

THE CORPORATION OF THE CITY OF MISSISSAUGA



MATERIEL MANAGEMENT

PART A

BIDDER INFORMATION PACKAGE

REQUEST FOR PROPOSAL

Procurement No: PRC001487

FOR

Mobile Food Vending

Closing Date: Friday, March 29th, 2019

Closing Time: 4:00 p.m., Local Time

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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 85 events, programs and activities are planned for 2019, in addition to daily video programming on the Mississauga Celebration Square outdoor screens. Visitor attendance to the Square in 2018 was more than 675,000.

This is the fourth year that Mississauga Celebration Square is home to 'The Porch'; an outdoor vending area running from April or 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, Le Chateau Chicken, Cha Cha Churros, 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 some of 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 City-produced series and events. City-produced 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 will continue to provide an opportunity to allow 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 47,000 people come out to skate. With the enhancements of "The Cabin" featuring an indoor warming area, skate rental facility and expanded heated patio, the City is looking to provide the full winter experience to users with the successful vendor(s) having an opportunity to be 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 2019 through to April 2020.

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

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

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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 good references and 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
- ▶ adhere to the operational requirements of Celebration Square, which may require flexibility in load in and load out times.

SPECIAL INSTRUCTIONS

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 ranked proponents, having acceptable terms and conditions, may be recommended for award.

4.0 Deadline for Proposal Submissions

Bidders responding to this RFP should submit their completed response as a PDF document, by email to Betty Miller at betty.miller@mississauga.ca on or before:

Closing time: Friday, March 29, 2019, 4:00 p.m., Local Time

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 - \$197.00 for the owner, and \$171.00 per operator

Mobile Licensing fee for Food Trucks: \$285.00 for the owner, and \$172.00 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 complete Schedule 'B'. 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 and serving between the hours of 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 strong communication skills in English and good availability
- ▶ demonstrate that they are appropriately organized; have good references and 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 above. Experience with public entity clients is to be included;
- ▶ 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 services 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. 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 obtain information to clarify 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.

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| 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/truck | 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 Required and Encouraged Dates shown and provides clear communication in submission, regarding any limitations. | 10 |
| Total | | 100 |

8.0 Schedule of Events

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

| | |
|--|------------------------------|
| Issue RFP | March 15, 2019 |
| RFP Closes | March 29, 2019 |
| Evaluation Complete | Week of April 1, 2019 |
| Short Listed Interviews (if required) | Week of April 8, 2019 |
| Notice of Award | April 15, 2019 |
| Contract Commences | May 1, 2019 |

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:

Betty Miller, Buyer

Email: betty.miller@mississauga.ca

SPECIAL TERMS AND CONDITIONS

1.0 Term of Contract

The contract shall commence the week of May 6, 2019 and will continue until the end of March 2020.

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, certifications and training as 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, licensing and training.

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 Two (2) Million Dollars **(\$2,000,000.00)** 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. The Standard Certificate Forms can be located on the City's website 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/REQUIREMENTS

1.0 Dates and Times

Successful vendor(s) are permitted to vend at Mississauga Celebration Square from 10:30 a.m. to 11 p.m. Monday through Sunday, from May 2019 - April 2020 as outlined below. It is mandatory that the successful vendor(s) are readily available to serve the public between the hours of 12 p.m. (noon) and 10:30 p.m. daily.

Vending dates are identified as:

- **Required 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. Additional dates which extend the length of the vending season into the winter months are also offered and considered optional.
- **Blackout Dates:** Dates that are not included in the permit.

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

2.0 Location

Vending location is determined seasonally.

During the Spring to Fall season, which is from May through to October, the successful vendor(s) will be located on the Lower Square under the Market Trellis. Please see Appendix A for reference. This area is referenced as “The Porch” and defined as 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, enhancements to the amenities at Mississauga Celebration Square have provided the opportunity to extend the length of the vending season. In November the fountain is converted into Mississauga’s largest outdoor skating rink. The successful vendor(s) will be relocated closer to the Upper Square, within close proximity of the outdoor skating rink and the skate trailer, “the Cabin,” featuring an indoor warming area, skate rentals and an expanded heated patio. The City had over 47,000 attendees during the 2018/19 Winter season. The vending location for Winter will be confirmed around September 2019.

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:

| Name of Event | Date(s) | 2018/19 Attendance |
|-------------------------------|--|--------------------|
| Pep Rally* | Monday, May 20 th , 2019 | 15,000 |
| Fresh Air Fitness Series | Wednesdays, May 22 nd – August 28 th , 2019 | 5,000 |
| Movie Nights Series | Thursdays, May 23 rd – August 29 th , 2019 | 30,000 |
| Lion's Farmer Market Series | Wednesdays, June 5 th – October 16 th , 2019 | 10,000 |
| Canada Day* | Monday, July 1 st , 2019 | 50,000 |
| Make-Believe Theatre Series | Tuesdays, August 6 th – 27 th , 2019 | 1,500 |
| Amphitheatre Unplugged Series | Wednesdays, August 7 th – 28 th , 2019 | 600 |
| Halloween* | Saturday, October 26 th , 2019 | 5,000 |
| Light Up the Square* | Saturday, November 23 rd , 2019 | 15,000 |
| New Year's Eve Celebration* | Tuesday, December 31 st , 2019 | 30,000 |
| Family Day* | Monday, February 17 th , 2020 | 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 a host to many independently produced festivals and events. The successful vendor(s) permit does not extend to the festival dates as per the Blackout Dates listed. 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; Smoking By-Law 94-14; Open Air Burning By-Law 140-18; Vendors By-Law 522-04; Drop-In Culture Programs and Rental Rates Fees and Charges 159-17; 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.

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 required, 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 required, encouraged, optional, or blackout dates arise.

REQUIRED DATES

The following is a list of scheduled events and dates which are considered required from the vendor. Vendor permits for these dates will be arranged through City staff. This permit includes a total of 105 vending dates included within the 2019-2020 season.

| DATES | TIMES |
|--|-------------------|
| May 1 st – 9 th , 2019 | 10:30am – 11:00pm |
| May 11 th – 13 th , 2019 | 10:30am – 11:00pm |
| May 15 th – 19 th , 2019 | 10:30am – 11:00pm |
| May 21 st – 23 rd , 2019 | 10:30am – 11:00pm |
| May 27 th – 30 th , 2019 | 10:30am – 11:00pm |
| June 2 nd – 6 th , 2019 | 10:30am – 11:00pm |
| June 9 th – 13 th , 2019 | 10:30am – 11:00pm |
| June 16 th – 20 th , 2019 | 10:30am – 11:00pm |
| June 23 rd – 30 th , 2019 | 10:30am – 11:00pm |
| July 2 nd – 5 th , 2019 | 10:30am – 11:00pm |
| July 8 th – 11 th , 2019 | 10:30am – 11:00pm |
| July 14 th – 18 th , 2019 | 10:30am – 11:00pm |
| July 21 st – 23 rd , 2019 | 10:30am – 11:00pm |
| July 29 th – August 1 st , 2019 | 10:30am – 11:00pm |
| August 6 th – August 8 th , 2019 | 10:30am – 11:00pm |
| August 12 th – 15 th , 2019 | 10:30am – 11:00pm |
| August 18 th – 22 nd , 2019 | 10:30am – 11:00pm |
| August 26 th – 29 th , 2019 | 10:30am – 11:00pm |
| September 3 rd – 5 th , 2019 | 10:30am – 11:00pm |
| September 9 th – 13 th , 2019 | 10:30am – 11:00pm |
| September 16 th – 20 th , 2019 | 10:30am – 11:00pm |
| September 23 rd – 30 th , 2019 | 10:30am – 11:00pm |

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, civic holidays and/or high foot traffic. This list also includes additional winter vending dates. Winter vending dates are optional, and must be confirmed by the vendor no later than **Friday, September 13th, 2019**. 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 dates will be arranged through City staff.

| DATES | TIMES |
|---|-------------------|
| Monday, May 20 th , 2019 | 10:30am – 11:00pm |
| Wednesdays May 22 nd – August 28 th , 2019 | 10:30am – 11:00pm |
| Thursdays May 23 rd – August 29 th , 2019 | 10:30am – 11:00pm |
| Monday, July 1 st , 2019 | 10:30am – 11:00pm |
| Monday, August 5 th , 2019 | 10:30am – 11:00pm |
| Tuesdays August 6 th -27 th , 2019 | 10:30am – 11:00pm |
| Monday, September 2 nd , 2019 | 10:30am – 11:00pm |
| Saturday, October 26 th , 2019 | 10:30am – 11:00pm |
| Saturday, November 23 rd , 2019 | 10:30am – 11:00pm |
| Tuesday, December 31 st , 2019 | 10:30am – 11:00pm |
| Monday, February 17 th , 2019 | 10:30am – 11:00pm |
| WINTER VENDING DATES | TIMES |
| October 11 th -13 th , 2019 | 10:30am – 11:00pm |
| October 18 th – 20 th , 2019 | 10:30am – 11:00pm |
| October 25 th – 27 th , 2019 | 10:30am – 11:00pm |
| November 1 st – 3 rd , 2019 | 10:30am – 11:00pm |

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| WINTER VENDING DATES | TIMES |
|---|-------------------|
| November 8 th – 10 th , 2019 | 10:30am – 11:00pm |
| November 15 th – 17 th , 2019 | 10:30am – 11:00pm |
| November 22 nd – 24 th , 2019 | 10:30am – 11:00pm |
| November 29 th – December 1 st , 2019 | 10:30am – 11:00pm |
| December 6 th – 8 th , 2019 | 10:30am – 11:00pm |
| December 13 th – 15 th , 2019 | 10:30am – 11:00pm |
| December 20 th – 30 th , 2019 | 10:30am – 11:00pm |
| January 3 rd – 5 th , 2020 | 10:30am – 11:00pm |
| January 10 th – 12 th , 2020 | 10:30am – 11:00pm |
| January 17 th – 19 th , 2020 | 10:30am – 11:00pm |
| January 24 th – 26 th , 2020 | 10:30am – 11:00pm |
| January 31 st – Feb 2 nd , 2020 | 10:30am – 11:00pm |
| February 7 th – 9 th , 2020 | 10:30am – 11:00pm |
| February 14 th – 16 th , 2020 | 10:30am – 11:00pm |
| February 21 st – 23 rd , 2020 | 10:30am – 11:00pm |
| February 28 th – March 1 st , 2020 | 10:30am – 11:00pm |
| March 6 th – 8 th , 2020 | 10:30am – 11:00pm |
| March 13 th – 22 nd , 2020 | 10:30am – 11:00pm |
| March 27 th – 29 th , 2020 | 10:30am – 11:00pm |

VENDOR BLACKOUT DATES

The following is a list of scheduled events and dates which are excluded from the vendor's contract. 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.

| DATES FOR INDEPENDENTLY PRODUCED EVENTS |
|---|
| Friday, May 10 th , 2019 |
| Tuesday, May 14 th , 2019 |
| Friday, May 24 th – Sunday, May 26 th , 2019 |
| Friday, May 31 st - Saturday, June 1 st , 2019 |
| Friday, June 7 th – Saturday, June 8 th , 2019 |
| Friday, June 14 th - Saturday, June 15 th , 2019 |
| Friday, June 21 st - Saturday, June 22 nd , 2019 |
| Saturday, July 6 th - Sunday, July 7 th , 2019 |
| Friday, July 12 th – Saturday, July 13 th , 2019 |
| Friday, July 19 th – Saturday, July 20 th , 2019 |
| Wednesday, July 24 th – Sunday, July 28 th , 2019 |
| Friday, August 2 nd – Sunday, August 4 th , 2019 |
| Friday, August 9 th – Saturday, August 11 th , 2019 |
| Friday, August 16 th – Saturday August 17 th , 2019 |
| Friday, August 23 rd – Sunday, August 25 th , 2019 |
| Friday, August 30 th – Sunday, Sept 1 st , 2019 |
| Friday, Sept 6 th – Saturday, Sept 7 th , 2019 |
| Saturday, Sept 14 th - Sunday, Sept 15 th , 2019 |
| Saturday, Sept 21 st – Sunday, Sept 22 nd , 2019 |
| Saturday, Oct 5 th – Sunday, Oct 6 th , 2019 |
| Saturday, Oct 19 th – Sunday, Oct 20 th , 2019 |

**Please note that all blackout dates are subject to change. Vendor will be notified of changes in advance.*

Appendix 'A'

Approved Vendor Locations on Site

