

Request for Proposals – River Valley Civic Centre Canteen

Introduction

The Regional Community of Southern Victoria is accepting proposals from interested individuals or organisations to lease the canteen facility within the River Valley Civic Centre (RVCC) for the months of October through March. Council may consider either a one to three-season lease term based on the proposal received and the demonstrated performance and suitability of the proponent. The facility is expected to open on or about October 1, 2026. Council will also consider an option to lease the facility year-round.

This RFP is for the canteen only. The RVCC Will retain all income from vending machines.

Site inspections can be arranged upon request.

Specifications

The RVCC will provide the canteen facility, which includes:

1. Use of all existing equipment within the canteen
2. Heat and lighting expenses
3. Secure storage area for supplies
4. Licensing of the facility
5. Video surveillance
6. Floor scrubber to clean the canteen seating area floor nightly

The Lessee will provide the following:

1. Quality food and customer service
2. Service during all games during the entire ice season. The Lessee is welcome and encouraged to extend hours of operational hours to include practices and public skates. The ice season can vary from year to year but typically ranges from October 1, 2026 – March 21, 2027. This is subject to change and is not a definite date range. Unless approved, operation is only during building operations.
3. Cleaning of the canteen and seating area entirely (sweeping, cleaning counters, glass, tables, chairs, equipment, walls, and setting garbage outside the door by the ice surface nightly)
4. Telephone services

5. The lessee shall be responsible for 50% of the cost of repairs to existing canteen equipment where such repairs are required due to normal wear and tear or operator use during the lease term.
6. Monthly rental payments due on the 1st of every month. Rent will be prorated based on number of days should the canteen open/close part way through the month for seasonal operation.
7. Business name and registration number.
8. Responsibility for all provincial and federal taxes, and workers' compensation.
9. Liability insurance of \$2 million.
10. Do a thorough cleaning of the canteen facility at the end of the contract. This includes the range hood, equipment, walls, floors, and other surfaces within the canteen area.
11. Follow all Canteen Operations Procedures set out by the River Valley Civic Centre.
12. The Regional Community of Southern Victoria will not be responsible for personal injury or damages, or loss of stock due to equipment failure, equipment or personal belongings of any Lessee or anyone attending on invitation of the Lessee. Insurance to cover stock loss is the responsibility of the Lessee.
13. It is the responsibility of the Lessee to comply with all regulations that govern Food Service Establishments and provide copies of all required documentation to the Regional Community of Southern Victoria office. The Lessee is required to hold a Food Safety Certificate or be willing to acquire a Food Safety Certificate as required by the Province of New Brunswick as part of the Public Health Act and the Food Premises Regulation 2009-138.
14. The Lessee will not loan, donate or sub-contract the canteen space located in the RVCC or the use of any food preparation equipment owned by the RCSV without the expressed written permission of the Regional Community of Southern Victoria.
15. Provide Criminal Record Checks and Vulnerable Sector checks for all employees/individuals working in the canteen over the age of 18.
16. All conditions or changes to this contract must be by agreement of both Regional Community of Southern Victoria and the Lessee.
17. Setting up tables chairs is the responsibility of the Lessee unless otherwise indicated.
18. The sale and/or consumption of liquor by the Lessee is strictly forbidden without the written approval of the Regional Community of Southern Victoria and approval of all applicable licenses which the Lessee must provide.

19. The Regional Community of Southern Victoria reserves the right to terminate the lease immediately in the event of a serious breach of the agreement, health or safety concerns, non-payment of rent, or failure to comply with applicable laws or regulations.

Lease Options:

Option 1: Event-Based Seasonal Canteen Operation

The successful proponent will operate the canteen during scheduled arena and recreation events, including hockey games, tournaments, practices, and other activities as approved by the Regional Community of Southern Victoria.

The operator will determine staffing and menu offerings; however, hours of operation will align with scheduled events and facility use.

The successful proponent may elect to operate the canteen on a broader schedule throughout the year, subject to facility availability and approval by the Regional Community of Southern Victoria.

Under this option:

- The canteen may operate during regular facility operating hours, including school lunch periods if approved.
- The operator may not establish hours outside of the building's approved operating hours.
- The facility will not be opened solely for canteen operations. Building access is permitted only while municipal staff are on duty, unless prior approval has been granted.
- The operator is responsible for providing reasonable supervision of students utilizing the facility during lunch periods. The operator shall take reasonable measures to ensure students remain within designated public areas and do not access restricted portions of the facility. The operator is responsible for ensuring students remain within designated public areas of the building and do not access restricted areas without authorization. The operator shall be responsible for cleaning and maintaining public washrooms and other public areas used during the lunch period by 2:30PM. Should the operator be unable or unwilling to provide the required supervision and/or cleaning services, the Municipality may provide these services and charge the operator a cost recovery fee of **\$25.00 per day** for each day lunch service is offered.
- The Municipality reserves the right to discontinue lunch period operations if adequate supervision and facility maintenance standards are not consistently maintained.
- The operator shall comply with any additional requirements established by the municipality, school administration, or facility management.

Option 2: Year-Round Lease Provision

Historically, the municipality's intent has been to support arena operations during the hockey season. However, Council may consider proposals for a year-round (12-month) operating agreement where the proponent can demonstrate a viable business plan for both parties and an ability to provide ongoing service that complements facility operations.

Building Access and Operating Hours (Applies to All Options)

The facility remains under the control and management of the Regional Community of Southern Victoria. The successful proponent shall not access or occupy the facility outside of approved operating hours. Access to the building is only permitted when municipal staff are on duty, and the operator shall not permit patrons to enter the facility outside of these hours. The canteen shall not operate independently of the facility, and all operating hours must fall within the building's approved hours of operation.

Submission Requirements

Please include the following in your submission;

1. A completed RFP form stating if they are submitting based on option 1 or 2.
2. Proposed monthly rental amount
3. An outline of previous food service experience.
4. A letter stating that proper insurance will be purchased if the bid is accepted.
5. Planned hours of operation
6. Planned menu

Evaluation

The Regional Community of Southern Victoria reserves the right to reject any or all proposals.

Proposals may be evaluated based on factors including proposed rent, food service experience, ability to meet operational requirements, proposed hours of operation, references, and overall benefit to the facility.

The Regional Community of Southern Victoria reserves the right to negotiate with one or more proponents, request clarification of proposals, and accept a proposal deemed to be in the best interests of the municipality.

The municipality is not obligated to accept the lowest/highest bid or to accept any proposal. The Municipality further reserves the right to operate the canteen itself, hire municipal employees, contractors, or other individuals to provide canteen services, or implement an alternative service delivery model if it determines that doing so is in the best interests of the Municipality. No proponent shall have any claim against the Municipality arising from the rejection of a proposal or the Municipality's decision to provide the service through other means.

Deadline for Submissions

The deadline for submission is September 9, 2026. Questions, appointments to view the facility, and submissions may be sent to the following:

Kristen Johnston

Email: kristen@vilsv.ca

Fax: 506-273-4947

Mailing Address: 1131 West Riverside Drive, Perth-Andover, NB E7H 5G5

Thank you in advance for your submission.

Proposal Selection

☐ Option 1 Only

☐ Option 2 Only

☐ Both Option 1 and Option 2

If selecting "Both," submit both Schedule A and Schedule B forms.

Proposal Submission Form - Option 1

Traditional Arena Canteen Operation

Proponent Information

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Financial Proposal

Proposed Monthly Rent: \$_____

Experience

Describe your experience operating a food service business, canteen, restaurant, concession, or similar operation.

Proposed Menu

Please attach a list of products you intend to sell and proposed pricing.

References

References

Reference #1

Name: _____

Phone: _____

Relationship: _____

Reference #2

Name: _____

Phone: _____

Relationship: _____

Declaration

I certify that the information provided is accurate and complete.

Signature: _____

Date: _____

Proposal Submission Form - Option 2

Independent Canteen Operation

Proponent Information

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Financial Proposal

Proposed Monthly Rent: \$_____

Business Concept

Describe your proposed canteen operation and how it will serve arena users and the public.

Experience

Describe your experience operating a food service business, canteen, restaurant, concession, or similar operation.

Proposed Hours of Operation

Please indicate your proposed operating schedule.

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Seasonal variations (if any):

Proposed Menu

Please attach a list of products you intend to sell and proposed pricing.

Supervision and Cleaning Plan

Describe how you will supervise the facility during operating hours and ensure public areas remain clean and secure.

Staffing Plan

Number of Staff: _____

Describe staffing levels and supervision arrangements.

References

Reference #1

Name: _____

Phone: _____

Relationship: _____

Reference #2

Name: _____

Phone: _____

Relationship: _____

Declaration

I certify that the information provided is accurate and complete.

Signature: _____

Date: _____