



TOWNSHIP OF SIOUX NARROWS-NESTOR FALLS

We have space! Do you have an idea?

Summer Pop-Up Shop Request for Proposals

1.0 INTRODUCTION

The Township of Sioux Narrows-Nestor Falls (The Township) is requesting proposals from entrepreneurs and business operators to establish a “pop-up shop” in the vicinity of the Sioux Narrows Government Dock Area for summer 2024.

Sprawled out along the Eastern shores of Lake of the Woods, Sioux Narrows-Nestor Falls is thriving community, with a hub of activity in the summer months. We are a full-service community marked by a quaint and charming lifestyle while surrounded by an abundance of natural resources. As a small municipality on Anishinaabe Aki/Treaty 3 Territory, we pride ourselves on community spirit, environmental stewardship, and forward thinking.

The Township of Sioux Narrows –Nestor Falls has a permanent year-round population of 727 and supports a regional population of just over 2,100 people on a permanent year-round basis. The local economy is based primarily on cottaging and tourism, with an emphasis on lake based recreational activities. In the summer months we see our population grow substantially. The median age is 60.0 years, and many of the residents are seasonal, choosing to reside at their lakefront residences from May through to mid-October. Tourism is the mainstay of the local economy.

2.0 BACKGROUND

The Township has a trailer (known as the moving gallery) that is able to be stationed in the Sioux Narrows-Government Dock area as a temporary business location. Sioux Narrows Government Dock is located in the heart of Sioux Narrows Town Centre, with high foot traffic and easy access to Lake of the Woods.

3.0 SCOPE OF WORK and DELIVERABLES

The purpose of the RFP is to invite entrepreneurs and business operators to develop and submit a proposal to operate a pop-up shop in this space during the summer of 2024. We expect operations of this pop-up business to commence in June and to end by mid-September. Operating hours for this space must be within Day-light hours. All businesses ideas are welcome.

Please see attached sketch and photos and note that the unit has open to air elements in its design. It is weather resistant but not waterproof.

4.0 BUSINESS PROPOSAL

We want to hear about your business! Each proposal must include and clearly identify:

- Business contact information;
- A detailed description of the proposed business;
- operating plan (including any special operating requirements);
- electrical requirements;
- a list of items for sale, or services offered;
- proposed rental fee and payment frequency for the space
- website, and social media information;
- names, qualifications and experience of all key staff and staffing plan for the operating period;
- Health unit and other special operation permits (if required)
- Written references for the business and/or main business operator

Each proposal must also include agreement to:

- Provide to the Township a detailed schedule of operating hours
- Provide to the Township a valid insurance certificate, as well as confirming that the Township of Sioux Narrows – Nestor Falls would be named as an additional insured if selected
- Be willing to collect and remove all garbage and waste generated from the business daily.

Please submit **one electronic copy** of the above noted proposal.

5.0 Selection Criteria

A selection panel will be established by the municipality in order to evaluate the submitted proposals on the basis of criteria listed below:

Proposed vendor operations (hours and days of the week open)	/15
Soundness and creativity of the business and operating plans	/15
Uniqueness of the service or product offering for the community	/30
Selection of goods and services	/15
Experience in operations/ qualifications/ and availability of staff	/15
Complete proposal	/5
References	/5

Please note: that the Township reserves the right to accept or reject any and all proposals, all without giving reasons, and not accept any submission. The Township reserves the right to determine, in its sole and unfettered discretion, whether any submission meets the Mandatory Requirements of the Request for Proposal package. Furthermore; The Township is not bound to accept any proposal. At any time prior to selection of a successful proponent, the Township may, in its sole and unfettered discretion, or for its own convenience, terminate the selection process, cancel this RFP process and proceed with this procurement on different terms.

6.0 TIMELINES

Proposal Deadline: All Proposals must be submitted no later than **12:00p.m. Friday March 15th, 2024**

The successful proponent will be notified by Friday April 5th, 2024 to allow adequate time for business planning.

7.0 CONTRACT

The successful shall enter into a contract with the Township of Sioux Narrows-Nestor Falls. The basis for the contract shall be the submitted written proposal.

8.0 PROPOSAL SUBMISSION

Proposals must be submitted to, along with any questions regarding this proposal call, or requests to arrange for a viewing of the moving gallery prior to the proposal submission deadline:

Heather Gropp, MBA
Community Development Officer

Township of Sioux Narrows-Nestor Falls
P.O. Box 417
Sioux Narrows, Ontario
POX 1N0
Tel: 807.226.5241
Cell: 807-464-2720
Email: hgropp@snnf.ca



MOVING GALLERY

Wall Space

2 Panels: 120 sqf
Pivot Door (2 sides): 110 sqf
Back Wall: 40 sqf
Total sqf of display: 270 sqf

