

Expression of Interest

Food Service & Concessions

Port Hawkesbury Civic Centre

July 16, 2025

The Town of Port Hawkesbury is requesting expressions of interest for the provision of food services at the Port Hawkesbury Civic Centre by July 31, 2025 at 2pm.

I. Port Hawkesbury Civic Centre Background

The Port Hawkesbury Civic Centre is a state-of-the-art facility located in the Town of Port Hawkesbury. Public amenities include arena, conference and meeting spaces, fitness facility, and Municipal offices.

II. Facility Specifications

The designated site for the proposed service facility is a portion of the Port Hawkesbury Civic Centre, located on the main floor of the building. The lease consists of exclusive use of a canteen kitchen, exclusive use of specified locked refrigerator in the canteen area, and access to a commercial kitchen as required. (Additional/storage staging space is limited.)

The tenant is responsible for any communication service bills, solid waste management, removal of cooking grease, and any other additional cost relating to provision of service not provided in contract.

III. Service Needs

Food service in the Port Hawkesbury Civic Centre is an integral part of the building activity. Meetings, arena and facility activities, and special events require food services at the Centre.

The highest customer demands occur during catered meeting and events, as well as the weekend during hockey season. Demand ebbs and flows, based on programming, with peak demand occurring during major events, weddings, meetings, and arena activities.

The food service purveyor is encouraged to conduct careful analysis of the intended clientele in the development of an appropriate business plan, theme, menu, healthy options, pricing, and service level. It is at the discretion of the service purveyor to propose any additional offered services such as outside delivery of catering.

Advertising and promotion of the food concession/canteen is the responsibility of the service purveyor, although the Civic Centre management team will act collaboratively where possible to support common promotional goals.

The space is 400 square feet.

IV. Expression of Interest

Interested parties shall submit written proposals containing the following essential elements:

- A summary of the purveyor's understanding of the current market area and the description of how the proposed service will attract and service the anticipated clientele.

- Identification of the principal persons to be associated with the proposed operation and their respective qualifications and experience levels.
- The scope and extent of services to be offered, days and hours of operation and anticipated staffing.
- The expected timetable for setup, occupancy and startup of services, once approved to proceed.
- References related to the Service Purveyor's experience in other, similar food service locations.
- A proposed daily menu and catering menu, with sample pricing and healthy options to be offered.
- Theme (if any), advertising and promotion plans.
- List any special terms and conditions that would be anticipated in a lease agreement with the Town of Port Hawkesbury, such as, but not limited to, length of lease, initial and future revenue expectations, (to operator and to the Town of Port Hawkesbury) exceptions or variations in the scope of the operation, or any other pertinent information within this category.
- Incomplete applications will not be considered.

Inquiries regarding the Expression of Interest may be addressed to Michelle Farrow, Recreation, Marketing, Tourism & Culture Director, mfarrow@townofph.ca.

Inspections of the Licensed Premises arranged by contacting Gordie Snook 902-625-7037, or by email - gsnook@townofph.ca

V. Schedule

Request for expression of interest release date: July 16, 2025
 Deadline for expression of interest: July 31, 2025, 2:00pm

Successful applicants will be notified within 1 week. Canteen is expected to open September 1, 2025.

Proposals must be received at:

**Port Hawkesbury Civic Centre
 606 Reeves Street, Unit 1
 Port Hawkesbury, NS. B9A 2R7**

Or via email to mfarrow@townofph.ca

Each proposal received will be reviewed by staff to assure completeness of the proposal package and compliance with the requested information. Incomplete applications will not be considered. A recommendation will be made for the acceptance of the most viable proposal with negotiation of a lease agreement to follow. Upon approval of a lease agreement, the successful bidder may take possession of the subject premises and begin operation.

VI. Selection Process

The proposals submitted will be evaluated on the basis of:

1. The quality and thoroughness of the proposal response
2. Demonstrated expertise and experience in the industry, and ability to set up and open the desired food service operation in a reasonable time frame.
3. Responsiveness of proposed weekly schedule, hours of operation and scope of service to be provided.
4. Responsiveness to the anticipated needs and expectations of the perceived customer base.
5. Reference validation
6. Awareness of the local food market and commitment to environmentally friendly options.
7. At the discretion of the Selection Committee, oral interviews of top candidates may be conducted to help evaluate the quality and responsiveness of the comparative proposals. The CAO or his designate will negotiate the terms of a lease agreement. Successful proposers should anticipate the request for additional information/documentation.
8. The Town reserves the right to reject any or all proposals, and to negotiate contract terms.
9. All proposals and Statement of qualifications submitted to the Town in response to this Expression of Interest become the property of the Town.

Port Hawkesbury Civic Centre Equipment List

The following equipment is provided in the canteen and kitchen area as part of this agreement. Kitchen equipment listed below that is outside the canteen premises is available to the canteen operator as needed for canteen operations if available. This equipment is owned by the Town of Port Hawkesbury, provided for the use of the food service purveyor and expected to remain – in good condition (reasonable wear and tear expected) – on the premises at the termination of this agreement.

Canteen Equipment

2	40-45 lb gas fryers
1	gas counter unit griddle
1	gas grill and oven
1	6 burner gas oven
3	35 cubic ft merchandiser refrigerator unit
1	refrigerator/freezer unit (2 door)
1	2 door freezer (shared)
1	hotdog showcase
2	24X72 Stainless steel work table
1	2 bay stainless steel sink
2	3'X5' floor mats
1	pre-rinse unit
1	Ansel System
1	27X36 Stainless steel work table
1	slicer

Kitchen and Other Equipment – When available

2	BQ1700 Holding Modules
1	10 burner gas range oven
1	US range & Oven & Grill
2	microwave ovens
1	3 bay stainless steel sink
2	cage shelf unity
1	48X120 Stainless steel work table
2	24X72 Stainless steel work table
1	Ansel System
1	4X10 Floor prep table
1	Blodgett Convection oven
1	72X24 Steam table
3	Bunn Coffee makers
1	Dishwasher unit
1	ice maker and bin
1	ice makre bin attachment