



REQUEST FOR PROPOSAL (RFP)

Contract Services for Project 2000 Food Booth Operations

Issue Date: April 29, 2025

Proposal Due Date: May 16, 2025

Contact Person: Kevin Miller, Manager of Community Services and Facilities

Contact Email/Phone: kmiller@southwestmiddlesex.ca/ (519) 287-2015

1. Introduction

Project 2000 is seeking proposals from qualified vendors, individuals, or organizations to manage and operate the **Project 2000 Food Booth** during the 2025 season. The selected contractor will be responsible for the preparation, sale, and cleanup associated with food and beverage offerings at the booth.

2. Background

The Project 2000 Food Booth is a key part of our community engagement and fundraising efforts. The booth has traditionally served hamburgers, hotdogs, french fries, ice cream, assorted snacks, and drinks, and has been an important part of soccer, baseball, and the fall fair for over 20 years.

3. Scope of Services

The selected contractor will be responsible for the following:

- Providing food preparation, service, and cleanup
- Staffing the booth with trained and certified food handlers
- Ensuring compliance with local health and safety regulations
- Procuring and transporting food, beverages, and supplies
- Managing cash and/or electronic payment transactions
- Maintaining a clean and professional presentation of the booth

Optional services may include:

- Menu development in collaboration with Project 2000
- Marketing and promotion of food offerings



4. Proposal Requirements

All proposals must include the following:

- **Cover Letter:** Brief introduction and interest in the contract
- **Experience & Qualifications:** Relevant background in food service operations
- **Health & Safety Compliance:** Proof of current certifications, insurance, and licensing

5. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications (30%)
- Proposed menu and pricing (20%)
- Operational plan and staffing (20%)
- Cost and financial proposal (20%)
- References and reputation (10%)

6. Submission Instructions

Please submit your complete proposal via email to kmiller@southwestmiddlesex.ca

All proposals must be received no later than **May 16, 2025 @ 4pm**

7. Additional Information

- The Municipality of Southwest Middlesex reserves the right to accept or reject any and all proposals.
- Site visits may be arranged upon request.
- Questions may be submitted by email.

Thank you for your interest in partnering with Project 2000!

