



# Request for Proposals (RFP)

Food/Canteen Service – Main Street Softball Field

## Overview

The Town is seeking proposals from qualified individuals or companies to operate a food/canteen service at the Main Street Softball Field for the 2026 season. The intent of this RFP is to secure a dependable operator to provide food service to users of the facility during the regular season and on select weekends when the facility is not in use for tournaments.

## Contract Term and Operating Schedule

- The contract term will run from June 2026 to September 2026.
- The successful proponent will be permitted to operate Monday to Friday during the softball season.
- Additional weekend operations may be permitted when the facility is not in use for tournaments or other scheduled events. This allows individual leagues to conduct fundraising activities such as selling food and beverages.
- Hours of operation may be finalized in consultation with the Town.

## Scope of Services and Equipment

- The successful proponent will be responsible for operating the canteen in a safe, clean, and professional manner.
- The only equipment provided on site will be a refrigerator and stove.

- All other equipment, utensils, supplies, smallwares, point-of-sale systems, cleaning materials, food inventory, and operational requirements will be the responsibility of the successful proponent.
- The successful proponent will be responsible for daily clean-up, waste removal, and always maintaining the canteen area in a sanitary condition.

## Proponent Requirements

- Proponents must demonstrate relevant experience operating a food service, canteen, concession, or similar business.
- Prior to opening, the successful proponent must obtain and maintain all permits, licenses, inspections, approvals, and insurance required to legally operate the food service.
- In accordance with Newfoundland and Labrador food safety requirements, at least one employee with current approved food safety training must always be present at the food premises where the premises are operating.
- The successful proponent will be responsible for ensuring all staff involved in food handling and preparation meet applicable training and certification requirements before operations begin.
- The successful proponent must comply with all applicable health, safety, and food premises regulations.

## Proposal Submission Requirements

- Name of individual or company, including primary contact information.
- Summary of relevant experience and qualifications.
- Description of proposed menu and service approach.
- List of equipment and resources to be supplied by the proponent.
- Proof of ability to obtain required food safety training, permits, and licenses prior to opening.
- Proposed financial offer to the Town, if applicable.
- Any additional information the proponent believes would support their submission.

## Evaluation and Reserved Rights

The Town will evaluate proposals based on overall suitability, relevant experience, ability to meet operational requirements, proposed service offering, and any financial return or value

offered. The Town reserves the right to accept or reject any or all proposals, to request clarification from proponents, and to cancel or reissue this RFP at its sole discretion.

## Submission Information

Proposals must be submitted no later than July 2, at 2:00pm. Send submissions to

Corwin Greenham  
Procurement Clerk  
1-3 Bayley Street  
Town of Grand Falls-Windsor  
Ph# 709-209-3206  
purchasing@townofgfw.com

The Town looks forward to receiving proposals that will improve and expand food and canteen services at the Main Street Softball Field, further enhancing this important amenity for users.