



**NORTH ALGONIA WILBERFORCE  
TOWNSHIP**

**Expression Of Interest  
REC - 2026-01  
Melissa Bishop Park Canteen**

**Expression of Interest: REC-2026-01**

**Location: 28c Township Park Road**

EOI Number:	REC-2026-01
Closing Date:	June 11,2026
Closing Time:	2:00 p.m.
Opening Time:	2:15 p.m.



## TOWNSHIP OF NORTH ALGONA WILBERFORCE

Expression of Interest  
Melissa Bishop Park Canteen Operator  
EOI # REC 2026-01

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The Corporation of the Township of North Algona Wilberforce (hereinafter referred to as the Township) is seeking Expression of Interest (EOI) submissions for the Canteen Operation at Melissa Bishop Park for the 2026 summer season.

### 1.0 PROJECT SCOPE

The operator will be required to run the canteen at Melissa Bishop Park (28c Township Park Road, Ontario) until the September Labour day weekend 2026.

The Canteen Operator will be responsible for:

- Stocking, pricing, scheduling, accounting & staffing
- Providing garbage bags, and cleaning supplies for canteen.
- Cleaning of the canteen and removing canteen garbage.
- Providing kitchen equipment (existing equipment located in the canteen is owned by the Township and may be used by the operator)
- Determine Canteen operating hours.
- 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.
- Possess a valid Food Handlers Safety Certificate, issued by the Health Unit.
- Any and all damage incurred in the canteen during the season.
- To notify the Township, in writing, providing a minimum of two (2) weeks' notice where the Operator wishes to discontinue operating the canteen
- The Township will be responsible for the payment of all utility charges connected with the canteen, but will not provide communication utilities (telephone, internet).

Township owned equipment within the canteen:

- Electric refrigerator freezer
- Electric Stove
- Microwave
- 4 x4 folding table
- Plastic shelving unit

## **2.0 RESTRICTED PRODUCTS**

The sale or storage of tobacco, cannabis, and alcohol products in any manner at all facilities owned by the Township is strictly prohibited. Failure to adhere to this condition may lead to the immediate termination of any contract/agreement with the Township.

## **3.0 PROJECT AUTHORITY**

For further information regarding all aspects of this Expression of Interest, please contact:

Laura Griffith, Deputy Clerk  
Township of North Algona Wilberforce  
1091 Shaw Woods Road,  
Eganville, ON  
K0J 1T0

613-628-2080 ext. 201  
[admin@nalgonawil.com](mailto:admin@nalgonawil.com)

## **4.0 PROPOSAL VALIDITY**

Proposals shall remain valid and open for acceptance by the Township for a period of fourteen (14) calendar days, following the due date for receipt of submissions.

## **5.0 SUBMISSION OF EXPRESSION OF INTEREST**

Please provide your EOI signed and dated, clearly identified as EOI #REC-2026-01 Melissa Bishop Park Canteen Operator by e-mail to [admin@nalgonawil.com](mailto:admin@nalgonawil.com) E-mails sent to any other e-mail will not be considered or drop off at the Township office at 1091 Shaw Woods Road, Eganville On, K0J 1T0. EOI closes June11, 2026.

## **6.0 INQUIRIES**

All inquiries regarding this Expression of Interest are to be directed to the Township received no later than June 5, 2026. Information obtained from any other source is not official and should not be relied upon.

## **7.0 CONTRACT**

The successful individual/firm will be required to enter into a contract with the Township, meeting the required terms and conditions. The successful individual/firm 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.

The successful individual/firm 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 Canteen Operator.

## **8.0 ACCESS and KEYS**

Once keys have been given to the Canteen Operator:

- Township staff will not have access to the canteen without giving notice and the consent of the operator, other than in an emergency.
- Township staff will not enter or grant access to the canteen at the request of the operator or any other party to accommodate specific needs of the operator.
- The operator will not change the locks or keys.
- All keys entrusted to the operator must not be duplicated, always protected and returned to the North Algona Wilberforce CAO.

## **9.0 INDEMNIFICATION AND LIABILITY INSURANCE**

The successful individual/firm 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 Canteen Operator 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 Canteen Operator. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful individual/firm 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, it's agents, officers, employees or other persons for whom the bidder is legally responsible.

The successful individual/firm 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 613-628-2080 ext. 202 or [cao@nalgonawil.com](mailto:cao@nalgonawil.com)

## **11.0 HEALTH AND SAFETY**

The successful individual/firm shall be responsible for providing all safety training and related safety equipment, for employing safe work practices, and for complying with all applicable health and safety legislation/regulations. The successful individual/firm agrees to comply with and stay up to date on all Health Unit and Provincial regulations and possesses a valid food handlers' certificate. The successful individual/firm will not prevent the Renfrew County Health Unit Inspector access to the canteen.

## **12.0 VULNERABLE SECTOR CHECK**

A valid vulnerable sector check will be required for the successful individual/firm and any other people working in the canteen throughout the summer.

### **13.0 MANDATORY REQUIREMENTS**

Individuals/firms must provide the following:

- Completed Expression of Interest mandatory response form
- Proof of business registration (if applicable)
- Valid food handling certification
- Proof of liability insurance or ability to obtain coverage
- Minimum of two references
- Proposed menu and pricing structure
- Description of operating experience

Failure to provide mandatory requirements may result in disqualification.

### **14.0 EVALUATION PROCESS**

- All submissions will be reviewed for completeness and compliance with mandatory requirements.
- Qualified submissions will be evaluated using the criteria and weighting outlined below.
- The highest-ranked individual/firm may be invited for an interview, presentation, or clarification meeting.
- The organization reserves the right to negotiate terms with the preferred individual/firm.
- The organization is not obligated to accept the highest-scoring or any submission.

## 15.0 EVALUATION CRITERIA AND WEIGHTING

The purpose of this Evaluation Criteria is to provide a fair, transparent, and consistent framework for assessing Expressions of Interest submitted.

<b>Criteria</b>	<b>Description</b>	<b>Weighting</b>
Experience and Qualifications	Demonstrated experience operating a canteen or similar food service operation. Includes food handling certifications.	25%
Proposed Menu	Variety, and suitability of the proposed menu for the intended users.	25%
Operational Plan	Proposed operating hours, health and safety procedures.	25%
References	Quality of references and history of reliable and professional service delivery.	25%

**Total Weighting: 100%**

## 16.0 RESERVATION OF RIGHTS

The organization reserves the right to:

- Reject any or all submissions
- Request additional information or clarification
- Cancel or reissue the EOI process
- Modify the scope of services if required
- Conduct interviews or site visits



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**MANDATORY RESPONSE FORM  
RENTAL FEE FOR MELISSA BISHOP PARK CANTEEN OPERATOR  
FOR 2026 SEASON**

I, \_\_\_\_\_, having carefully read and understand the project scope, hereby submit the amount of \$\_\_\_\_\_ for the rental of the Melissa Bishop Park Canteen for the 2026 Season. I understand that if my submission is successful all requirements as outlined in this expression of interest will be completed by the time it is required.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Email Address