

September 10, 2009



**CITY COUNCIL
COMMITTEE REPORT**

TO: MAYOR & COUNCIL

FR: Colleen Neil, Recreation Services Manager

RE: Kenora Recreation Centre Concession- RFP

BACKGROUND:

The City of Kenora requested proposals for the supply of food and beverage concession services for the Kenora Recreation Centre and the Keewatin Memorial Arena.

Three (3) Proposals were originally received. Two (2) for Kenora and one (1) for Keewatin. Members of the Leisure Services Committee reviewed and evaluated the three original proposals. The committee recommended the Keewatin Proposal to be accepted. The Kenora Proposal that was recommended by the committee was withdrawn by the applicant and the remaining applicant chose to pursue other business ventures.

On September 8th two (2) new unsolicited proposals were received and circulated to the Leisure Services Committee. Based on the rental amounts of both proposals the feeling from the Leisure Services Committee was that the City of Kenora should operate the Kenora Recreation Concession for one season to evaluate the revenue potential, pros and cons of this operation vs. lease options. The Committee is committed to implementing an evaluation system that will provide the City with evaluation criteria to confidently recommend what is in the best interest of the City of Kenora (to lease the space or operate this service directly)

BUDGET:

The 2009 operating budget would have to amended to include both anticipated revenues and expenditures for the concession for October, November and December of this operating year.

Expenses would include:

staff wages and benefits \$10,000.00 (pending hours of operation and student vs. adult staff wages)
materials and supplies \$ 600.00

Revenues:

Concession revenue \$10,875.00

COMMUNICATION PLAN/Notice By-law Requirements:

Finance and Administration, City Clerk, Recreation Services Manager, HR Manager

RECOMMENDATION:

THAT the following request for proposals for the Kenora Recreation Concession be received:

| <i>Company/ Supplier Name</i> | <i>Monthly Lease Amount</i> |
|--------------------------------------|-----------------------------|
| On Deck Fries | \$650.00 |
| Derrick Lamarche and Barbra Leighton | \$500.00 |

AND THAT the proposals received be hereby rejected for Food and Beverage Services at the Kenora Recreation Centre and further;

THAT the City of Kenora through the Recreation Services Department operates the Kenora Recreation Centre Concession for the 2009-2010 Season.