



# THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO

REQUEST FOR PROPOSAL  
(RFP)

## FARMERS MARKET MANAGEMENT

RFP # 2022-01-FMC

**ISSUE DATE:** February 28, 2022

**EXPIRY DATE:** March 25, 2022

Request for Proposals will be accepted via the:

Township Bids and Tenders portal OR  
email at [themarket@adjtos.ca](mailto:themarket@adjtos.ca) OR  
hard copies in sealed envelopes at the Township Office  
7855 Sideroad 30, Alliston, ON L9R 1V1

not later than: March 25th, **by 4 p.m. local time**

The Township of Adjala-Tosorontio reserves the right to accept or reject all or part of any proposal, to accept other than the lowest proposal, and to cancel this call for proposal at any time.

**Late Proposals will not be accepted.**

## 1. General

### 1.1 Introduction

The Township of Adjala-Tosorontio (Township) is seeking proposals for a third party to manage a Farmers Market within the Township of Adjala-Tosorontio during the outdoor market season. The qualified Proponent shall be responsible for the full management of the farmers market, including but not limited to planning, marketing, vendor management and market operations for the 2022 season.

### 1.2 Background Information

The Adjala-Tosorontio Farmers' Market Pilot Project was highly successful in the summer of 2020. The original Market ran on Friday afternoons from 3 to 7 in the parking lot of the Adjala-Tosorontio Township Office at 7885 30<sup>th</sup> Sideroad at Hwy 50. We had an average of 15 vendors and 300 customers per Market date. There was live music when allowed and the Fire Department and a local charity also had stalls. We advertised in the local paper and radio, and with road signs. The Market was run by a small group of Council members and resident volunteers, with student volunteers also helping out on Market days. The Market was received with excitement by the community and there was a lot of disappointment exhibited when the excessive Covid regulations shut us down the following year. In 2021, a virtual farmers market was created on the Township website to direct visitors to vendor websites and physical locations.

For 2022, the Township will provide free rental space on Township property for one market day per week during the outdoor market season. The successful proponent will have access to previous members of the Farmers Market Committee for information, as well as all documentation, forms and interested vendor list gathered in 2020-2021.

### Project Outcomes

The Township is committed to supporting rural economic development and agriculture within our community.

### Project Scope

This project is to engage a third party to manage a Farmers Market within the Township of Adjala-Tosorontio during the outdoor market season.

The scope of work described below represents the general scope of activities required, including but not limited to:

- Market Design and Planning
  - Market schedule (days, times, etc) and location
  - Market type (Farmers and Artisan markets only)
- Market Marketing and Advertising
- Vendor Engagement and Management
  - Vendor outreach, registration and support
- Market Operations Management:
  - Adherence to all applicable regulations, inspections, and guidelines
  - Currently licensed, as applicable
  - Applicable Food Premises/Farmers Market insurance
  - Maintain professional liability/errors/omissions insurance coverage having a minimum limit of two million dollars per occurrence with the Township listed as an additional insured.
  - Market day operations, including but not limited to: set up, customer service, communications, clean up, etc

Additional proposal conditions: For additional information, please see Appendix A.

## 2 Instructions to Proponents

### 2.1 Submissions

Interested proponents are invited to obtain bid documents through the Township Bids and Tenders portal available on our website (<https://adjtos.bidsandtenders.ca>) or on the Farmers Market webpage <https://www.adjtos.ca/en/things-to-do/farmers-market.aspx>,

Proponents may submit their proposals via email, Township Bids and Tenders side or to the Township Office. All bid submissions will be held unopened until after the closing date and time.

Proponents are cautioned that the timing of their submission is based on when the Bid is RECEIVED by the bidding system, email or at the office, not when the Bid is submitted. For the above reasons, it is recommended that sufficient time to complete your Bid Submission and to resolve any issues that may arise.

Proponents should contact Bids and Tenders support listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. The Bidding System will send a confirmation email to the Proponent advising that their bid was submitted successfully. If you do not receive a confirmation email, contact Bids and Tenders support at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

Late proposals and facsimile submissions will not be accepted. The proponent is responsible for submitting their tender on/or before the specified closing time. The Township accepts no responsibility for any late or incomplete submissions.

### 2.2 Inquiries, Amendments and Cancellations

- All inquiries concerning the proposal should be directed in writing (e-mail) to:
  - Township of Adjala-Tosorontio
  - 7855 Sideroad 30 Alliston, ON L9R 1V1 Attn: Farmers Market
  - email: [themarket@adjtos.ca](mailto:themarket@adjtos.ca)

Inquiries shall not be directed to any other Township employees. No clarification requests will be accepted by telephone.

- All clarification documents and addenda shall be communicated to all registered Proponents in the same manner as the RFP was issued.
- The Township reserves the right to cancel this call for proposals at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the Township as a result of the cancellation or reissuing of the call for proposals.

## 3 Proposal Requirements and Evaluation

### 3.1 Proposal Evaluation Conditions

- If a contract is to be awarded as a result of this call for proposals, it will be awarded to the Proponent whose proposal, in the Township's opinion, provides the best potential value to the Township based on the evaluation of the proposal and is capable in all respects to perform the project fully. The Township reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- All proposals submitted to the Township become the property of the Township, and as such,

- are subject to the Municipal Freedom of Information and Protection Privacy Act.
- The Proposal, accompanying documentation, and any project reports, drawings, etcetera, submitted by the Proponent become the property of the Township and will not be returned.

### 3.2 Required Information and Evaluation Criteria

The Proposal shall include information required to rate the proposal as follows:

- **Profile of Proposed Operator** - A brief narrative describing the Proponent’s organization/personal background and experience and the overall approach to the Farmers Market project. This is the Proponent’s opportunity to present their market and/or outdoor retail experience as well as to show an understanding of the local market. It is also an opportunity to present innovative ideas or approaches to the project.
- **Market plans** – Include information about your vision for the market, as well as details about the following scope items:
  - Market Design and Planning (including market schedule, location and type)
  - Market Marketing and Advertising (including marketing plan)
  - Vendor Engagement and Management (including plans for vendor outreach, connection to local farming network, etc)
  - Market Operations Management (including ability to meet all scope requirements, and expectations for Township support).
- **Interview** – Proponents will be asked to do a 60 minute interview with the evaluation team including a presentation of the market plan and question/answer period.

No other documentation included in the package will be considered unless it is requested by the Township in an addendum. The Bid must not be qualified by any statement added to the Tender form or a covering letter, or alterations to the Tender forms (unless requested by the Township).

Ratings will be held confidential, and no details will be released to any of the Proponents.

The evaluation of the proposals will be based on the criteria presented below:

Rating Factors	Weight Factor
1. Profile of Proposed Operator	30
2. Market Plans	50
3. Interview	20
<b>Maximum Total Points:</b>	<b>100</b>

## 4 Proposed Schedule

The following schedule is anticipated:

- Issuance of RFP – February 28, 2022
- Deadline for submission of Proposal – March 25, 2022
- Design Presentations and Interviews – week of March 28, 2022
- Contract Award and Notifications – no later than April 8, 2022

## 5 Evaluation Committee

The Township reserves the right to change members up to and including the end of the evaluation period.

## **RFP and General Conditions**

### **5.1 Procurement Policy**

- Proposals will be requested, received, evaluated, accepted, and processed in accordance with the Township's Procurement Policy. By submitting a response to this RFP, the Proponent agrees to be bound by the terms and conditions of such By-law and any amendments from time to time, as fully as if they were incorporated herein.
- This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario.
- The Township will not make any payments for the preparation of a response to this call for proposals. All costs for the proposal will be borne by the Proponent.

### **5.2 Examination of Documents**

- Each Proponent must satisfy themselves by their own study of the RFP documents, by calculations, and where required, by personal inspection of the individual sites respecting the conditions existing or likely to exist in connection with the execution of the proposal, as to the practicability of completing the work successfully for the proposed price and within the proposed schedule.
- There will be no consideration of any claim, after submission of proposals, based upon a misunderstanding with respect to the conditions imposed by this Request for Proposal.

### **5.3 Errors and Omissions**

- It is understood, acknowledged, and agreed that while this Request for Proposal includes specific requirements and Scope of Works, and while the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information is not represented, warranted or guaranteed by the Township to be accurate or complete, nor necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Proponents from conducting their own searches, inquiries and investigations and forming their own opinions and conclusions with respect to the matters addressed in the RFP.
- There will be no consideration of any claim, after submission of Proposals based upon a misunderstanding with respect to the conditions imposed by the RFP or the Contract.
- Submission of a proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal (RFP).

### **5.4 Proposal Examination and Clarification**

- At the close of the RFP all Proposals will be examined by the Township to confirm that they are compliant and otherwise complete. Proposals that are determined to be compliant and otherwise complete will then be submitted to the evaluation team.
- At its sole discretion, the Township may seek clarification of any aspect of any Proposal received. The purpose of such clarification may be to enable the Township to determine whether the Proposal complies with the RFP requirements.
- The right of clarification is within the sole, complete, and unfettered discretion of the Township and is for its exclusive benefit and may or may not be exercised by the Township at any time and in respect to any or all Proposals.
- The right to clarify shall not impose upon the Township a requirement to clarify with the Proponent any part of a Proposal, and where in the opinion of the Township the Proposal is ambiguous, incomplete, deficient, or otherwise not acceptable in any aspect, the Township may reject a Proposal either before or after seeking a clarification.

## APPENDIX A: RFP AND GENERAL CONDITIONS

### 5.5 Indemnification of RFP Process

- The Proponent waives and releases the Township, and its officers, employees and agents from and against any and all claims, actions, suits, proceedings or demands, however arising, whether in Contract (including fundamental breach or breach of a fundamental term), tort (including negligence) or otherwise, for loss of profits, overhead expenses, liabilities, costs, expenses or other losses or damages of any kind, direct or indirect, arising out of or resulting from the acceptance or non-acceptance by the Township of any Proposal, any delay in the acceptance of a Proposal, or any other matters connected to this RFP or any subsequent negotiation process.
- The Proponent shall indemnify and save harmless the Township from and against all claims, actions, losses, expenses, costs or damages by which the Township may suffer as a result of negligence by the Proponent or its employees or agents, in the performance or rendering or the failure to perform or render, or the failure to exercise reasonable care, skill or diligence in the performance of any services rendered.

### 5.6 Proponent Insurance Requirements

The successful Proponent shall be currently licensed and will have applicable market insurance, as well as professional liability/errors/omissions insurance coverage having a minimum limit of two million dollars per occurrence with the Township as an additional insured.

### 5.7 Conflict of Interest

In its proposal, the Proponent must disclose any potential conflict of interest that might compromise the performance of their work. The Proponent must also disclose whether it is aware of any Township employee or member of Council who may have a financial interest in the Proponent. If such an interest exists or arises during the evaluation process or after award of contract, the Township may, at its discretion, refuse to award the contract, or take such steps as are necessary to remove the conflict of interest concerned.

### 5.8 Governmental Requirements

In the preparation of its Bid, and in the performance of any Contract that results from this RFP, and in every activity in connection therewith, proponents shall comply fully with all applicable laws, ordinances, rules and regulations and guidelines whether Federal, Provincial or Municipal and all applicable County of Simcoe policies.

All work performed under any Contract that results from this RFP must be carried out in accordance with the terms and conditions of the Occupational Health and Safety Act, and all regulations thereunder as amended.

The Successful Proponent shall comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding the use, handling, storage and disposal of hazardous materials; and regarding the labelling and the provision of Material Safety Data (MSD).

## APPENDIX A: RFP AND GENERAL CONDITIONS

In addition to the above, it is a condition of the Contract that the successful proponent complies with the requirements of the following statutes:

- Ontario Human Rights Code
  - Accessibility for Ontarians with Disabilities Act (AODA)
  - Pay Equity Act (Ontario)
  - Workplace Hazardous Materials Information System (WHMIS)
  - [Farmers Markets Ontario](#)
  - [Simcoe Muskoka District Health Unit](#)
  - [Province of Ontario Food Premises regulation](#) O. Reg 293/17
  - [Health Protection and Promotion Act](#) RSO 1990
  - [Reopening Ontario Act](#) S.O 2020
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