Subject: Awarding RFQ 2020-001 Concession Lease
Report Number: RCP 20-14
Author: Rick Cox, Director of Recreation, Culture & Parks
Meeting Type: Council Meeting
Meeting Date: Tuesday, April 14, 2020

RECOMMENDATION
THAT Council receives Report RCP 20-14 Awarding RFQ 2020-001 Concession Lease;

AND THAT the lease for the concession at the Tillsonburg Community Centre be awarded to Dobro Jesti Inc. (Caledonia) for the term of August 1, 2020 through April 30, 2023, at the annualized rate of $5,600.00 plus HST;

AND THAT a By-law is brought forward for approval once the contract is signed.

BACKGROUND
The current lease for the concession at the Tillsonburg Community Centre expires on April 30, 2020. A new lease is being established for the period starting August 1, 2020 and ending April 30, 2023.

DISCUSSION
The current concession lease is with Chrissy’s Catering and was awarded for the period ending April 30, 2019 at a monthly rate of $525. That lease included a one-year extension option which was exercised in 2019 and which expires on April 30, 2020. In February 2020 staff prepared and advertised an RFQ for vendors to submit a bid for the concession lease for the period of August 1, 2020 through April 30, 2023. The new lease term can be extended for an additional two years at the Town’s discretion if the vendor indicates the desire to extend. The rates and terms for the extension will be the same unless otherwise negotiated.

Submissions were received from Chrissy’s Catering (Tillsonburg) and Dobro Jesti Inc. (Caledonia). Dobro Jesti Inc. also known as Good Eats Concession currently operates the arena concessions at the Caledonia Community Centre and the Hagersville Arena, as well as a gourmet food truck during the summer at various community festivals between Guelph, Niagara and Toronto. Chrissy’s Catering currently operates the Tillsonburg arena concession and the Carriage House banquet facility, and also provides catering for many events and meetings of all sizes in and around the tri-County area.
The lease payments proposed in the submissions are shown in the tables below:

<table>
<thead>
<tr>
<th>Dobro Jest Inc.</th>
<th>January-March</th>
<th>April-August</th>
<th>September-December</th>
<th>Total per calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>N/A</td>
<td>$100.00</td>
<td>$2,100.00</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>2021</td>
<td>$1,800.00</td>
<td>$1,000.00</td>
<td>$2,800.00</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>2022</td>
<td>$1,800.00</td>
<td>$1,000.00</td>
<td>$2,800.00</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>2023</td>
<td>$1,800.00</td>
<td>$1,000.00</td>
<td>$2,800.00</td>
<td>$5,600.00</td>
</tr>
</tbody>
</table>

(NOTE: 2023 total reflects a successful extension of the contract beyond April 30, 2023)

<table>
<thead>
<tr>
<th>Chrissy’s Catering</th>
<th>January-March</th>
<th>April-August</th>
<th>September-December</th>
<th>Total per calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>N/A</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>2021</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>2022</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
<td>$4,500.00</td>
</tr>
<tr>
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<td>$4,500.00</td>
</tr>
</tbody>
</table>

(NOTE: 2023 total reflects a successful extension of the contract beyond April 30, 2023)

Staff reviewed the submissions for completion, proposed hours of operation, proposed menu and pricing. Staff also obtained relevant information from the local Health Units and contacted the references provided by the vendors. Staff recommends that the Town lease the concession to Dobro Jest Inc. (Caledonia) for the term of August 1, 2020 through April 30, 2023, with an option for a two-year extension.

CONSULTATION
The opportunity to lease the concession was advertised in the bids and tenders section of the Town website and in the Tillsonburg News.

FINANCIAL IMPACT/FUNDING SOURCE
The annualized lease revenue for the current lease is $6,300, which is what is in the 2020 Budget. Approving the recommended vendor will decrease that by $700 annually to $5,600. The adjustment can be made for the 2021 Budget and beyond.

COMMUNITY STRATEGIC PLAN (CSP) LINKAGE

1. Excellence in Local Government
   - ☐ Demonstrate strong leadership in Town initiatives
   - ☐ Streamline communication and effectively collaborate within local government
   - ☒ Demonstrate accountability

2. Economic Sustainability
   - ☒ Support new and existing businesses and provide a variety of employment opportunities
   - ☐ Provide diverse retail services in the downtown core
   - ☐ Provide appropriate education and training opportunities in line with Tillsonburg’s economy
3. Demographic Balance
   ☒ Make Tillsonburg an attractive place to live for youth and young professionals
   ☐ Provide opportunities for families to thrive
   ☒ Support the aging population and an active senior citizenship

4. Culture and Community
   ☒ Promote Tillsonburg as a unique and welcoming community
   ☒ Provide a variety of leisure and cultural opportunities to suit all interests
   ☐ Improve mobility and promote environmentally sustainable living

ATTACHMENTS
Appendix A – RFQ 2020-001 – Draft Concession Agreement
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>RCP 20-14 - Awarding RFP 2020-01 - Concession Lease.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>- RCP 20-14 - RFQ2020-001 DRAFT CONTRACT AGREEMENT.pdf</td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Apr 8, 2020</td>
</tr>
</tbody>
</table>

This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Mar 13, 2020 - 5:47 PM**

**No Signature - Task assigned to Kyle Pratt was completed by workflow administrator Michelle Smibert**

**Kyle Pratt - Apr 8, 2020 - 10:29 AM**