



Township of Havelock-Belmont-Methuen Bid Document

Request for Quotation #PRF-2025-01

Ball Park Booth (Canteen) Operation 2025 Season

HARD COPY QUOTATION SUBMISSIONS ONLY

**shall be received no later than: 11:00 a.m. local time,
Wednesday, March 5, 2025**

The Township of Havelock-Belmont-Methuen reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this Call for Bids at any time.

Township of Havelock-Belmont-Methuen
1 Ottawa Street East Havelock, ON K0L 1Z0
Telephone: (705) 778-2308

Josh Storey, Supervisor of Parks, Recreation and Facilities

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN (HBM)
REQUEST FOR QUOTATION (RFQ) #PRF-2025-01
BALL PARK BOOTH (CANTEEN) OPERATION 2025 SEASON

RFQ Submission Location:

The Municipality's quotation forms must be used and are available at the Municipal Office, 1 Ottawa St. E., Havelock, Ontario, during normal business hours or on the Township website www.hbmtwp.ca

RFQ Closing:

Sealed quotations will be received by the undersigned up until 11:00 a.m. on Wednesday, March 5, 2025.

RFQ Opening:

Quotations will be opened publicly by Administration at the Municipal Office at 11:05 a.m. on Wednesday, March 5, 2025.

Quotation Review & Subsequent Approval:

Highest or any quotation not necessarily accepted and subject to Council's approval at the March 18, 2025, Regular Council Meeting.

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN (HBM)
REQUEST FOR QUOTATION (RFQ) #PRF-2025-01
BALL PARK BOOTH (CANTEEN) OPERATION 2025 SEASON

TERMS OF REFERENCE

1. Hours of operation for the canteen operation shall be limited to Baseball League(s) Schedule.
2. Renter responsible for cleaning the canteen and surrounding areas, opening and closing washrooms, turning ball field lights on and off. A damage/cleaning deposit of \$100.00 is required to be paid within ten (10) days of acceptance of quotation and payable to the Township of Havelock-Belmont-Methuen. This deposit will be refunded at the end of the season after inspection by and approval of the Supervisor of Parks, Recreation and Facilities.
3. Renter is responsible for operation in compliance with the Occupational Health and Safety Act, Health Protection and Promotion Act, the Township's Health and Safety Policy and any other regulations governing such services.
4. Quotation amount is due within ten (10) days of acceptance of quotation and payable to the Township of Havelock-Belmont-Methuen.
5. Renter is responsible for any and all damage incurred in the canteen during the season.
6. Renter is responsible to obtain own permits, licenses and coverage as required.
7. Renter to notify the Municipality, in writing, addressed to the Supervisor of Parks, Recreation and Facilities, PO Box 10, Havelock ON, K0L 1Z0, providing a minimum of three (3) weeks' notice, in the event where the Renter wishes to discontinue operating the canteen.
8. The Municipality to notify the Renter in writing to the stipulated address, providing a minimum of three (3) weeks' notice in the event where the Municipality wishes to discontinue operating the canteen.
9. The Municipality is not responsible for loss of revenue or stock due to faulty equipment or any act of God.
10. Renter will not alter the canteen unless approved in writing by the Supervisor of Parks, Recreation and Facilities.
11. This agreement is valid upon signing of both parties and for the term of the 2025 baseball season.
11. Keys to facilities must be returned at the end of the season and the stock (if any) shall be removed from refrigerators or freezers.

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12. This contract will be for one (1) season.

13. The Municipality will reserve the right to limit use of canteen during other Municipal events unless approved prior to an event.

QUOTATION FORM

I, _____, having carefully read the Terms of Reference for the HBM Ball Park Booth (Canteen) Operation, hereby submit this quotation in the amount of \$ _____ for the 2025 season.

Dated _____ this _____ day of _____, 2025.

Signature

Name (please print)

Address

Phone Number

Highest or any quotation not necessarily accepted.

Sealed and completed quotation form to be submitted no later than 11:00 a.m. on Wednesday, March 5, 2025, to the Municipal Office, 1 Ottawa St. E., Havelock ON, K0L 1Z0.