered as it is obtained and validated, and selection may be changed at any point during the evaluation process.

### **Step 1 – Proposal Review and Preliminary Evaluation**

Proposals received by the date and time indicated will be reviewed and deviations from the requirements of this RFP will be noted and assessed.

The evaluation team will review documents as submitted and determine a preliminary evaluation for each vendor. Vendors may be contacted to clarify information and/or to provide further evidence of compliance, qualifications and quality. A short list of vendors will be determined.

### **Step 2 – Interview and Additional Information**

The evaluation team may request short-listed vendors for interview or otherwise provide information to clarify or fully explain their proposals.

The City may review products of the short-listed vendors. The vendor shall satisfy the City that they possess the necessary mobile licensing requirements, vehicles, equipment, and staff to provide the services.

### **Step 3 – Final Assessment and Reference Checks**

Information from all sources may be verified and final scores and selection will be determined by the City. The City may, in its sole discretion, check references and obtain any other type of information that might aid the City in its selection. The City reserves the right to consider all or any information received from all available sources, whether internally or externally obtained.

Results of reference checks must be clearly favourable. The City reserves the right to disqualify, at its sole discretion, a vendor whose references are not suitable or appropriate. The City shall not be required to disclose information as to the content or source of any reference under any circumstances.

Proposals will be evaluated on the basis of the information provided by the Bidder at the time of submission of its Proposal and the evaluation criteria, as detailed below.

Criteria	Indicators	Weight %
Company strengths & experience, team experience and staff qualifications	Ability, capacity, relevant business, qualifications and personnel, resources relating to outdoor food operation. Experience and qualifications relating to successfully performing similar contracts with clients who are similar in size and nature to the City (municipal reference preferred).	40 %
Appearance of Cart	Photos, concept, and description.	20 %
Product Selection/ Menu	Understanding of City's requirements, types of food (including halal options) and refreshments and healthy food choices.	30 %
Availability	Fulfills the requirements of meeting 85% of the requested dates listed below, and provides clear communication in advance of offer regarding any limitations.	10 %
<b>Total</b>		<b>100 %</b>

## 8.0 Schedule of Events

The City cannot guarantee a fixed time schedule for this project; however, this section provides an estimate as to the extent of work required.

<b>Issue RFP</b>	Thursday, April 19, 2018
<b>Submission Inquiries Closes</b>	Wednesday, May 2, 2018
<b>RFP Closes</b>	Monday, May 7, 2018
<b>Evaluation Complete</b>	Week of May 7, 2018
<b>Short Listed Interviews</b> (if required)	Week of May 13, 2018
<b>Notice of Award</b>	Week of May 13, 2018
<b>Contract Commences</b>	May 2018

## 9.0 Negotiations

Negotiations may be undertaken with the top ranked proponent(s) if necessary or appropriate to ensure the best fit for the City.

## **10.0 Contacts for Inquiries**

Clarifications requested by Bidders must be submitted in writing and received by the individual noted below not less **than 3 business days** before the closing date for the receipt of Proposals.

Any clarifications issued by the City will be in the form of an addendum. All potential Bidders must acknowledge receipt of all addenda received by indicating the number of addenda on the Form of Offer.

Information obtained from any source other than the individual indicated below is not official and may be inaccurate. The City will not be responsible for any verbal statement, instruction or representations.

All inquiries for this RFP should be directed in writing to:

**Kyle Rostad, Intermediate Buyer**

Email: [Kyle.Rostad@Mississauga.ca](mailto:Kyle.Rostad@Mississauga.ca)

## **SPECIAL TERMS AND CONDITIONS OF CONTRACT**

### **1.0 Term of Contract**

The contract shall commence May 2018 and will continue until the end of March 2019.

### **2.0 Conditions of Contract**

This RFP document contains the conditions of contract that will apply. The City will not sign any form which contains terms or conditions which contradict or undermine the provisions contained in this RFP in a material way.

### **3.0 Authority**

The City's Contract Manager shall be named upon commencement of the project. The successful vendor(s) must communicate on all matters of importance and submit all documentation to the Contract Manager. All changes to the contract must be authorized by the Purchasing Agent or designate.

### **4.0 Qualifications of Assigned Personnel**

All personnel (including sub-vendors) assigned to work on the City's projects shall have and maintain appropriate qualifications for the work they are performing as to the related discipline, Licensing, and training is expected as appropriate and in keeping with the highest industry standards. The City reserves the right to withhold its approval of personnel who do not hold the requisite combination of skills, certification and education.

### **5.0 Insurance**

The vendor must maintain throughout the term of the contract the following liability insurance(s) as a minimum:

Commercial General Liability Insurance from Insurers acceptable to the City, for a minimum of Two (2) Million Dollars **(\$2,000,000.00)** per occurrence.

Motor Vehicle Insurance from Insurers acceptable to the City, for a minimum of One (1) Million Dollars **(\$1,000,000.00)** per occurrence.

The required Insurance Certificates must be provided on a Standard Certificate of Insurance Forms signed by the insurer or an authorized agent of the insurer and official stamp of the Insurance Company. The Standard Certificate Forms can be located on the City's website [www.mississauga.ca/certificateofinsurance](http://www.mississauga.ca/certificateofinsurance).

### **6.0 Indemnification**

Indemnify and save harmless the City, its elected officials, officers, agents and employees from any action, claim damage, or loss whatsoever arising from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, ware or merchandise, caused by, arising out of or in any way connected with the exercise by the Vendor of the Permit or License herein granted. Vendor agrees to release the City from responsibility and/or claim for loss, damage, or injury to the Vendor or any person representing the Vendor.

### **7.0 Termination**

Failure to adhere to the terms and conditions of this Park Vendor Permit, may lead to revocation of vendor(s) Park Vendor Permit and License to operate in parks in the City of

Mississauga. Vendor acknowledges that if Park Vendor Permit is revoked for any reason during the defined terms of the contract, consideration may not be given for similar Park Vendor Permits the following calendar year.

## STATEMENT OF WORK AND REQUIREMENTS

### 1.0 Dates and Times

Successful vendor(s) are permitted to vend at Mississauga Celebration Square from 10:30am to 11pm Monday through Sunday, from May 2018-March 2019 as outlined below. It is requested that the successful vendor(s) are readily available to serve the public between the hours of 12pm (noon) and 10:30pm daily.

Vending dates are identified as:

- **Mandatory Dates:** Peak season/signature dates which the successful vendor(s) must commit to vending during these dates and times.
- **Encouraged Dates:** Dates feature programming and/or high foot traffic. Vending during these dates and times is highly encouraged.
- **Optional Dates:** Additional dates which extend the length of the vending season.
- **Blackout Dates:** Dates that are not included in the permit.

Mandatory and Encouraged dates are listed with the intention for the vendor to fulfill 85% of the requested dates throughout the year unless notified and agreed upon with the Mississauga Celebration Square in advance of acceptance. These expectations are not included for blackout dates.

### 2.0 Assigned Designated Location

Vending location is determined seasonally.

During the summer season, which falls from May through to October, the successful vendor(s) will be located on the Lower Square under the Market Trellis. Please see Appendix B for reference. This area is referenced as “The Porch” and defined with an outdoor patio area outlined with white picket fencing featuring bistro tables, chairs, picnic benches, and umbrellas. For City Produced events, the successful vendors are guaranteed this location.

From November to March, the successful vendor(s) will be permitted to vend from the roadway in the centre of the Square, within close proximity to the outdoor skating rink and “The Cabin” warming area and skate concessions. Alternative location within the Square to be determined based on placement of “The Cabin”.

The successful vendor(s) will operate and vend only in the assigned designated location(s) known as Mississauga Celebration Square, of the Corporation of the City of Mississauga (“the City”), according to specified dates and times outlined on the Park Vendor Permit.

### 3.0 City Produced Events

Celebration Square features a dynamic line-up of free outdoor City produced events including civic celebrations, weekly fitness classes, outdoor movies, family programming, children’s theatre and live concerts. The successful vendor(s) will be provided the opportunity to vend to the public.

These events include:

<b>Name of Event</b>	<b>Date(s)</b>	<b>Estimated Attendance</b>
Pep Rally*	Monday, May 21, 2018	15,000
Fresh Air Fitness	Wednesdays, May 23 – August 29, 2018	5,000
Movie Nights	Thursdays, May 24 – August 30, 2018	30,000
Lion’s Farmers Market	Wednesdays, June 7 – October 24, 2018	10,000
Canada Day*	Sunday, July 1, 2018	100,000
Amphitheatre Unplugged	Wednesdays, August 1-29, 2018	600
Make Believe Theatre	Tuesdays, August 7-28, 2018	1,500
Halloween	Saturday, October 27, 2018	5,000
Light Up the Square*	Saturday, November 24, 2018	20,000
New Year’s Eve Celebration*	Monday, December 31, 2018	30,000
Family Day	Monday, February 18, 2019	2,500

*\*Additional vending fees apply to these events. The successful vendors will be provided a 50% discount to this rate. Please note events as indicated feature additional food trucks.*

#### **4.0 Independently Produced Events**

Mississauga Celebration Square is host to 27 independently produced festivals and events. The successful vendor(s) permit does not extend to the festival dates as per the Blackout Dates listed below. Vendor(s) have the opportunity to request permission from the event organizers to remain in operation during the event and must obtain a Special Event Permit for the festival dates. The successful vendors will be provided with contacts for the Independently Produced events.

#### **5.0 City Policies and By-Laws**

The successful vendor(s) must abide by all applicable City policies and by-laws including, but not limited to: Parks By-Law 186-05; Vendors By-Law 522-04; Ice Cream Truck By-Law 523-04; Idling Control By-Law 194-09; Marina By-Law 187-05, Vehicle Licencing By-Law 520-04, as amended.

<http://www.mississauga.ca/portal/cityhall/bylaws>

#### **6.0 Posted Parking Regulations**

The successful vendor(s) must abide by all posted parking regulations (fire route, accessible parking spaces). Vendors will be fined for any violations.

#### **7.0 Undesignated Areas**

The successful vendor(s) are not to drive any vehicles on undesignated areas or pathways

during the operation, set-up or take down of vending equipment. All areas permitted will be communicated and shared in advance of first day of arrival onsite with the Mississauga Celebration Square team post acceptance.

#### **8.0 Display of Permits/License**

The successful vendor(s) must display original, valid City of Mississauga Park Vendor Permit, Owners License and Plate at all times while operating in City Parks as per applicable vendors by-laws. Permit is non-transferable and may not be duplicated.

#### **9.0 Provincial Health Regulations and Laws**

The successful vendor(s) are to abide by all provincial Health Regulations and Laws, including service and storage of food and beverage products.

#### **10.0 Food Service Personnel**

The successful vendor(s) are to ensure all food service personnel operate in a sanitary manner fulfilling their obligation to protect the health of guests to Celebration Square.

#### **11.0 Quality Products**

The successful vendor(s) are to ensure the provision of quality products at all times.

#### **12.0 Self-Contained Vending Carts/Mobile Trucks**

Vending carts/mobile trucks are to be self-contained. Vendors are not to erect canopies, tents or serving tables adjacent to or over the vending cart or area of service.

#### **13.0 Furniture**

The successful vendor(s) are not to relocate furniture from within the park to the vending areas. Vendor provided furniture to establish “patio”/lounge area is not permitted.

#### **14.0 Clean-up of Debris**

The successful vendor(s) is responsible for clean-up of any debris, refuse or garbage resulting from the operation of food service in the immediate vicinity of the serving location. Vendor is responsible for removal of vendor created refuse (i.e. large cardboard boxes) from Mississauga Celebration Square.

#### **15.0 Signage**

Signage to advertise pricing and/or vendor is limited to immediate vending area and should be aesthetically pleasing and must comply with the City’s placing advertisement with the City Policy 03-09-01.

#### **16.0 Courteous and Professional Manner**

The successful vendor(s) will treat all customers using the square, in a courteous and professional manner.

#### **17.0 City’s Respectful Workplace Policies**

The successful vendor(s) will support the City’s Respectful Workplace Policies by engaging with City Personnel in a civil and courteous manner. In the event of concerns related to City Personnel, Vendor may call 3-1-1 within Mississauga or 905-615-4311 from outside Mississauga to file a complaint.



**18.0 Inspection**

The successful vendor(s) will be subject to regular inspections as determined by the City.

**19.0 Cease Vending Operation**

The successful vendor(s) will cease vending operation, if so requested by City Personnel due to non-compliance with vending and/or licensing agreement(s).

**20.0 Employees**

The successful vendor(s) is responsible to ensure that all employees working on his/her behalf are advised of these terms and conditions of this contract and are responsible to ensure they are adhered to.

**21.0 Exclusive Beverage Arrangement**

The City of Mississauga has an exclusive beverage Agreement with Pepsi® to provide Pepsi® only products to the City of Mississauga. Therefore, only Pepsi® products can be sold to the public on City property.

**22.0 Site**

No permanent structures will be considered. All equipment, supplies, food, beverages, staff, etc. used in the operation of this service is solely the responsibility of the Vendor.

It is also the Vendor's responsibility to remove any and all equipment from site at the end of each day.

**23.0 Vendor Dates**

The following is a list of mandatory, encouraged, optional, and blackout dates which include scheduled events and dates and times, as well as those dates which are excluded from the vendor rights. The Contract Manager will notify the successful Bidder if new mandatory, encouraged, optional, or blackout dates arise.

## APPENDIX A

### 1. MANDATORY DATES

The following is a list of scheduled events and dates which are considered mandatory from the vendor rights. Vendor permits for these dates will be arranged through City staff. These 125 mandatory vending dates are included within the 2018-2019 permits.

#### **Mandatory Dates onsite for the Summer (May – October):**

##### **May (27 Dates)**

<b>Dates</b>	<b>Times</b>
May 1-5, 2018	10:30am – 11pm
May 7-25, 2018	10:30am – 11pm
May 29-31, 2018	10:30am – 11pm

##### **June (21 Dates)**

<b>Dates</b>	<b>Times</b>
June 3-4, 2018	10:30am – 11pm
June 6-7, 2018	10:30am – 11pm
June 10-14, 2018	10:30am – 11pm
June 17-21, 2018	10:30am – 11pm
June 24-30, 2018	10:30am – 11pm

##### **July (23 dates)**

<b>Dates</b>	<b>Times</b>
July 1-6, 2018	10:30am – 11pm
July 9 -19, 2018	10:30am – 11pm
July 22-27, 2018	10:30am – 11pm
July 30-31, 2018	10:30am – 11pm

**August (21 dates)**

<b>Dates</b>	<b>Times</b>
August 1-2, 2018	10:30am – 11pm
August 6-9, 2018	10:30am – 11pm
August 12-16, 2018	10:30am – 11pm
August 19 -24, 2018	10:30am – 11pm
August 27-30, 2018	10:30am – 11pm

**September (22 dates)**

<b>Dates</b>	<b>Times</b>
September 3-7, 2018	10:30am – 11pm
September 9-14, 2018	10:30am – 11pm
September 17-21, 2018	10:30am – 11pm
September 23-28, 30 2018	10:30am – 11pm

**October (11 dates)**

<b>Dates</b>	<b>Times</b>
October 5-8, 2018	10:30am – 11pm
October 14, 2018	10:30am – 11pm
October 19-21, 2018	10:30am – 11pm
Oct 26-28, 2018	10:30am – 11pm

## 2. ENCOURAGED DATES

The following is a list of scheduled events and dates which are considered highly encouraged for the vendor to be present. Dates feature programming and/or high foot traffic. The City's Contract Manager will notify the vendor if any changes to these times or dates arise or are removed. Vendor permits for these 44 encouraged dates will be arranged through City staff.

Event Name	Event Date(s)
Pep Rally	Monday, May 21
Fresh Air Fitness	Wednesday May 23, 30 Wednesday June 6, 13, 20, 27 Wednesday July 4, 11, 18, 25 Wednesday August 1, 8, 15, 22, 29
Movie Nights	Thursday May 24, 31 Thursday June 7, 14, 21, 28 Thursday July 5, 12, 19, 26 Thursday August 2, 9, 16, 23, 30
Canada Day	Sunday, July 1
Make Believe Theatre	Tuesdays, August 7, 14, 21, 28
Amphitheatre Unplugged	Wednesdays, August 2, 9, 16, 23, 30
Halloween	Saturday October 27
Light Up the Square	Saturday, November 24
New Year's Eve Celebration	Monday, December 31

### 3. OPTIONAL DATES

Enhancements to the amenities at Mississauga Celebration Square have provided us the opportunity to extend the length of the vending season. Starting in November, the fountain is converted into Mississauga’s largest outdoor skating rink. We have enhanced our winter experience with our new Skate Trailer, “The Cabin,” featuring an indoor warming area, skate rentals and an expanded heated patio. In 2017, our attendance numbers were over 34,000.

The following is a list of 77 additional dates which are *optional*; however, vendors who indicate interest in vending for both Summer and Winter seasons (as listed) will be given priority.

#### November 2018 (11 dates)

<b>Dates</b>	<b>Times</b>
November 2-4, 2018	10:30am – 11pm
November 9-11, 2018	10:30am – 11pm
November 16-18, 2018	10:30am – 11pm
November 23-25, 2018	10:30am – 11pm

#### December 2018 (19 dates)

<b>Dates</b>	<b>Times</b>
December 1-2, 2018	10:30am – 11pm
December 7-9, 2018	10:30am – 11pm
December 14-16, 2018	10:30am – 11pm
December 21-23, 2018	10:30am – 11pm
December 24-25, 2018	10:30am – 11pm
December 26-30, 2018	10:30am – 11pm
December 31, 2018	10:30am – 11:59pm

**January 2019** (15 dates)

<b>Dates</b>	<b>Times</b>
January 1-6, 2018	10:30am – 11pm
January 11-13, 2018	10:30am – 11pm
January 18-20, 2018	10:30am – 11pm
January 25-27, 2018	10:30am – 11pm

**February 2019** (13 dates)

<b>Dates</b>	<b>Times</b>
February 1-3, 2018	10:30am – 11pm
February 8-10, 2018	10:30am – 11pm
February 15-18, 2018	10:30am – 11pm
February 22-24, 2018	10:30am – 11pm

**March 2019** (19 dates)

<b>Dates</b>	<b>Times</b>
March 1-3, 2018	10:30am – 11pm
March 8-10, 2018	10:30am – 11pm
March 15-24, 2018	10:30am – 11pm
March 29-31, 2018	10:30am – 11pm

#### 4. BLACKOUT DATES

The following is a list of scheduled events and dates which are excluded from the vendor rights. The City’s contract manager will notify the vendor if new blackout dates arise or are removed. Shaded events are events presented by Celebration Square. Vendor permits for these dates will be arranged through City staff.

Event Name	Event Date(s)
Independently produced Event	Sunday, May 6
Independently produced Event	Saturday, May 26
Independently produced Event	Sunday, May 27
Independently produced Event	Monday, May 28
Independently produced Event	Friday June 1 Saturday, June 2
Independently produced Event	Tuesday, June 5
Independently produced Event	Friday, June 8
Independently produced Event	Saturday, June 9
Independently produced Event	Friday, June 15 Saturday June 16
Independently produced Event	Friday, June 22 Saturday, June 23
Independently produced Event	Saturday, July 7 Sunday, July 8
Independently produced Event	Friday, July 20 Saturday, July 21
Independently produced Event	Saturday, July 28 Sunday, July 29
Independently produced Event	Friday, August 3 Saturday, August 4 Sunday, August 5

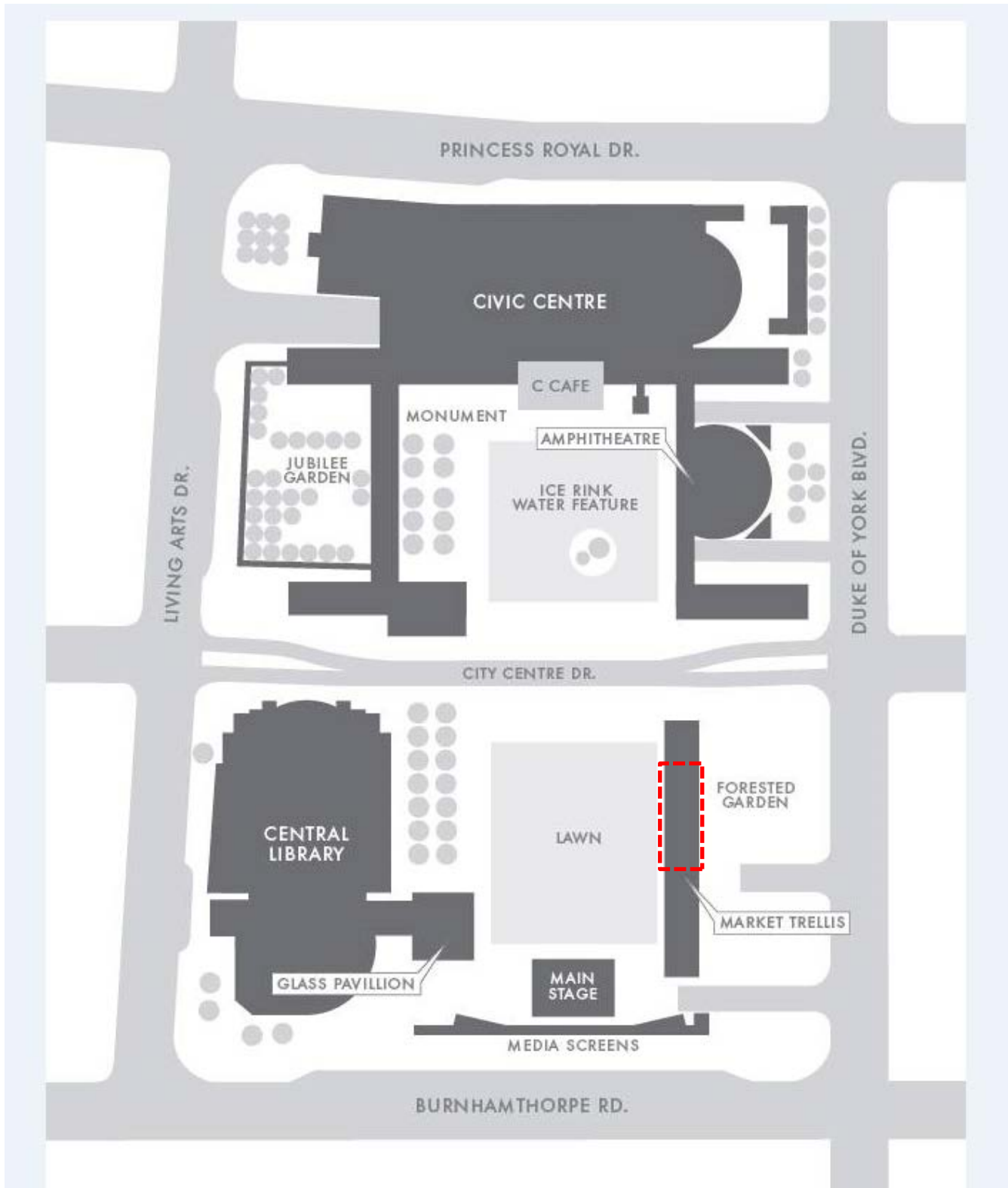
The Corporation of the City of Mississauga  
Request for Proposal for Mobile Food Vendors at Celebration Square  
Procurement No.: **PRC000800; Part A – Bidder Information Package**

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Independently produced Event	Friday August 10
Independently produced Event	Saturday August 11
Independently produced Event	Friday, August 17 Saturday, August 18
Independently produced Event	Saturday, August 25 Sunday, August 26
Independently produced Event	Friday, August 31 Saturday, September 1 Sunday, September 2
Independently produced Event	Saturday, September 8
Independently produced Event	Saturday, September 15
Independently produced Event	Sunday, September 16
Independently produced Event	Saturday September 22
Independently produced Event	Saturday, September 29
Independently produced Event	Friday, October 12 Saturday, October 13



## APPENDIX B



**Approved Vendor Locations on Site**  
*Location is subject to change.*