



**Township of Lanark Highlands  
Expression of Interest  
Concession Booth (Canteen) Operator  
Clyde Memorial Baseball Diamond  
EOI #PR-2025-02**

## **1.0 PROJECT DESCRIPTION**

The Corporation of the Township of Lanark Highlands (hereinafter referred to as the Township) is seeking Expression of Interest (EOI) submissions for the Concession Booth (Canteen) Operation at the Clyde Memorial Baseball Diamond.

## **2.0 PROJECT SCOPE**

The operator will be required to run the canteen at the Clyde Memorial Baseball Diamond (84 Clarence Street, Lanark, Ontario) from Mid May 2025 to September 2025. Hours will vary depending on the Baseball League Schedules (mostly evening and weekends).

The terms of operation include:

- Stocking, pricing, scheduling, accounting & staffing
- Provides own garbage bags
- Provides own kitchen equipment (existing equipment located in the concession is owned by the Township which may be used by the contractor)
- Hours of operation for the canteen operation shall be limited to the Baseball League(s) schedules
- Renter responsible for cleaning the canteen, opening and closing washrooms
- 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
- Renter must have a valid Food Handlers Safety Certificate, issued by the Health Unit
- Renter is responsible for any and all damage incurred in the canteen during the season
- Renter to notify the Municipality, in writing, providing a minimum of three (3) weeks' notice in the event where the Renter wishes to discontinue operating the canteen
- The Municipality to notify renter in writing, providing a minimum of three (3) weeks' notice in the event where the Municipality wishes to discontinue operating the canteen
- Renter will not alter the canteen unless approved in writing by the Manager of Facilities/Community Affairs
- This contract will be for one (1) season



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Current Township owned equipment within the booth are as follows:

- Pepsi Fridge
- Hot Dog Roller
- Coffee Maker
- Chest Freezer

The proponent that is awarded the contract will be required to sign a waiver stating that any damages done to Township Equipment will be paid for in full by the Booth Operator.

### **3.0 PROJECT AUTHORITY**

For further information regarding all aspects of this Request for Quotation, please contact:

Chelsea Rath, Manager of Facilities / Community Affairs

Township of Lanark Highlands  
75 George Street, PO Box 340  
Lanark, Ontario K0G 1K0

Telephone: (613) 259-2398 ext. 252  
E-mail: [commaffairs@lanarkhighlands.ca](mailto:commaffairs@lanarkhighlands.ca)

### **4.0 PROPOSAL VALIDITY**

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days, following the due date for receipt of submissions.

### **5.0 SUBMISSION OF PROPOSAL**

Please provide your proposal, signed and dated, in a sealed envelope clearly identified as **EOI #PR-2025-02 Concession Booth (Canteen) Operator** addressed to the Project Authority in person or submitted by e-mail to [commaffairs@lanarkhighlands.ca](mailto:commaffairs@lanarkhighlands.ca). E-mail will remain unopened until the opening date and time. E-mails sent to any other e-mail other than [commaffairs@lanarkhighlands.ca](mailto:commaffairs@lanarkhighlands.ca) will not be considered.

Proposals **MUST** be received in person at 75 George St, Lanark, ON, K0G 1K0 or submitted by e-mail **NO LATER THAN 11:00 am on April 25th, 2025**. Submissions received after the above due date and time will not be considered, and will be returned unopened, to the originator.



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Submissions **MUST** state the total rental rate the proponent would like to pay the Township. This rental fee covers use of the space and use of the equipment.

## **6.0 INQUIRIES**

All inquiries regarding this Expression of Interest are to be directed to the Project Authority. Inquiries must be received no later than **April 18<sup>th</sup>, 2025**.

Information obtained from any other source is not official and should not be relied upon.

## **7.0 RIGHTS RESERVED BY THE TOWNSHIP**

The Township will not be responsible for any costs incurred in the preparation and submission of this Expression of Interest.

***The highest submission will not necessarily be accepted, and the Township reserves the right to accept or reject any or all proposals and/or to reissue the Expression of Interest in its original or revised form.***

The Township also reserves the right to cancel this Expression of Interest at any time, without penalty or cost to the Township. This Expression of Interest and the resulting proposals should not be considered a commitment by the Township to enter into any contract.

## **8.0 CONTRACT**

The successful individual/firm will be required to enter into a contract with the Township, meeting the required terms and conditions established by the Township. If the contract is awarded to an individual, that individual must be of legal age. If the contract is awarded to a firm, the principal must be of legal age. The successful individual/firm will not have the right to assign the Contract nor any interest therein nor subcontract the performance of any service or the supply of any product without written consent of the Township.

## **9.0 INDEMNIFICATION AND LIABILITY INSURANCE**

The successful bidder shall at their own expense within 10 days of notification of acceptance and prior to the commencement of any work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence for any negligent acts or omissions by the



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contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including the loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township as an Additional Insured with respect to the operations of the bidder. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful bidder shall indemnify and hold the Township, its officers and employees harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or acts of omissions whether willful or otherwise by the bidder, its agents, officers, employees or other persons for whom the bidder is legally responsible.

The successful contractor shall indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the proponent, its agents, officers, employees or other persons for whom the proponent is legally responsible.

#### **10.0 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications. Questions about the collection of Information should be directed to the Clerk at 613-259-2398 ext. 231 or [clerk@lanarkhighlands.ca](mailto:clerk@lanarkhighlands.ca)

#### **11.0 HEALTH AND SAFETY**

The successful contractor shall be responsible for providing all safety training and related safety equipment, for employing safe work practices at all times while carrying out work for the Township, and for complying with all applicable health and safety legislation/regulations. The successful contractor agrees to comply and stay up to date on all Health Unit and Provincial regulations.



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**MANDATORY RESPONSE FORM  
RENTAL FEE FOR CLYDE MEMORIAL OPERATOR 2025 SEASON**

I, \_\_\_\_\_, having carefully read the project scope, hereby submit the amount of \$\_\_\_\_\_ for the rental of the Clyde Memorial Canteen for the 2025 Baseball Season.

Dated \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number