

THE CORPORATION OF THE CITY OF MISSISSAUGA



MATERIEL MANAGEMENT

PART A

BIDDER INFORMATION PACKAGE

REQUEST FOR PROPOSAL

Procurement No: PRC002827

FOR

**Portable Outdoor Vending Carts, Mobile Trucks to Supply Food and Beverage
Services at Mississauga Celebration Square
For a Period of One (1) Year**

Closing Date: Wednesday April 7th, 2021

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

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EXECUTIVE SUMMARY

The Corporation of the City of Mississauga (the City) requires multi-faceted mobile food vendor(s) that can provide outdoor food services of a sweet or savory selection to Mississauga Celebration Square visitors starting in May 2021 through to April 2022.

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 trellised outdoor market area and a variety of shaded garden areas. Visitor attendance to the Square in 2019 was more than 700,000.

This is the sixth 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, Le Chateau Chicken, Cha Cha Churros, Delicious Empanadas and Top Dog.

We allow our successful vendors to extend their stay during November to March of the following year. During the winter season, the fountain is converted into Mississauga's largest outdoor ice rink, where, typically over 47,000 people a season come out to skate. We are looking to provide the full winter experience to our users with our successful vendor(s) having an opportunity to vend during the winter months.

Vending dates and timelines are subject to change to due the COVID-19 response framework set out by the Provincial Government.

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

To be considered for award, Bidders must demonstrate the Bidder Experience & Qualifications listed in 6.0 Submission Format, Part 3 below.

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.

For information on the City's purchasing policies, go to: www.mississauga.ca/tendersandbids

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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, will be recommended for award.

4.0 Deadline for Proposal Submissions

Bidders responding to this RFP should submit one (1) original plus three (3) copies of their complete response, in a sealed container to: Manager, Materiel Management, Corporate Services Department, The Corporation of the City of Mississauga, 300 City Centre Drive, Ground Floor (next to the parking elevators), Mississauga ON L5B 3C1.

Closing time: Wednesday April 7th, 2021 4:00 p.m. Local Time

'Submission Label' is provided on the front cover page of Bidder Response Package and should be attached on the envelope.

Envelopes must be time-stamped in Materiel Management before the closing time, at the above location to be considered.

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:

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Parks Permit - \$1,074.34 + HST

Mobile Licensing fee for carts - \$228.25 for the owner, and \$202.25 per operator

Mobile Licensing fee for Food Trucks: \$291.00, and \$216.81 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. 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.

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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 and good availability
- ▶ 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
- ▶ commit to use eco-friendly packaging

Part 4 – Schedule A 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.

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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.

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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.	20
Sustainability	A commitment to using eco-friendly packaging)	10
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
Total		<u>100</u>

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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.

Issue RFP	March 19, 2021
RFP Closes	April 7, 2021
Evaluation Complete	April 14, 2021
Short Listed Interviews (if required)	Week of April 19, 2020
Notice of Award	April 23, 2021
Contract Commences	May 1st, 2021

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:

Joyce Kong, Immediate Buyer
Email: jiechun.kong@mississauga.ca

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SPECIAL TERMS AND CONDITIONS

1.0 Term of Contract

The contract shall commence May 2021 and will continue until the end of April 2022.

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 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

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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.

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STATEMENT OF WORK/REQUIREMENTS

1.0 Assigned Designated Location and Times

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 2021 - April 2022 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:

- **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. Additional dates which extend the length of the vending season into our winter months are also offered and considered optional.
- **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.

Location

Vending location is determined seasonally by City of Mississauga Staff.

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.

From November to March, 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. The successful vendor(s) will be relocated to City Centre Drive, within closer proximity of the outdoor skating rink and the skate trailer, “The Cabin,” featuring an indoor warming area, skate rentals and an expanded heated patio. In the 2018/19 season, we had over 47,000 attendees during the winter season. Winter vending location to be confirmed in September 2021.

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.

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2.0 Special Events

City Produced Events

Typically, Celebration Square features a dynamic line up of free outdoor City produced events. Due to COVID-19 these events have been reimagined to coincide with Provincial regulations. If in person events are allowed to return, the successful vendor(s) will be provided the opportunity to vend to the public during these City produced events.

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

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 below in Appendix A. 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.

3.0 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, Smoking By-Law 94-14, as amended.

4.0 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.

5.0 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.

6.0 Display of Permits/License

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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.

7.0 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.

8.0 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.

9.0 Quality Products

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

10.0 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.

11.0 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.

12.0 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.

13.0 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.

14.0 Courteous and Professional Manner

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

15.0 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.

16.0 Inspection

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

17.0 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).

18.0 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.

19.0 Exclusive Beverage Arrangement

The City of Mississauga has an exclusive beverage Agreement with a company to be named shortly. Therefore, only the exclusive beverage supplier's products can be sold to the public on City property.

20.0 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.

21.0 Vendor Blackout Dates

Reference 'Appendix A' below for a list of scheduled events and dates which are excluded from the vendor rights. The contract manager will notify the successful Bidder if new blackout dates arise or change.

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22.0 Sustainability

The City of Mississauga is intentional about reducing waste and potential litter created within the city. We are always looking for ways to improve our impact to our community and environment. Events within the city have access to over 1,000,000 participants annually, meaning that we have over 1,000,000 chances to influence how residents or visitors view and treat our city.

Reduce the amount of waste generated through sustainable purchasing options, reusing materials where possible (reusable condiment containers, reusable utensils, reusable serving trays etc.) and ensure waste generated by the vendor is properly disposed of in recycling, organics or garbage to avoid contaminating each waste stream.

For Peel of Regional waste management and recycling program, please use the link below for more details.

<http://www.peelregion.ca/waste/recycling/#recycling-acceptable>

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APPENDIX 'A'

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.

DATES	TIMES
May 1 – 14, 2021	10:30am – 11:00pm
May 16 – 23, 2021	10:30am – 11:00pm
May 25 – June 11, 2021	10:30am – 11:00pm
June 13 – June 18, 2021	10:30am – 11:00pm
June 20 – June 25, 2021	10:30am – 11:00pm
June 27 – June 30, 2021	10:30am – 11:00pm
July 2 – July 8, 2021	10:30am – 11:00pm
July 11 – July 16, 2021	10:30am – 11:00pm
July 19 – July 22, 2021	10:30am – 11:00pm
July 25 – July 29, 2021	10:30am – 11:00pm
August 2 – August 5, 2021	10:30am – 11:00pm
August 8 – August 13, 2021	10:30am – 11:00pm
August 15 – August 20, 2021	10:30am – 11:00pm
August 23 – August 26, 2021	10:30am – 11:00pm
August 30 – Sept 3, 2021	10:30am – 11:00pm
Sept 5 – Sept 10, 2021	10:30am – 11:00pm
Sept 12 – Sept 18, 2021	10:30am – 11:00pm
Sept 20 – 25, 2021	10:30am – 11:00pm
Sept 27 – Oct 8, 2021	10:30am – 11:00pm

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WINTER VENDING DATES

Winter Vending dates are optional, and must be confirmed by the vendor no later than **Friday, September 10, 2021**. 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.

WINTER VENDING DATES	TIMES	Check off confirm Attendance
October 15 - 17, 2021	10:30am - 11:00pm	
October 22 - 24, 2021	10:30am - 11:00pm	
October 29 - 31, 2021	10:30am - 11:00pm	
November 5 - 7, 2021	10:30am - 11:00pm	
November 12 - 14, 2021	10:30am - 11:00pm	
November 26 - 28, 2021	10:30am - 11:00pm	
December 3 - 5, 2021	10:30am - 11:00pm	
December 10 - 24, 2021	10:30am - 11:00pm	
December 26 - 30, 2021	10:30am - 11:00pm	
January 1 - 2, 2022	10:30am - 11:00pm	
January 7 - 9, 2022	10:30am - 11:00pm	
January 14 - 16, 2022	10:30am - 11:00pm	
January 21 - 23, 2022	10:30am - 11:00pm	
January 28 - 30, 2022	10:30am - 11:00pm	
February 4 - 6, 2022	10:30am - 11:00pm	
February 11 - 13, 2022	10:30am - 11:00pm	
February 18 - 21, 2022	10:30am - 11:00pm	
February 25 - 27, 2022	10:30am - 11:00pm	
March 4 - 6, 2022	10:30am - 11:00pm	
March 11 - 20, 2022 (March Break)	10:30am - 11:00pm	
March 25 - 27, 2022	10:30am - 11:00pm	

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VENDOR 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	DATE
Independently Produced Event	Saturday May 15, 2021
Independently Produced Event	Saturday June 12, 2021
Independently Produced Event	Saturday June 19, 2021
Independently Produced Event	Saturday June 26, 2021
Independently Produced Event	Friday July 9 – Saturday July 10, 2021
Independently Produced Event	Saturday July 17 – Sunday July 28, 2021
Independently Produced Event	Friday July 23 – Saturday July 24, 2021
Independently Produced Event	Friday July 30 – Sunday August 1, 2021
Independently Produced Event	Friday August 6 – Saturday August 7, 2021
Independently Produced Event	Saturday August 14, 2021
Independently Produced Event	Saturday August 21 – Sunday August 22, 2021
Independently Produced Event	Friday August 27 – Sunday August 29, 2021
Independently Produced Event	Saturday September 4, 2021
Independently Produced Event	Saturday September 11, 2021
Independently Produced Event	Saturday September 18 – 19, 2021
Independently Produced Event	Sunday September 26, 2021
Independently Produced Event	Saturday October 9, 2021

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

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Appendix 'B'

Mandatory Vendor Location on Site

Note: order of food vendors in market trellis is based on factors such as electrical requirements and seniority; the order is determined by City staff and non-negotiable.

