

Request for Proposals (RFP)

Canteen Operations – Prince County Horsemen’s Club (Summerside Raceway)

Issued by: Prince County Horsemen’s Club

Issue Date: April 14th, 2025

Closing Date: April 28th, 2025, 17:00

Contact Person: Leah Ann Moyer

Email / Phone: mackaymoyer@gmail.com

Background

The Prince County Horsemen’s Club (PCHC), is inviting qualified vendors to submit proposals to operate the canteen facility located on-site at Summerside Raceway. The canteen services play an integral part in enhancing the users and guest experience during race events and special functions.

Scope of Work

The successful vendor will:

- Operate a hot food counter service canteen during the racing season and specific special events (calendar to be confirmed annually, refer to Appendix
- Provide professional food and beverage service to patrons.
- Maintain cleanliness/hygiene measures to provincial regulations.
- Comply with all food safety regulations and possess valid food service licensing.
- Adhere to all relevant City of Summerside bylaws and regulations.
- Comply fully with the PCHC Code of Conduct. (Appendix C)
- Utilize the existing infrastructure and equipment responsibly.

Contract Duration

- Initial contract: 3 years
- Option for two year renewal after the initial three years, subject to review and mutual agreement with the PCHC board.

Operational Hours

The canteen operates seasonally based on the racing calendar and special events. Typical operating hours are as follows:

- **Racing Days:** Required to be open one hour prior to scheduled post time and close before the start of the last race of the race card. (Appendix A)
- **Special Events:** To be determined by PCHC

Deliverables Required in Proposal

Proposals must include:

- **Company Overview:** Brief description and background of your company.
- **Experience and References:** Outline relevant experience managing similar food service operations, including at least two (1) references.
- **Menu and Pricing:** Sample hot food menu only with draft pricing structure and proposed products offered.
- **Staffing Plan:** Proposed staffing model and practices.
- **Quality and Service Standards:** Description of quality control measures and customer service commitments.
- **Local Sourcing and Eco-friendly Practices (Optional):**
Indicate any local products or suppliers you plan to engage. Additionally, please outline any environmentally friendly practices you intend to implement, such as sustainable or eco-friendly packaging, waste reduction, or other green initiatives.
- **Licensing:** Proof of valid food service license.
- **Pricing:** Agreeance to PCHC \$175 +HST fee per race card to be paid to PCHC on a monthly basis.
- **Insurance:** Proof of general liability insurance.

Proposal Evaluation Criteria

Proposals will be assessed based on:

- Experience and proven track record
- Quality and variety of food offerings
- Food pricing proposal
- Local sourcing and community benefit

RFP Timeline

- Deadline for Questions: Thursday April 24th 13:00
- To be addressed by email to Leah Ann Moyer mackaymoyer@gmail.com
- Proposals Due: Monday April 28th 17:00
- Review of Proposals: Wednesday April 30th 2025
- Final Selection and Notification: Monday May 5th 2025
- Contract Commencement: Friday May 9th 2025

Submission Guidelines

- Submit proposals electronically in PDF format to Leah Ann Moyer mackaymoyer@gmail.com by the specified deadline.
- Clearly mark emails as "Canteen Tender Proposal – NAME OF YOUR COMPANY."

Appendices (Optional Attachments)

- Appendix A: Racing Calendar and Event Schedule
- Appendix B: Existing Canteen Equipment and Infrastructure
- Appendix C: PCHC Code of Conduct

Contact Information

For questions or clarification regarding this RFP, please contact:

- Leah Ann Moyer mackaymoyer@gmail.com 902-315-0045

Thank you for your interest in providing exceptional canteen services at Red Shores Summerside Raceway.

Appendix A

SUMMERSIDE RACEWAY 2025 RACING SCHEDULE

May-25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2

June-25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4

July-25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10

August-25						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4

September-25						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6

October-25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4

November-25						
S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

3

- Summerside POST TIME 1pm
- Summerside POST TIME 4pm
- Summerside POST TIME 6pm
- 33** Summerside Total Race Dates

December 10, 2024

Appendix B

- 2 Fryers with Grills & Stands
- 1 Garland Deepfryer with frying baskets
- 1 Moffak Ltd. Deep Fryer with frying baskets
- 1 Citizen Microwave
- 1 Admiral Stove Top
- 1 2 Door Fridge
- 1 7 Cu. ft. deep freeze
- 1.5 Cu. ft. deep freeze
- 1 Pepsi Pop Cooler
- 1 Chiprack (5 shelves)

All other pans, containers, tupperware and plastic dishes and utensils to be provided by the lessee.

Appendix C

PRINCE COUNTY HORSEMEN`S CLUB CODE OF CONDUCT

1. PRINCE COUNTY HORSEMEN`S CLUB (PCHC) has zero tolerance policy for any type of improper conduct, including but not limited to:

- Any verbal or physical abuse
- Smoking in the barns
- Theft or inappropriate removal of possessions or goods (feed, gear, etc.)
- Mistreatment or lack of regard for any animal's welfare
- Violation of track rules and regulations
- Threatening behavior towards any persons on premises at PCHC
- Unlawful or unwelcome harassment
- Illegal conduct

In the event of such behavior referred to above, or any other conduct deemed by PCHC Board of Directors, in its: sole discretion, to be improper reserves the right to suspend or terminate access rights of the offending person, including by issuing a notice under the Trespass to Property Act.

2. All persons under the age of twelve (12) are to be accompanied by a guardian.

3. All dogs need to be on a leash.

4. Vehicles parked outside of designated parking areas, will be subject to towing at the owner's risk and expense.

5. ASSUMPTION OF RISK: By entering the barn and paddock areas, person(s) are deemed to have knowledge of, and assume the inherent risks of, viewing and or participating in live harness racing events. Loss or injury to any member or guest including their goods or property on the premises of PCHC, shall not give rise to any claim against PCHC or its employees.

6. INTERPRETATION OF THE RULES: In the event of any dispute arising as to the meaning or interpretation of these rules, the matter shall be referred to the President of PCHC, whose decision shall be final. PCHC reserves the right to amend these rules from time to time as required by applicable law or in the discretion of PCHC.