

Municipality of Lakeshore – Report to Council
Community Services



To: Mayor & Members of Council
From: Frank Jeney, Acting Corporate Leader – Community Services
Date: July 31, 2023
Subject: RFP for Concessions at Atlas Tube Recreation Centre

Recommendation

Approve entering into a 1-year contract with M & M Concessions for the provision of concessions operations within the Atlas Tube Recreation Centre, as presented at the August 15, 2023 Council meeting; and

Direct the Clerk to read By-law 68-2023 during the Consideration of By-laws.

Background

At the regular Council meeting of May 2, 2023, Administration brought an information report to Council detailing the Concessions Operations at the Atlas Tube Recreation Centre.

At the regular Council meeting of May 2, 2023, Council passed the following motion.

Direct Administration to prepare a Request for Proposal for concessions at the Atlas Tube Recreation Centre.

Comments

On July 7 2023, the Concessions Operations at the Atlas Tube Recreation Centre RFP was publicly advertised on Bids & Tenders.

There was one (1) vendor that provided a compliant bid prior to the closing date of Friday July 28, 2023

| Vendor | Monthly Tender Amount (Excluding HST) | Total Tender Amount (Excluding HST) |
|------------------------------|--|--|
| M & M Concessions | \$400 | \$2,800 |

Administration recommends awarding the tender for the Concession Operations at the Atlas Tube Recreation Centre to M & M Concessions

Financial Impacts

The ATRC and Recreation Budgets will be affected by this contract as outlined below:

| | Current Budget 2023 | Revised Budget 2024 | Difference |
|-----------------------|--------------------------------|--------------------------------|-------------------|
| Canteen Sales | \$120,000 | Nil | (120,000) |
| Canteen Rental | Nil | \$2,800 | 2,800 |
| Total Revenue | \$120,000 | \$2,800 | (117,200) |
| | | | |
| Wages & Benefits | \$79,335 | Nil | 79,335 |
| Concession Food | \$55,000 | Nil | 55,000 |
| Supplies | \$6,500 | Nil | 6,500 |
| Total Expenses | \$140,835 | Nil | 140,835 |
| Net Income | \$(20,835) | \$2,800 | \$23,635 |

Concession Annual Revenue \$120,000 will be adjusted to \$2800

Concession Annual Expenses will be adjusted by a total of \$140,835. Concession staff (-\$79,335), concession food purchases (-55,000), and concession items, cups, plates, etc (-\$6,500).

Report Approval Details

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|----------------------|--|
| Document Title: | RFP for Concessions at Atlas Tube Recreation Centre.docx |
| Attachments: | |
| Final Approval Date: | Aug 8, 2023 |

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

Prepared by Frank Jeney

Approved by Justin Rousseau and Truper McBride