



TOWNSHIP OF MAPLETON

RFP 2026-09

**2026 CONCESSION BOOTH OPERATIONS AT THE MOOREFIELD AND THE
DRAYTON BALL DIAMONDS**

Submission Deadline: Friday, June 12th, 2026 at 2:00:00 PM

Date of Issue: June 1, 2026

The Corporation of the Township of Mapleton
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SECTION - 1

PROJECT DETAILS, TERMS AND CONDITIONS

1.1 Scope Of Work

The Township of Mapleton is seeking proposals from interested vendors or individuals to operate the concession booth at the Drayton and Moorefield Ball Parks for the 2026 Sports season (June 15, 2026, to September 30, 2026). The successful applicant will be solely responsible for the operation of the concession booth, in compliance with all applicable public health, safety, and municipal regulations.

1.2 Project Introduction

The Township of Mapleton is one of the seven lower-tier municipalities that form the County of Wellington. These municipalities are the Townships of Centre Wellington, Guelph Eramosa, Puslinch and Wellington North, as well as the Towns of Erin and Minto. The Township supports a mostly agricultural and rural population of approximately 11,000 residents, with projections indicating growth to 15,100 by the year 2051. Following amalgamation in 1999, Mapleton began to focus on its new vision and mission: "rooted in tradition, growing for the future." Three small hamlets (Drayton, Moorefield and Alma) make up the "urban" centres of the Township.

In addition to maintaining a strong and vibrant business community, Mapleton provides numerous recreation and leisure opportunities for residents and visitors. The Township of Mapleton offers a number of outdoor recreation opportunities including ball diamonds and soccer pitches that promote physical activity. These encourage residents to engage in sports and outdoor activities, contributing to healthier lifestyles. These facilities also serve as gathering places for local events, fostering community spirit. Ball diamonds are located throughout the Township with options in Alma, Drayton and Moorefield. Our priority is to promote active living that will build healthy family and community relationships.

1.3 Project Background

The Township owns and maintains the baseball diamonds at [Drayton Ball Park](#) and [Moorefield Ball Park](#). Currently, there are no dedicated concession booths operating in Township parks during the spring and summer. Park visitors have expressed a desire for convenient access to food and beverage options. Introducing a seasonal concession booth would enhance the park experience, particularly during the minor sports season. The Township is inviting proposals from qualified vendors who are interested in operating a concession booth during the outdoor season, from June to September.

1.4 Project Overview

About the Facilities:

The Drayton and Moorefield Ball Diamonds are located at 56 John St, Drayton, ON and 15 Ball Avenue, Moorefield, ON, respectively.

Opening hours may vary depending on diamond and sports field rentals. The hours of operation will be at the discretion of the approved vendor and the Township of Mapleton.

Expectations & Responsibilities of the Successful Applicant:

The opportunity is for the full operation of the concession booth at either of the diamonds or both of them. The successful applicant will be responsible for the full operation of the concession booth(s) during the 2026 baseball season. This includes purchasing all necessary food and supplies, preparing and serving food and beverages, maintaining the cleanliness and safety of the booth, and ensuring compliance with all applicable health, safety, and food handling regulations as outlined by the Wellington-Dufferin-Guelph Public Health unit. This shall include having any necessary certificates or licenses posted at the concession booth as required by the public health unit.

The successful applicant will be expected to provide prompt and courteous service to patrons and strive to have the booth open during the season.

The successful applicant is responsible for providing their own janitorial supplies and ensuring proper disposal of waste and recyclables. The successful Applicant shall (if applicable) provide a list of employee names(s) and telephone number(s) to the Township and shall be responsible for ensuring the list is updated as changes occur.

Food Handler Certification

The Successful Applicant operating the concession booth must hold a valid Food Handler Certificate in accordance with the requirements set out by Ontario's Health Protection and Promotion Act and the Ontario Food Premises Regulation (O. Reg. 562). Certification must be obtained through an approved food handler training program that meets provincial standards, such as those outlined at www.ontario.ca/page/food-handler-training-and-certification.

Equipment:

The concession booth is provided to the Successful Applicant on an “as is” basis. The Township does not provide or supply any equipment for use within the concession booth, and the Successful Applicant shall be responsible for supplying and maintaining any equipment required for their operations.

The Successful Applicant shall ensure all equipment used within the concession booth is properly maintained, including regular cleaning, preventative maintenance where applicable. The Successful Applicant will be responsible for scheduling any cleanings and for any associated costs.

The Successful Applicant shall be responsible for all legislated inspections related to the operation of the concession booth and is required to provide all necessary documentations at time of these inspections to the appropriate authorities, such as a valid food handlers certificate. The Successful Applicant is required to have all necessary documentation posted at the concession booth.

The Township, at its discretion, may replace equipment within the concession booth at such a time as it deems necessary.

Facility Access:

The successful Applicant will be provided with access to the concession booth during regular business hours. The Successful Applicant will be provided with all necessary keys and alarm codes once the contract is signed.

All deliveries must be made directly to the Successful Applicant. The Township staff are not responsible for and will not receive or coordinate the receipt of food products or supplies for the concession booth.

Insurance & WSIB:

If the applicant intends to hire staff, all employees must be properly trained and covered by a valid WSIB Clearance Certificate. A valid WSIB Clearance Certificate must be submitted to the Township before the first day of operation and kept current for the full duration of the rental period.

Additionally, the successful applicant must provide proof of **Commercial General Liability insurance** to insure against loss or damage resulting from bodily injury, death, or damage to property, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than **\$5,000,000** per occurrence.

This policy shall include, but is not limited to:

- i) Name the Township as an additional insured
- ii) Cross-liability and severability of interest
- iii) Blanket Contractual
- iv) Products and Completed Operations
- v) Premises and Operations Liability
- vi) Personal Injury Liability
- vii) Contingent Employers Liability
- viii) Owners and Contractors Protective
- ix) Broad Form Property Damage
- x) The policy shall include 30 calendar days' notice of cancellation.

Proof of Commercial General Liability Insurance must be submitted within **five (5) business days** of being awarded the contract, and coverage must remain active throughout the term of the contract.

Cleaning Deposit:

The successful Applicant will be required to provide a **\$500 cleaning deposit** to the Township upon signing the booth operation contract. This deposit will be held as security to ensure the concession booth is thoroughly cleaned and left in good condition at the end of the rental term.

The \$500 cleaning deposit will be included as part of the first monthly rental invoice issued to the Successful Applicant. The cleaning deposit will be due in accordance with the due date included on the invoice. Invoices are payable to the Township through Electronic Funds Transfers (EFT), cheque, or cash or debit at the Township's administrative office.

The deposit will be returned in full following a final inspection by Township staff, provided that the booth has been cleaned to the Township's satisfaction and all personal items have been removed. If the condition of the booth is found to be unsatisfactory or requires additional cleaning, the deposit will be withheld in full to cover necessary cleaning costs.

Term of Contract:

The Township will require the Successful Applicant to enter into a contract to operate the concession booth for **one (1) sports season**, from **June 15, 2026, to September 30, 2026**.

Rights of the Township:

The Township of Mapleton reserves the right to accept or reject any or all proposals, or to delete parts of items or entire items if it is deemed to be not in the best interest of the Township. The Township is not obligated to accept the lowest, highest, or any proposal submitted.

The Township reserves the right to cancel this RFP at any time without any liability for any loss, damage, or costs incurred by the applicant because of its cancellation. The Township also reserves the right to seek clarification from applicants on the start and end dates supplied in the applicant's application.

The Township also reserves the right to reject any application that fails to comply with the requirements set out in this RFP. This includes if the bidder does not provide all mandatory documentation, or if the documentation provided does not furnish satisfactory evidence of the applicant's experience or ability.

Confidentiality:

The Township is subject to the Freedom of Information and Protection of Privacy Act. The Act creates a right to access records in the custody or under the control of the Township, subject to the specific exception in that right set out in the Act. The Township will receive all proposals submitted in confidence. With respect to the Act, the Township cannot guarantee that information contained in any proposal will remain confidential if a request for access is made under the act.

Responsibilities of the Applicant:

The Applicant, and his/her employees shall not enter any dispute with and shall maintain a courteous relationship with the community, all Township of Mapleton Staff, and public at all times.

The Applicant is solely responsible for the risk and cost of preparing and submitting their proposal. The Applicant shall ensure that the Township, its staff, agents, and officers are saved harmless from any liability whatsoever arising out of the Applicants performance or non-performance of the term of this contract.

Questions, Proposal Submission, & Deadline:

All persons interested in this opportunity must complete and submit a signed copy of Section 2- The Proposal Application Form.

All questions regarding this opportunity are to be directed to purchasing@mapleton.ca

Questions regarding this opportunity must be submitted by **June 9th, at 12:00 PM.** **Responses to all questions will be shared publicly via an addendum posted on the Township's website by June 10th, 2026.**

All applications must be submitted to purchasing@mapleton.ca by Friday, June

12th, 2026, at 2:00:00 PM. Applications submitted after this deadline will not be considered.

All applications submitted must be clearly marked and named as “2026 Concession Booth Proposal”.



SECTION - 2

EVALUATION CRITERIA AND SCORING FRAMEWORK

Total Points Available: 100

Criteria	Details	Max Points
1. Monthly Rental Bid	While the minimum bid is \$0/month, proposals that offer a higher, competitive monthly rate will receive the higher scores.	10 points
2. Relevant Experience	Evaluates the applicant's background in operating a food booth, concession stand, or similar business. Applicants with detailed experience in hospitality, customer service, or food preparation will score higher. Specific, clear examples are preferred over vague or minimal responses.	25 points
3. Menu Proposal	Applicants should submit a detailed proposed menu. Menus will be evaluated on variety, completeness, and clarity. Proposals that include healthy food choices and items that accommodate dietary restrictions (e.g., vegetarian, vegan, gluten-free, dairy-free) will receive higher scores.	25 points
4. Cleanliness, Food Safety & Customer Service Plan	Evaluates the applicant's ability to maintain high standards of cleanliness, compliance with public health guidelines, and delivery of friendly, reliable customer service. Clear, thoughtful, and realistic plans will score higher.	25 points
5. References	Applicants must provide three references who can speak to their experience, reliability, and professionalism. Higher scores will be awarded for strong, relevant references with clear explanations of the relationship and nature of the work performed. These may include previous landlords, employers, personal or professional references.	15 points

Selection Process

- Applications will be reviewed and scored by Township staff using the criteria above.
- The highest scoring application out of 100 will be selected, subject to confirmation of all required documentation and mandatory requirements.
- Incomplete applications or those missing mandatory attachments will be disqualified.



Appendix A
BOOTH OPERATION CONTRACT

The Corporation of the Township of Mapleton
-- AND --

I, _____, here-in-after referred to as the Tenant, agree to enter into a contract with The Corporation of the Township of Mapleton, hereinafter referred to as the Landlord, for the operation of the concession booth at the Drayton and/or Moorefield Ballpark for the 2026 outdoor season.

Term of Agreement

- This agreement shall commence June 15, 2026 and automatically terminate September 30, 2026, unless extended by mutual written agreement.

Rental Payments

- The monthly rent, as accepted by the Landlord, shall be \$_____ plus H.S.T. and is payable monthly upon receipt
- The monthly fee may be pro-rated for the first and the last months of the operating season, depending on the weather and the sports season.

Cleaning Deposit

- The Tenant shall provide a \$500 cleaning deposit upon signing this contract.
- This cleaning deposit will be included on the first monthly rental invoice, and payment is due in accordance with the due date given on the invoice.
- The cleaning deposit will be refunded at the end of the season following a final inspection by the Township staff to confirm the booth is clean, in good condition, and free of personal items.
- If the booth is not satisfactorily cleaned, the Township will retain the cleaning deposit to cover the cleaning costs.

Operation of Booth

- The Tenant agrees to have the booth open during all scheduled times and events, as coordinated with the Township's Manager of Community Services.

Equipment & Maintenance

- The Tenant may have the use of all Township-owned equipment in the booth.

- The Tenant is responsible for regular cleaning, maintenance, and any legislated inspections required for equipment.

Cleanliness & Food Safety

- The Tenant must maintain the booth in a clean, safe, and sanitary condition at all times and provide their own janitorial supplies.
- The Tenant is required to comply with Wellington-Dufferin-Guelph Public Health requirements and the Ontario Food Premises Regulation 562.
- The Tenant must have a valid Food Handler's Certificate for the entirety of the contract. The Tenant is responsible for maintaining this certification and any costs associated with obtaining the certification or recertifying.
- Tenant agrees to sort and properly dispose of food waste and recyclables.

Insurance & WSIB

- The Tenant must maintain **Commercial General Liability Insurance** in an amount not less than **\$5,000,000**, naming the Township of Mapleton as an additional insured. Proof of insurance must be submitted within five (5) business days of contract signing and remain valid for the full term.
- If the Tenant hires employees, they must ensure all staff are properly trained and food safety certified and must submit a valid WSIB Clearance Certificate before their first day of work and keep it current throughout the contract.
- The Tenant is responsible for insuring their own contents and stock stored at the booths. The Township is not liable for theft, damage, or loss.

Responsibilities & Customer Service

- The Tenant is responsible for purchasing all necessary food and supplies, preparing and serving food, and providing friendly, reliable customer service to all patrons.
- Menus should include a variety of options and consider healthy or dietary-restricted choices (e.g. vegetarian, gluten-free).
- Any complaints or service concerns will be directed to and coordinated with the Manager of Community Services.

Termination

- Either party may terminate this Agreement with 30 days written notice.
- Failure by the Tenant to comply with this Agreement may result in immediate termination at the Township's discretion.
- Menus should include a variety of options and consider healthy or dietary-restricted choices (e.g. vegetarian, gluten-free).

This agreement will commence _____ 2026 and can be terminated by either party with 30 days written notice. This agreement will automatically terminate on September 30, 2026, unless extended at the sole discretion of the landlord.

This agreement is executed on this _____ day of _____, 2026.

Landlord:

Tenant: