



**Addendum to RFP :**  
Selection of Not-for-Profit (NFP)  
organization for Food Service  
Incubator

**Economic Development & Culture**  
Sector Development Office  
100 Queen Street West, City Hall, 9<sup>th</sup> Floor  
East Tower  
Toronto, ON M5H 2N2

**Addendum No. 2**

Date of Addendum November 15, 2022

Re: Selection of Not-for-Profit (NFP) organization for Food Service Incubator

Closing date: Wednesday, November 23, 2022 Closing time 12:00 p.m.local time

Please refer to the above Request for Quotation in your possession and be advised of the following revision: **Answers to questions submitted**

## **RFP : Selection of Not-for-Profit (NFP) organization for Food Service Incubator**

Answers to questions submitted (ADDENDUM 2)

### **Clarifying Definitions**

FLIP kitchen is defined twice – once as the whole project, and once as the 425 sq foot space. This is confusing both in the scope and in the quoted lease amount?

- There are three components of the operation. The first component is the entire food hall. The ideal NFP organization will work towards being the anchor tenant of the food hall and take over operation of the space and property management once that contract is concluded with the developer. This can be referred to as FLIP Kitchens. Marketing of the entire hall, scheduling of hall events, and management of shared spaces is part of the component. The second component would be to lease the front kitchen space with fully equipped artisan pizza oven, Halton cook bank, Altosham convection oven, hot and cold table, and full refrigeration units. This can be referred to as whatever brand name the NFP wishes to provide. The third component will be to assist and guide the for profit, start up entrepreneurs and provide connections to the industry through mentorship and academic partnerships in order to provide the best chance of success in starting their businesses.

There are both referrals to providing oversight and as a lead tenant. Please define the relationship between the NFP and the Kiosk Tenants?

- The ideal NFP organization will support the success of the kiosk tenants by:
  - o providing connections to industry experts,
  - o facilitating mentorship to foster development of business planning and execution, marketing and optimal food service approaches
  - o coordinate management of the food hall including, opening/closing, scheduling use of common space facilities, triaging of maintenance issues to the property manager, facilitating periodic meetings to enable coordinated operation, responding to operational escalations, etc.

Please define “competition “as it relates to section 1.4 – 4 “products, not in competition”?

- The NFP shall not offer for sale any items that are in direct competition with what the current kiosk vendors are selling to the public.

### **Operational Questions**

There is no mention of whom is responsible for the maintenance and upkeep of common areas. Is this included in the lease rates paid by the tenants, or is it expected the NFP group would be responsible for this cost (janitorial, décor, staffing, security) this is alluded to in 1.4 -3 but is not clear.

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- The costs for maintenance of the common areas are built into the lease agreements of the tenants. Maintenance is delivered by the Property Manager while cleaning, security require coordination through the NFP

There are several references made to reporting, EG. Section 1.4 – 25) reference is made to deliverables – can these be shared?

- As with every incubator program the City offers, the NFP organization must provide an annual report to the City as to the progress of the incubator, including:
  - o Programs and initiatives implemented,
  - o Number of clients served,
  - o sales data of clients currently in the program
  - o Number of equity seeking and BIPOC community members being assisted to find employment and begin businesses.
  - o Etc.

Also Section 1.4-25 – over what period is success measured?

- Reporting will be on an annual basis and graduates of the food hall should be voluntarily tracked over a 5 year period to collect data on success stories.

## **Lease and financial**

Due to the short notice and quick turnaround, much of the deliverables will take time to build, and will provide some initial funding challenges for the start-up. Is lease relief available for the first 3-6 months to establish plans, staffing, funding, and routines?

- Lease relief is not available, but some programming funding could be made available by Economic Development and Culture Division based on the deliverables of the current Black Food Sovereignty Plan that is in place for fiscal 2023 and 2024.

Please supply the Current Lease format and rates – private details can be excluded or redacted.

- The City is not prepared to publish the lease format at this time.

The current 4 food hall tenants - Who is their lease with? It's both listed as a sublease, and as a lease with the City of Toronto, so it's unclear.

- 4 Food Hall start-up vendors have leases directly with the City.

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Who is their lease payable? Do they contribute a “condo fee” of sorts?

- Leases are payable to City, with no condo fees.

Is there an opt-in clause for the current tenants for programming?

- No. The tenants have the option to participate in programming or not.

What role is the NFP able to play in the management of their compliance with rules and regulations? Can the lead tenant terminate the lease of a kiosk for noncompliance or issues?

- Tenant leases are directly with the City. As such, the City is the only entity that can terminate agreements. The City values the NFP's perspectives on compliance from the standpoint of reporting issues and recommending solutions.

Section 1.4 – 26) sales figures and revenues: is there an existing POS or tracking system in place, or would the NFP be responsible for this?

- Within the kiosk vendors leases they are to report sales to the NFP from their POS system that all have in place.

## **Facility**

Please supply Floor plan/ mechanical drawings for all floors – no appendix was attached to the RFP

- See Appendix A

Its there a listing of equipment and FFE that are currently in place?

- See Appendix A

Is the space licensed? Can it be?

- If there is separate seating for a licensed space and there is table service, then each vendor can apply for a license. Alcohol must be served directly to the consumer by each respective tenant.

What are the public hours currently?

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- Currently the hall is open Monday to Saturday 11 am until 8 pm. These hours can be renegotiated with the consensus of the tenants and the NFP organization. The City can ultimately establish hours, if necessary.

Is there office, storage, or admin space allocated on-site?

- There is storage space on mezzanine floor. There is seating area in the back of the food hall that can be used for teaching and learning space. On the second floor of the building, above the mezzanine, there is Spaces Inc. shared office spaces. These must be negotiated and rented from them on a separate basis. No other office space is available at 5210 Yonge St.

## **Naming and Branding**

Does the brand of Flip kitchen need to remain intact?

- No, the brand has not been registered and the new not-for-profit organization that is chosen can change the name of the hall and take control over the social media platforms that have yet to be registered as well.

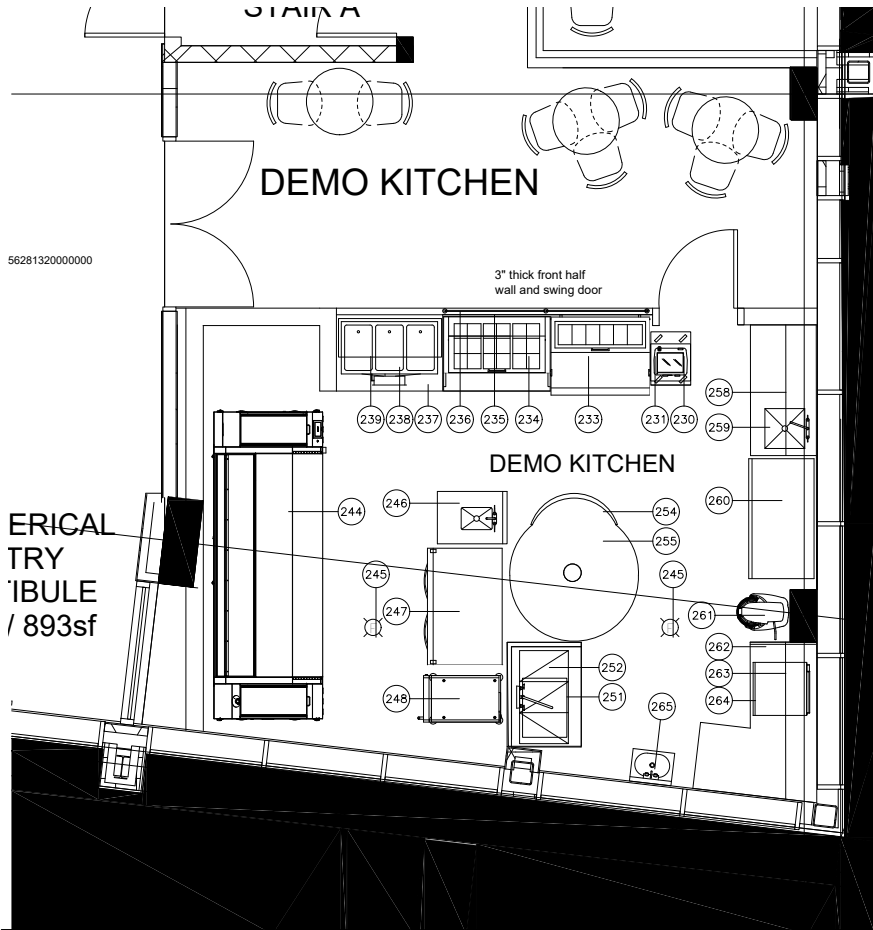
There is no website/promotions/or social presence currently. If there are registered assets ( domains, Nuans, etc – will those be provided?

- Assets belonged to last NFP. This will need to be re-created. Nobody owns the FLIP Kitchens brand – it hasn't been registered

Section 1.4 -22 ) does the city need to approve the social and marketing plan? The language here questions the independent nature of the NFP.

- No. However, the City would like to review the nature of the name to ensure sensitivity that a City program is not offensive in any way to any group. The City's logo cannot be used with any marketing for this project. However, any external signage affixed to the building will need to be approved by CREM as they own the space.

# APPENDIX A: FLIP Kitchen Equipment and Layout Drawing, April 2021



LEVEL GF - DEMO KITCHEN	
230	1 MOBILE CASH COUNTER
231	1 P.O.S. SYSTEM (CASH) N.I.C.
232	0 SPARE NO.
233	1 REFRIGERATED PIZZA MAKE-UP
234	1 REFRIGERATED GARNISH c/w GLASS LID
235	1 HALF SERVICE WALL FRONT PANEL (N.I.C.)
236	1 DECORATIVE SNEEZEGUARD (N.I.C.)
237	1 SERVING COUNTER
238	1 3 WELL HOT FOOD WELL (DROP-IN)
239	1 SNEEZEGUARD c/w OVERSHELF/HEAT
240	0 SPARE NO.
241	0 SPARE NO.
242	0 SPARE NO.
243	0 SPARE NO.
244	1 ELECTRIC COOKING SYSTEM c/w HOOD & FIRE SUPPRESSION
245	2 FLOOR DRAIN (N.I.C.)
246	1 COUNTER c/w HAND SINK 225mm HIGH SPLASH
247	1 2 DOOR REACH-IN COOLER
248	1 VENTLESS MULTI COOK OVEN c/w STAND
249	0 SPARE NO.
250	0 SPARE NO.
251	1 GREASE INTERCEPTOR (N.I.C.)
252	1 3 COMP. POT SINK c/w 250mm HIGH SPLASH
253	0 SPARE NO.
254	1 ELECTRIC PIZZA OVEN
255	1 VENTLESS PIZZA HOOD
256	0 SPARE NO.
257	0 SPARE NO.
258	1 S/S OVERSHELF
259	1 WORK COUNTER c/w PREP SINK
260	1 2 DOOR REACH-IN DUAL TEMP
261	1 20 QT MIXER
262	1 1' SHAPED DISHTABLING
263	1 S/S OVERSHELF
264	1 UNDERCOUNTER DISHWASHER
265	1 HAND SINK (WALL MOUNT)
266	0 SPARE NO.
267	0 SPARE NO.
268	0 SPARE NO.
269	0 SPARE NO.
270	0 SPARE NO.
271	0 SPARE NO.
272	0 SPARE NO.
273	0 SPARE NO.
274	0 SPARE NO.
275	0 SPARE NO.
276	0 SPARE NO.
277	0 SPARE NO.
278	0 SPARE NO.

BEACON CONDO 5200 YONGE ST  
TORONTO, ONTARIO  
JUNE 12, 2020

## DEMO KITCHEN EQUIPMENT LAY-OUT & SCHEDULE

