



October 14, 2021

Request for Expression of Interest.

Re: Provision of Concession Services for the East Elgin Community Complex (EECC).

Background:

Owned by the Township of Malahide and the Town of Aylmer, the East Elgin Community Complex opened to the public on May 29, 2004. As set out in the East Elgin Community Complex Terms of Reference, the Town of Aylmer is the administering municipality. Situated on 17 acres, the East Elgin Community Complex includes the Imperial Hall, a multi-purpose community hall that can accommodate up to 600 people for banquets and special events or be divided into 3 smaller halls, a hall on the mezzanine level overlooking the East Link Arena that accommodates 178 people, meeting rooms, 2 NHL-sized arenas, 13 dressing rooms and parking for 600 vehicles. With spectator seating for 756, the East Link Arena is home to the Aylmer Spitfires Junior "C" Hockey Club. The Kinsmen Arena has bench style seating for 366 spectators.

COVID-19 Service Provisions and other Requirements:

Throughout the COVID-19 pandemic, EECC staff, under the guidance of the EECC Board, have been diligent to ensure that all relevant public health requirements are in full force and effect. When permitted, the EECC has remained open to the public throughout the COVID-19 pandemic, with all relevant public health protocols and other requirements as set out by the Province of Ontario or Southwestern Public Health in place. Relevant public health protocols and other requirements include, but are not limited to proof of vaccination upon entry, indoor face covering requirements and reduced occupancy limits.

It is imperative and mandatory that the successful proponent follows all relevant public health requirements, as set out by either the Province of Ontario and Southwestern Public Health, as they continue to develop. In circumstances where interpretation of public health requirements is required, the EECC will rely on the advice and guidance of Southwestern Public Health.

Mission:

The EECC is committed to excel in providing effective, responsible and community focused service in partnership with the citizens of the Town of Aylmer and Township of Malahide.

Vision:

A first-class community recreational and social center that meets the needs and expectations of our patrons.

Objective:

This Expression of Interest is to solicit interested parties in providing concession services at the East Elgin Community Complex (EECC), 531 Talbot Street West, Aylmer, N5H 2T9.

Scope of Expression of Interest:

This Expression of Interest differs from conventional tenders or request for proposal in that it is an inquiry for the provision of concession services at the EECC. The Board will not necessarily enter into an agreement with a concessionaire as a result of this process. The Board may issue an invitation to tender or request for proposal for these services as a result of this advertisement or based on any other information which may come to its attention; or it may invite offers by way of public tender/request for proposal. The Board reserves the right to proceed with concession services at the EECC by contacting only parties deemed to most effectively meet the needs of the facility. The Board may ultimately decide not to proceed with this process based on information received and reserves the right for cancellation of this process.

Some concession equipment is available and can be viewed by calling or making an appointment with the undersigned. It is not currently possible to sub-meter utilities that are available on site.

A standard Lease Agreement has been attached for informational purposes only.

The East Elgin Community Complex must receive the following information in the Expression of Interest:

- (a) Name of individual or business;
- (b) Brief description of business;
- (c) Relevant experience in concession operations or similar and relevant experience;
- (d) Proposed compensation package payable to the EECC;
- (e) Proposed menu (e.g. hot & cold food);
- (f) Proposed hours of operation, summer/winter;
- (g) At least three (3) references.

Site Tours:

Concession tours can be arranged by contacting the administration office (519)-773-5631.

531 Talbot Street West, Aylmer, N5H 2T9

Monday-Friday 8:30 a.m. - 5:00 p.m.

Website: eccc.ca

Questions:

Any questions should be directed, in writing, to Thomas John Polland by October 21, 2021 at 4:30 p.m.

Submissions:

Expression of interest materials will only be received by October 26, 2021, at 4:30 p.m.:

Thomas John Polland

East Elgin Community Complex, 531 Talbot Street West,

Aylmer, On, N5H 2T9

519-773-5631 ext.2

tpolland@town.aylmer.on.ca