



# 2026

Expressions of Interest:

REC-2026-04

Marina Convenience Store Operator



*“The Town of Gananoque seeks interested proponents to operate a Retail Convenience Store at the Gananoque Municipal Marina for the summer of 2026.”*

Gananoque

Ontario

Canada

# REQUEST FOR EXPRESSIONS OF INTEREST

## REC-2026-04 RETAIL CONVENIENCE STORE OPERATOR

### GANANOQUE MUNICIPAL MARINA

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#### 1.0 INTRODUCTION

The Town of Gananoque is accepting Expressions of Interest (EOI) from proponents interested in operating a Retail Convenience Store at the Gananoque Municipal Marina, located at 21 Bay Road, Gananoque.

The Municipal Marina is located on the shores of the St. Lawrence River in Lowertown which is only a 5-to-10-minute walk to the heart of downtown. The marina has 398 boat slips which includes both seasonal and transient guests from May till Thanksgiving. The Gananoque Municipal Marina is the largest single municipal marina between Montreal and Toronto that welcomes guests from all over Canada and the United States.

**Spring Season:** May 15<sup>th</sup> - June 20<sup>th</sup>: 9:00AM – 4:00PM - 7 days a week

**Summer Season:** June 21<sup>st</sup> - September 7<sup>th</sup>: 8:00AM – 8:00PM - 7 days a week

**Fall Season:** September 8<sup>th</sup> - October 12<sup>th</sup>: 9:00AM – 4:00PM - 7 days a week

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#### 2.0 BACKGROUND

##### 2.1 Town of Gananoque

Internationally renowned as the ``Gateway to the 1000 Islands``, the Town of Gananoque is recognized as one of Eastern Ontario's most stunning waterfront communities. It has truly developed into a world-class destination for travelers, businesses, and residents.

Strategically located on the Hwy 401 corridor and near the U.S border, Gananoque is centrally located between major urban centers, including Toronto, Montreal and Ottawa. This rural community offers a variety of attractions unique to the region including a scenic cycling path along Thousand Island Parkway, a captivating waterfront trail, beautiful beaches, a Heritage Museum, a Casino, Entertainment Cruises that conduct tours of the Thousand Islands, and outstanding performances at the Thousand Islands Playhouse. With its unbeatable quality of life, and larger centers only minutes away, Gananoque is an ideal community for a business to prosper.

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#### 3.0 ELIGIBILITY AND SUBMISSION REQUIREMENTS

Expressions of Interest are invited from proponents. Proposals must be submitted online using Biddingo at [www.biddingo.com](http://www.biddingo.com) no later than the submission deadline.

Submission deadline is **Tuesday, April 28, 2026 at 10:00AM**. Proposals submitted later than this date/time will be returned unopened to the proponent.

The Town of Gananoque will not accept proposals by email or facsimiles for all or any part of this request.

Submissions must contain the information set out below. Note that some of this information is specifically required to enable an evaluation of the proposal.

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## 4.0 INFORMATION TO BE SUBMITTED

### 1. Proponent/Organization Profile

The profile must include the following:

- Proponent/Organization Name
- Title
- Address
- Phone number
- Email address
- Website (if available)

### 2. References

A minimum of three (3) relevant references must be submitted.

### 3. Experience

Proponents are required to provide a description of relevant experience the proponent/organization has managed over the past three years.

### 4. Proposal Summary

Proponents are requested to provide a written detailed proposal to include:

- Operating season dates
- Services to be offered
- Rent offered for use of the space
  - HST is applicable to rent, amounts offered within the proposal are to be exclusive of HST
  - Minimum bid for monthly rent = \$500 per month

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## 5.0 COMMUNICATION

Only questions received by the Town in writing by **Tuesday, April 21, 2026 at 4:00PM EST** will be acknowledged. Communication and inquiries are to be directed to:

Lori Higgs, Superintendent of Marina and Recreation  
[marinarecreation@gananoque.ca](mailto:marinarecreation@gananoque.ca)

If any respondent has questions concerning this EOI, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters are to be submitted in writing to the individual named in the preceding paragraph by **Tuesday, April 21, 2026 at 4:00PM EST**.

Copies of all questions and answers, and any addenda to supplement the EOI, will be posted no later than **Wednesday, April 22, 2026 at 4:00PM EST**. Only formal written responses to properly submitted questions will be binding on the Town. Any such clarifications or addenda shall become part of this EOI.

No interpretation or clarification of the meaning of any part of this EOI will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the Town.

This EOI is available through Biddingo at [www.biddingo.com](http://www.biddingo.com) as well as online at [www.gananoque.ca](http://www.gananoque.ca). All addendums will also be available through Biddingo and [www.gananoque.ca](http://www.gananoque.ca) and must be included when submitting the proposal.

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## **6.0 SUBMISSION OPENING**

All submissions will be opened on **Tuesday, April 28, 2026 at 10:00AM**, in the Treasurer's Office located in the Gananoque Town Hall. The submissions will be evaluated by a review team and the winning proponent will be notified in writing.

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## **7.0 TOWN'S RIGHTS AND OPTIONS**

The Town accepts no liability for the costs and expenses incurred by the respondents in responding to this EOI, preparing responses for clarification, attending site meetings/ interviews, or participating in meetings. Each proponent that enters into the EOI process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the Town for the costs and expenses associated with EOI process. The Town reserves the right to refuse any and all proposals at its discretion and or reserves the right to cancel this EOI.

The space provided shall be accepted by the proponent in an "as is, where as" condition.

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## **8.0 SITE INFORMATION & INSPECTION**

Proponents are required to attend a **mandatory** onsite meeting with Lori Higgs, Superintendent of the Marina and Recreation on **April 16<sup>th</sup> 2026 at 10:00AM**.

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## 9.0 EVALUATION CRITERIA

To assist in the shortlisting of proponents, a point system will be used as a guide. Information that will be used as criteria for evaluation has been identified in Section 4.0 “Information to be submitted”.

▪ Rent Offered	50 points
▪ Quality of Proposal/Overall Impression	15 points
▪ Services to be Offered	15 points
▪ Experience (providing similar services)	10 points
▪ References	10 points

The proponent with the highest overall score may be identified as the successful proponent and provided an opportunity to negotiate a contract to operate within the space.

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## 10.0 INSURANCE/WSIB

Any selected Proponent shall be required to provide Commercial General Liability Insurance, in an amount no less than \$5,000,000. WSIB coverage shall be provided as required. Errors and omissions insurance shall also be required in a form and amount satisfactory to the Town. The Town shall be named as an additional insured on all policies of insurance and the successful Proponent shall provide proof of insurance as required.

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## 11.0 ACCESSIBILITY

*Accessibility for Ontarians with Disabilities Act (AODA):* The Proponent shall acknowledge their awareness of and all measures that will be taken to comply with the *Accessibility for Ontarians with Disabilities Act*.

# FORM OF IRREVOCABLE OFFER

I, \_\_\_\_\_ hereby offer to provide the requirements under Request for Proposal REC-2026-04 to the Corporation of the Town of Gananoque according to the Terms set out in this Proposal as well as in the EOI, including the requirement for an acceptance by a formal contract acceptable to The Town. I also agree that this irrevocable offer shall be open to acceptance by The Town for a period of 120 days from the RFP closing date.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Province

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

## PROPOSAL SUBMISSION

I/We the undersigned have read and understand this Proposal document, and herewith agree to the following for REC-2026-04 Marina Retail Convenience Store Operator Expression of Interest (EOI) at the price(s) listed below:

I/We certify that:

1. The party executing this document is an authorized signing authority for the firm.
2. To the best of my/our knowledge and belief the information provided in our Proposal submission is correct.
3. Except as expressly and specifically permitted in the instructions to Proponents, we shall not have any claim for any compensation of any kind whatsoever, as a result of participating in this bid, and by submitting a bid we shall be deemed to have agreed that we have no such claim.
4. To the best of my/our knowledge and belief our Bid submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud.
5. To the best of my/our knowledge and belief no member of Town Council and no officer or employee of The Town is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of the Contract, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.
6. The Bid submission will remain open for acceptance for a period of 120 (one hundred and twenty) calendar days after opening of the bids and The Town may at any time within this period accept the Bid.
7. The location of the retail store is at the discretion of the Town of Gananoque.
8. Rent payments are due on the 1<sup>st</sup> of each month commencing at the beginning of the agreement.
9. The proponent will follow all applicable laws, including municipal by-laws
10. The proponent agrees to accept the site in "as is, where as" condition.
11. Your completion of this form confirms acceptance of the EOI conditions as presented. Proponents who impose restrictions on their bid using a qualifying statement risk having their bid rejected.

I, hereby offer to provide the requirements under the Expression of Interest (EOI) to the Corporation of the Town of Gananoque according to the terms set out in this proposal as well as in the EOI, including the requirement for an acceptance by a formal contract acceptable to the Corporation of the Town of Gananoque. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of one hundred and twenty (120) days from the closing date for the receipt of proposals.

Name: \_\_\_\_\_ (Please print)

Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

## REFERENCES EXPERIENCE OF SIMILAR WORK

Indicate relevant experience of retail/convenience store operations provided within the last three (3) years.

Provide at minimum three references.

Contact information for a representative of the company/individual of each reference should be included and will include the representative's name, phone number and email address.

**Note:** If the Town is unable to obtain timely reference information from an identified company/individual, the reference will be considered unresponsive.

Contact Name & Address:	Contact Reference Phone/Email:	Brief Description of Experience:

Pursuant to Section 29(1(a) of the Municipal Freedom of Information Act,

I \_\_\_\_\_, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.



# PROPOSAL SUBMISSION

The check boxes are included as a helping tool for your convenience to ensure the submission is complete. (you are not required to check the boxes)

<p><b>PROPONENT/ORGANIZATION PROFILE:</b> The proposal should include: the proponent/organization name/address/contact information and all other information that the proponent deems to be important to include in their submission.</p>	<input type="checkbox"/>
<p><b>REFERENCES:</b> Pursuant to Section 29(1(a) of the <i>Municipal Freedom of Information Act</i>, I _____, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.</p>	<input type="checkbox"/>
<p><b>EXPERIENCE OF SIMILAR WORK:</b> The Proposal should include a history of the firm, as well as relevant experience of retail/convenience store operations over the past three (3) years.</p>	<input type="checkbox"/>
<p><b>PROPOSAL SUBMISSION:</b> Read and understand the Proposal document, and sign the Proposal Submission form</p>	<input type="checkbox"/>
<p><b>PROPOSAL BID:</b> The Proposal shall include a fixed monthly sum price for undertaking the Scope of Work described in this RFP. Bid forms must be used and included in all submissions.</p>	<input type="checkbox"/>
<p><b>ADDENDA:</b> The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None":  Addenda Numbers:</p>	<input type="checkbox"/>