



## **Expression of Interest Food Service operator for Stanhope Municipal Airport**

### **Background**

The Township of Algonquin Highlands is seeking Expressions of Interest (EOI) from individuals and food service professionals to operate a food service unit at the Stanhope Municipal Airport for the summer of 2026.

The Stanhope Municipal Airport is Haliburton County's only aviation facility and is located in the heavily travelled area of Stanhope Airport Road. It is closely bounded by Highway 118 and North Shore Road. During the summer season, these roads are very well travelled by vehicles, bicycles, and pedestrian foot traffic. During the fair- weather flying season of May to October, the airport is used daily by private and commercial aviators and passengers. The Ministry of Natural Resources and Forestry's Northeastern Fire Management Headquarters is located directly beside the airport.

The Township intends to provide a customizable, self-contained, stand-alone food service unit, anticipated to be a 20-foot purpose-built commercial kitchen facility. While the unit has not yet been ordered, it is expected to be fully equipped, and proponents may have the opportunity to provide input into its configuration, subject to Township approval. The Township will provide power, water, and waste water service to the facility.

### **Project Contact (for inquiries, clarification, submission):**

Kaylee Francis-Carroll Airport Coordinator  
1123 North Shore Road Algonquin Highlands, ON K0M 1S0  
Phone: 705-457-0806  
Email: [kfrancis-carroll@algonquinhighlands.ca](mailto:kfrancis-carroll@algonquinhighlands.ca)

### **Submission Closing Date and Instructions**

The closing date for the submission of Expressions of Interest is **May 6, at 1:00 pm.**

Submissions must be signed and are expected to be clearly marked "Expression of Interest" with name and number, on the outside of the Submission package. **Submissions must be received at the Township of Algonquin Highlands Administration Office by 1:00 pm. Local Time Wednesday, May 6, 2026.**

## **Requirements**

Operator must have at least one year experience in the provision of food services. References must be provided.

The length of the term for the operation of the food service must be, at a minimum, June 28 to September 7, 2026, although the selected vendor may operate later into the year if so desired.

Food services must be available a minimum of five days per week, Wednesday through Sunday, with hours suitable to accommodate late breakfast and lunch. Food services may be operated may operate seven days per week if so desired.

The operator shall be responsible for:

- All operations for a self-contained food service unit.
- Waste receptacles, and daily removal of waste.
- Valid permits and licences to operate a food and beverage vehicle.
- \$5 million worth of public liability and property damage insurance.
- Operating in compliance with Algonquin Highlands' by-laws.

## **Submission Format**

All Expressions of Interest (EOIs) must be submitted in a sealed envelope and include, at minimum, the following:

1. The name of the operator, name of the contact person, address, telephone number and email address
2. Length of the term to be provided
3. A description of the range of services to be provided
4. Hours of operation and staffing details
5. A proposed menu including product brands and pricing (a copy of menus may be included) – please note alcohol/tobacco sales are prohibited
6. Detailed overview of the operator's experience with food service operations and customer service
7. Cleaning and maintenance schedule
8. Proof of public liability and property damage insurance
9. A minimum of two (2) references with contact information
10. Disclosure of involvement in any recent or ongoing project which would conflict with the interests of the Township.

## **Evaluation Criteria**

Following the closing date, submissions will be evaluated using the criteria listed below and a

report will be provided to Council. These criteria represent the primary factors for consideration:

- Operational details including staffing, days/hours of operation, etc.
- Range of food options offered (menu and pricing), including healthy options.
- Operational requirements for the Township
- Experience with food services operations
- Results of client reference checks

Selection of the successful operator (if any) will be entirely at the Township's discretion as to which submission represents the Township's best interests.

The Township also reserves the right, in its sole and absolute discretion, to reject any submission which, in the Township's opinion, does not sufficiently comply with the requirements of the EOI.

## **Withdrawal of EOI**

An operator who has submitted a proposal may request that it be withdrawn (adjustments or corrections to the submission will not be allowed). The withdrawal shall be allowed if the request is made before the closing time for submissions.

Withdrawal requests may be directed to the official receiving submissions, by letter, email or in person. Telephone requests will not be considered.

Withdrawal requests received after the closing time will not be allowed. The party concerned shall be informed by letter that the withdrawal request arrived too late for consideration.

NOTE: The withdrawal of a proposal does not disqualify a bidder from submitting another proposal on the same EOI prior to the specified closing time.

## **Review of Facility**

Interested operators shall be deemed to have examined the subject property and to have fully informed themselves as to the existing setup, equipment and limitations of the facility. Site visits must be arranged with the Airport Coordinator who will provide access to the outdoor facility and/or facility plans. Please call 705-457-0806 to arrange a site visit. The airport is closed on Tuesday and Wednesday each week, therefore site visits or inquiries will not be permitted on those days.

## **Supplemental Information**

The Township reserves the right to request supplementary or additional information from one or more bidders after the EOI closing without affecting the validity of the proposals submitted, as may be required to clarify a proposal and facilitate the Township's decision to accept a proposal. Such requested information shall not alter the proposal, unless agreed upon by both parties, or necessarily constitute negotiation with the bidder, and the Township is not obligated

to seek clarification from a bidder where its proposal is deficient or not acceptable.

The supplementary or additional information solicited may be in one or more of the following forms: presentations, interviews, written form or graphic form.

## **Litigation**

The Township reserves the right to reject any EOI received from a company, that is, or whose principals are, at the time of submission engaged in a legal dispute with the Township.

## **Conflict of Interest**

All operators shall disclose to the Township any potential conflict of interest. If such conflict of interest does not exist, the Township may, at its discretion, withhold the selection.

The operator represents, warrants, and covenants that no member of the municipal Council of the Township, as applicable and no officer or employee of the Township is, or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise, in the performance of the work, or in the supply of materials or services, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived therefrom.

## **Township's Use of Submission**

The Township may reproduce the bidder's proposal and any supporting documentation for internal use only.

## **Errors and Omissions**

The Township will not be held liable for any errors or omissions in any part of this call for Expressions of Interest. While the Township has used considerable efforts to ensure an accurate representation of information in this EOI document, the information contained herein is supplied solely as a guideline for responding bidders. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in the document is intended to relieve operators from forming their own opinions and conclusions with respect to the matters addressed in the call for EOI.

Should an operator find omissions from or discrepancies in any of the proposal documents or should the bidder be in doubt as to the meaning of any part of such documents, the operator should notify Kaylee Francis-Carroll, Airport Coordinator without delay. If the Township considers that a correction, explanation, or interpretation is necessary or desirable, an addendum will be issued and posted on the Township's website.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

## **Addenda**

If required, addenda will be posted on the Township's website:  
<https://www.algonquinhighlands.ca/invest-build/tenders-and-rfps/>

It is the operator's responsibility to ensure all addenda have been read and noted.

## **Operator Expense**

Any expenses incurred by the operator in the preparation of the EOI submission are entirely the responsibility of the operator and will not be charged to the Township.

## **Acceptance or Rejection of Submission**

The Township reserves the right to reject any or all submissions and to waive formalities as the interests of the Township may require without stating reasons.

Accordingly, the Township will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any operator by reason of the acceptance or the non-acceptance by the Township of any submission or by reason of any delay in the acceptance of a submission except as provided in the proposal document.

## **Contract Award Procedures**

- The Township will notify the successful operator of the award within fourteen (14) calendar days of the closing date for submissions
- Notice of acceptance of the submission will be by telephone and written notice.
- Immediately after acceptance of the submission by the Township, the successful operator will provide the Township with any required documents within fourteen (14) calendar days of the date of notification of award

## **Protection of Work or Property**

The successful operator will provide continuous and adequate protection of all work from damage and will protect the Township's property from injury or damage arising from or in connection with this work. The successful operator will make good any such damage or injury.

## **Freedom of Information**

All information obtained from the operator in connection with this proposal is the property of the Township and shall be treated as confidential and not used for any purpose other than for replying to this request for Expressions of Interest. Operators may declare confidentiality of their submission; however, the Township is required to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Any personal information required as part of this submission is received under the authority of the Township of Algonquin Highlands. This information will be an integral component of the quote submission. All written proposals received by the Township become a public record;

once a proposal is accepted by the Township, and an agreement is signed, all information contained in it is available to the public, including personal information.

Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56 as amended, should be directed to:

Dawn Newhook, Clerk/Deputy CAO  
Township of Algonquin Highlands  
1123 North Shore Road  
Algonquin Highlands, ON K0M 1S0  
T: 705.489.2379 Ext. 333

### **Confidentiality of Understanding**

The successful operator and its employees may have access to information confidential to the Township. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful operator agrees that it and its employees who have access to this information will not, either during the term of the agreement or at any time thereafter, reveal to any third party any of this confidential information or use in any way, whether on the successful operator's behalf or on behalf of any third party, any such information.

The obligations of this section survive the expiration or termination of this agreement indefinitely.

### **Ownership**

The information, documentation, plans, etc. that are a product of this award by the successful operator, will become the exclusive property of the Township.