

Request for Expression of Interest (REOI) Proposals for Market Kitchen at St. Lawrence Market

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EXECUTIVE SUMMARY

The City of Toronto invites qualified businesses and individuals to submit proposals for the operation and management of the Market Kitchen at the St. Lawrence Market Complex. Located in the South St. Lawrence Market building (93 Front Street East), this premier culinary space is envisioned as a hub for culinary arts, events, and community engagement. The Market Kitchen seeks a partner to deliver diverse, high-quality programming while ensuring financial sustainability and alignment with the Market's values of inclusivity, heritage, and community enrichment.

The City of Toronto will enter into a management and operating agreement that allows the operator to run the Market Kitchen as an independent business, while adhering to the City's guidelines and policies. The agreement will include a rental agreement, where the operator will pay a fixed rent amount that covers the use of the Market Kitchen.

The initial term will be three (3) years, with an option for a 3-year renewal based on performance and mutual agreement. Renewal will depend on metrics such as revenue generation, program quality, community impact, and adherence to the City's strategic priorities.

BACKGROUND

Since its establishment in 1803, the St. Lawrence Market has been a public asset that brings people together around shared values and experiences of food, community, culture, and heritage. Located in and around the original Market Reserve of the Town of York, the Market has served as an anchor for the St. Lawrence Market neighbourhood, as well as an important social, civic and economic hub for Toronto, for over 200 years. The buildings of the St. Lawrence Market district are key downtown landmarks and are among the most valuable historical sites in Toronto. The district is a place that convenes diverse groups of people, merchants, shoppers, rural and urban, locals and visitors, young and old to exchange goods and ideas and to celebrate community.

The Market is a major tourist destination and is currently listed on Trip Advisor as the most popular attraction in Toronto. The St. Lawrence Market district is a key economic generator for the city and the broader region, creating economic opportunities, jobs, and networks for local independent businesses. The St. Lawrence Market is one of the last strongholds of independent food merchants who provide personalized service and quality merchandise that reflects the diversity of Toronto, Ontario and Canada. These entrepreneurial, independent, and diverse tenants play a strong role in the success of the district.

The St. Lawrence Market District is a public asset managed by the City of Toronto and under the direct jurisdiction of the Corporate Real Estate Management Division, Property Management unit.

The Market district is comprised of four (4) main buildings, being the St. Lawrence Hall, the North St. Lawrence Market (under redevelopment and expected to open later in 2024), the South St. Lawrence Market and the Temporary Market building. The district also includes outdoor public spaces, Market Lane Park (under redevelopment), Market Street and abutting public realm and pedestrian right-of-ways.

The St. Lawrence Market district is the area bound by King Street to the north, Market Street to

the west, Wilton Street to the south and Jarvis Street to the east. In addition to the spaces listed above the district includes the office spaces located at 95, 105 & 115 The Esplanade, and is the site of the future regional library.

Corporate Real Estate Management operates four main programs at the Market Complex:

- Commercial Tenancies – 3 in the St. Lawrence Hall, 1 in the North St. Lawrence Market and 65 in the South St. Lawrence Market.
- Farmers Market – 40 vendors every Saturday.
- Arts and the Market – arts and craft program during summer months.
- Occasional Uses – rental of event facilities in the St. Lawrence Hall, North St. Lawrence Market, Temporary Market, and South Market event spaces such as film shoots and special events.

The Market Kitchen operator will manage all day-to-day operations of the Market Kitchen, including programming, rentals, maintenance, and marketing. Programs must align with the City's vision for the Market and enhance its reputation as a culinary and cultural hub.

PURPOSE

The purpose of this Request for Expression of Interest (REOI) is to select an operator for the Market Kitchen who will:

- Deliver Culinary Excellence: Showcase innovative programming that highlights food culture, culinary education, and diverse traditions.
- Enhance Community Engagement: Provide open and accessible programming that reflects Toronto's diversity and strengthens the Market's community ties.
- Ensure Financial Sustainability: Operate the facility in a self-sufficient manner while contributing to the City's strategic priorities.

The operator's responsibilities include develop and execute programming open to the public, including culinary classes, private events, and public workshops, manage bookings, scheduling, and client relations for private rentals, maintain the facility, including cleaning and maintenance and adhere to all applicable laws, including health, safety, and accessibility regulations.

The City's responsibilities include provide a fully equipped and functional Market Kitchen at the start of the agreement, support the operator with general marketing efforts that align with the broader Market strategy and ensure reasonable access to the facility.

The successful applicants ("Successful Applicants") will be required to enter into a contract agreement on terms satisfactory to the Corporate Real Estate Management ("CREM") Division and in a form satisfactory to the City Solicitor. The agreement will include a rental agreement, where the operator will pay a fixed rent amount that covers the use of the Market Kitchen.

THE MISSION AND VISION FOR THE ST LAWRENCE MARKET DISTRICT

In 2022, the City of Toronto developed a new Strategic Plan for the St Lawrence Market. The new plan includes a new vision, a single strategic goal supported by six guiding principles and a series of actions to achieve the goal.

The Market Vision: To be recognized as a community of cultural, social, and commercial places and spaces that inspires, connects and enriches residents and visitors and provides opportunities for merchants, vendors and creators to thrive.

The Market Mission: A welcoming and vibrant destination that offers unique, culturally diverse, and authentic Toronto experiences rooted in history and food heritage.

The Market Goal: To create a Market district in Toronto.

CITY'S STRATEGIC PRIORITIES

The City of Toronto recognizes both the importance of investing in neighbourhoods and that barriers to access and participation exist for many members of Toronto's diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Indigenous peoples, 2SLGBTQ+ communities, and seniors. The City of Toronto expects its suppliers to partner in acting as positive forces in helping to eliminate these barriers, foster greater access and promote Toronto's diversity.

Several City of Toronto strategic documents provide the direction and prioritize the importance of space, access to space for the programs, and equity and accessibility including:

City of Toronto Corporate Strategic Plan: <https://www.toronto.ca/wp-content/uploads/2019/10/9886-DS-19-0438-Corporate-Strategic-Plan-V4-MG1.pdf>

Building Back Stronger: Report of the City of Toronto's Economic and Culture Recovery Advisory Group: <https://www.toronto.ca/legdocs/mmis/2020/ec/bgrd/backgroundfile-159197.pdf>

Economic Development and Culture Divisional Strategy: <https://www.toronto.ca/wp-content/uploads/2020/01/8e45-2019-EDC-Divisional-Strategy.pdf>

Reconciliation Action Plan (2022-2032): <https://www.toronto.ca/legdocs/mmis/2022/ex/bgrd/backgroundfile-222934.pdf>

Confronting Anti-Black Racism: <https://www.toronto.ca/community-people/get-involved/community/confronting-anti-black-racism/>

Equity, Diversity and Inclusion: <https://www.toronto.ca/city-government/accessibility-human-rights/equity-diversity-inclusion/>

Accessibility and Human Rights: <https://www.toronto.ca/city-government/accessibility-human-rights/>

PROGRAM

The mission for the St. Lawrence Market is to become a welcoming and vibrant market district that supports a range of cultural, social and commercial activities. The City envisions the Property to be a magnet for people interested in the intersection food, arts, culture and retail as well as a place for tourism and the community to gather in the neighborhood.

The ideal operator profile for the St. Lawrence Market (SLM) must meet the following characteristics to ensure an optimal fit:

- I. Be an established culinary and hospitality expert.
 - a. Proven experience in managing culinary or event spaces (e.g., commercial kitchens, culinary schools, event venues).
 - b. Strong knowledge of culinary trends, food culture, and educational programming.
 - c. Ability to develop and execute a variety of programs, such as cooking classes, demonstrations, team-building events, and private rentals.
- II. Has demonstrated event and facility management skills.
 - a. Demonstrated success in managing multi-functional spaces.
 - b. Experience coordinating diverse event types, including corporate functions, weddings, and cultural events.
 - c. Familiarity with booking systems, scheduling, and logistics.
 - d. Has the ability to recruit, train, and retain a skilled team with expertise in culinary arts, hospitality, and customer service.
 - e. Has access to the resources, equipment, and partnerships necessary to operate the Kitchen successfully.
- III. Demonstrates financial sustainability.
 - a. Outlines a sound business model that ensures financial sustainability while delivering community-focused programming.
 - b. Has the capacity to manage budgets, staff, and day-to-day operations efficiently.
 - c. Maintains good relationships with relevant suppliers.
 - d. Outlines payment process for handling client contracts.
- IV. Is prepared to share sales figures, audited financial statements and other sales trending data.
 - a. Retains the services of an accountant and/or bookkeeper to maintain books and records.
 - b. Produces audited financials on an annual basis.
- V. Exhibits a commitment to the success of the SLM, not just the individual business.

The business must support and enhance the vision for the Property. The operator will work closely with the City of Toronto to deliver on its strategy for the program.

The successful operator must also ensure that they incorporate values of community, collaboration, diversity, equity and inclusion into the business and activities that take place within the Property. As the Property owner, the City will monitor the success of the Property and Tenant to ensure compliance.

EVENT SPACE DETAILS

The successful operator will operate and manage the Market Kitchen, located in the South St. Lawrence Market building (93 Front Street East). The Market Kitchen is a unique and versatile culinary and event space that offers a distinctive combination of charm, functionality, and state-of-the-art amenities to accommodate a wide range of activities, from culinary classes and demonstrations to private and corporate events.

The Market Kitchen is approximately 2412 square feet and is located on the 2nd floor west mezzanine of the South Market building overlooking the Market floor.

Key Features:

- GE Monogram Kitchen appliances and equipment which includes:
 - Wall Ovens (French Door) – Quantity 2
 - Wall Oven (Drop Door) – Quantity 1
 - Speed Oven Advantium Pro – Quantity 1
 - 36" Induction Cooktops – Quantity 2
 - 36" All Fridge – Right – Quantity 1
 - 36" All Fridge – Left – Quantity 1
 - 30" Glass Front Fridge – Quantity 1
 - Commercial Dishwasher
- Small kitchen equipment including coffee grinder, coffee urn, food processor, hand blender, hand mixers, extension cords, pots, pans, bowls and prep tools
- Core event furnishings which includes:
 - 55 chairs
 - 20 stools
 - 4 x 8 ft plastic tables
 - 4 x 6 ft wooden tables
 - 3 wine barrels
 - 4 wood-top rolling carts
- Flexible seating configurations for up to 80 guests
- Scenic views overlooking the South Market
- Basic AV capabilities

Capacity:

- Hands-on cooking class – 60 people
- Sit-down dinner – 60 people
- Theatre-style seating – 75 people
- Cocktail party – 80 people

The successful operator will be required to accept the inventory of equipment, furnishings, and other assets provided within the Market Kitchen in its current condition, as-is, at the commencement of the agreement and will be responsible for all aspects of maintenance and upkeep. The operator will have the opportunity to inspect all items to confirm their condition.

HOURS OF OPERATION

As is the nature of occasional uses, special events and rentals, event hours of operation can vary and take place any day of the week, at any time of day. The Market Kitchen operator must be conscious to work within the parameters of general St. Lawrence Market District building operations to ensure regular business is not disrupted by event preparation or execution.

Hours of operation to be aware of include:

South St. Lawrence Market:

1. Retail Hours:
Tuesday-Friday, 9 a.m. – 7 p.m.
Saturday, 7 a.m. – 5 p.m.
Sunday, 10 a.m. – 5 p.m.
2. Arts at the Market (located outside along Front Street):
Hours of Operation: April-October, Friday-Sunday, 9 a.m. – 5 p.m.

North St. Lawrence Market:

- Saturday Farmers Market
Retail Hours: Saturdays, 5 a.m. – 3 p.m.
Load-In: Friday afternoons through early Saturday mornings
- Sunday Market
Retail Hours: Sundays, 10 a.m. – 5 p.m.
Load-In: Sunday mornings
- Food Bank
Hours of Operation: Sundays, 7 p.m. – 9 p.m.
- Court Services
Hours of Operation: Monday-Friday, 9 a.m. – 5 p.m.

BUILDING DETAILS

The premises has several existing amenities that are already designed into the existing space.

South Market building:

These include:

- a. POWER
- b. WATER
- c. HVAC
- d. DRAINAGE

The building has a loading dock located on the south side of the building, with a freight elevator that leads to the main floor.

There is no storage space or dedicated parking space(s) for the Property, however there is Green P parking lot with 2200 spots available nearby the Property as well as paid parking underground with 250 spaces.

CONTRACT TERM

The City will be issuing a 3-year operator contract agreement. The City shall have the option, in its sole discretion, to renew this Agreement for an additional 1 (one) period, by written notice of intention to renew sent no later than 3 months before the expiry of the Term with an option of a 3-year extension term.

RENTAL AGREEMENT and RATES

The operator will enter into a license agreement with the City, paying a fixed rent amount of \$33.00 per square foot for use of the kitchen plus additional rent as outlined in Appendix E. Rental rates increase by 3% per year.

This rental arrangement is net-zero to the landlord, meaning the operator will be responsible for all associated costs, including but not limited to:

- **Operating Costs:** The operator will pay for all operating expenses directly related to the Market Kitchen, staffing, cleaning and maintenance, including utilities (e.g., electricity, water, gas), pest control, grease trap cleanout and waste management.
- **Proportional Property Taxes:** The operator will contribute to property taxes based on the proportion of space occupied by the Market Kitchen.
- **Maintenance and Repairs:** The operator will be fully responsible for regularly maintaining the provided equipment and furnishings. If any item becomes damaged or requires repair, the operator must replace or repair it at their own cost to ensure the facility remains fully operational. The City is open to discussing with the applicant bringing in a sponsor to upgrade the appliance and kitchen space.
- **Liability Insurance:** The operator must maintain adequate insurance to cover the premises, including coverage for damages, operational risks, and equipment liabilities.

The City will provide the facility and its initial furnishings and equipment in good working condition, but all ongoing upkeep and operational expenses will be borne by the operator.

The operator will report gross revenue monthly. The City reserves the right to audit the operator's financial records to ensure accurate reporting. The operator must maintain transparent and detailed accounting practices, including the submission of annual audited financial statements.

The City will have access to twelve full day bookings throughout the calendar year at no charge.

SUPPLIER CRITERIA

The City of Toronto's priority in conducting this REOI process is to find an operator to operate and manage the Market Kitchen through the delivery of the contract terms.

The Operator:

- Should have previous experience operating programs similar to what is being proposed.
- Will be responsible for total program(s) delivery and execution.
- Must be in good financial standing, with the capacity to manage operating costs during the term of the agreement.
- Must have the administrative capacity to deliver program and services.
- Must adhere to the City of Toronto's policy of providing a workplace and program and/or service space that is free from harassment and discrimination.
- Current programmatic considerations for tenants that align with the St Lawrence Market Strategic plan:
<https://www.toronto.ca/wp-content/uploads/2023/05/9803-St.-Lawrence-MarketStrategic-Plan-Updated-Photos-Version-3-compre...-FINAL-AODA.pdf>
- Business owned, operated, or servicing the City's diverse communities, particularly women, persons with disabilities, ethno-cultural and racialized community members, Aboriginal and Indigenous peoples, and 2SLGBTQ+ communities are encouraged.

The following are the SLMC's key considerations in reviewing prospective operators:

- Demonstrated success in managing similar facilities, such as culinary spaces, event venues, or educational kitchens.
- Ability to develop and deliver diverse, high-quality culinary programs, including cooking classes, team-building events, and demonstrations.
- Ability to collaborate with Market merchants, local businesses, and community organizations.
- Ability and willingness to offer event services in accordance with the requirements of the SLM's ordinance and guidelines.
- Financial ability to provide services and to pay operating costs, to complete any planned or required event facilitation needs; and/or to purchase and/or rent the necessary equipment and product on an ongoing basis.
- Credit history and business plan for operating expense, revenues, and cash flow as well as sales projections.
- Cash flow adequacy after debt obligations and operating requirements.
- Prior business experience, credit record and financial strength of the supplier.
- The extent to which the proposed supplier contributes positively to the SLM's event offerings.

SUPPLIER RESPONSIBILITIES

Contract Agreement

The Operator will be required to enter into a rental contract agreement with the City of Toronto, in a final form satisfactory to the City of Toronto. The City of Toronto retains the right to terminate the agreement in the event that the Operator violates any terms of the agreement.

The Operator shall also provide examples of the contract agreement that they will enter with individual clients using their services in Market Kitchen event space.

Fee Structure

The operator will be required to provide a clear and comprehensive fee structure as part of their proposal. This should include pricing options that align with the diverse range of uses for the Market Kitchen, ensuring affordability and accessibility while maintaining financial sustainability.

The fee structure should address the following:

Required Pricing Information

1. Event Categories: Provide pricing for different event types, such as:
 - Cooking classes and demonstrations
 - Corporate events (e.g., team-building activities, workshops)
 - Private social events (e.g., weddings, receptions, celebrations)
 - Public events (e.g., culinary festivals, tastings, community gatherings)
3. Package Options: Propose tiered pricing packages based on service levels, including:
 - Basic Package: Essential space usage with minimal add-ons
 - Enhanced Package: Includes additional amenities, equipment, or staff
 - Premium Package: Full-service offering with maximum customization
4. Hourly Rates and Add-Ons:
 - Pricing for hourly rentals or additional hours for setup and cleanup.
 - Cost of optional services, such as staffing, AV equipment, or specialty décor.
5. Catering Options:
 - Outline fees for events requiring catering, whether through in-house services or approved vendors.
 - Include any additional charges for kitchen use during catered events.
6. Discounts or Special Pricing:
 - Proposals for discounts for non-profits, community groups, or long-term clients.
 - Pricing strategies for low-demand periods or last-minute bookings

APPLICATION PROCESS

REOI PROCESS

This REOI will be a process to identify Successful Applicants who meet the eligibility requirements and have the operating capacity to participate in the competitive selection process.

MAIN CONTACT INFORMATION

The City of Toronto main contact for this REOI is Daniel Picheca, Manager of St. Lawrence Market Complex. REOI submissions, questions or concerns must be sent to Daniel Picheca at Daniel.picheca@toronto.ca

SUBMISSION INSTRUCTIONS

Applicants must include their REOI proposal documents **attached in one email to Daniel Picheca at** Daniel.picheca@toronto.ca

Applicants must submit their completed REOI proposals as well as the required documents as one compiled document. If the file is too large, it can be submitted via a file sharing platform such as WeTransfer.

Submissions will only be accepted electronically and must be clearly labeled as “**Applicant Name – REOI Operating and Managing the Market Kitchen at St. Lawrence Market**”.

Do not submit any documentation that has not been requested in the Required Documents checklist or this REOI form. Documentation not requested will not be reviewed and evaluated. If further information is required, City staff will reach out as appropriate.

Please note, multiple proposal emails from the same Applicant / Corporation, incomplete proposals and documents received after the submission deadline of **September 30, 2025, at 5 p.m., Eastern Standard Time**, will not be accepted and you will automatically be deemed ineligible. No exceptions.

SUBMISSION DEADLINE

Applicants are required to submit their proposals through email by the submission deadline of **September 30, 2025, at 5 p.m., Eastern Standard Time**. Proposals received after the deadline will not be accepted.

INFORMATION SESSION AND TOUR

Applicants should attend an information session and property tour presented by Corporate Real Estate Management, and other relevant City Divisions on **August 27, 2025, 10 a.m., Eastern Standard Time**. This date is subject to change, and all applicants will be provided 1 week notice of any changes. The information session and tour will take place in the Market Kitchen located on

the West Mezzanine, South Market Building. Address 91-95 Front Street East, Toronto ON.

TIMELINE

The following timeline is associated with the REOI. Dates may be subject to change.

Activity	Date
Request for Expression of Interest Release	August 20, 2025
Information Session and Property Tour	August 27, 2025
Submission Due Date	September 30, 2025
Submission Review and Applicant Selection	October 28, 2025
Execution of Contract	November 12, 2025
Commencement of Contract	January 6, 2026

SUBMISSION REQUIREMENTS

Applications must submit a business plan that includes the below information to be considered complete.

Proposal Submission Requirements – Expression of Interest Business Plan:

A. Executive Summary

B. Applicant Profile

- a. Applicant Overview
 - i. For individuals:
 - 1. Full legal name and contact details
 - 2. Clarification of status (e.g., independent operator, sole proprietor, etc.)
 - ii. For businesses: Business name and primary contact person
 - 1. Business name and name and title of the primary contact person
 - 2. Contact details for the primary person (email, phone)
 - 3. Type of business (e.g., corporation, sole proprietorship, partnership, etc.)
 - 4. Other key staff members and their roles (optional)
 - 5. If corporation, date incorporated and proof of a current corporation profile
- b. Experience and Qualifications
 - i. For individuals:
 - 1. Relevant experience or expertise in event planning, hospitality, or the type of operations being proposed.
 - 2. A summary of the applicant's ability to operate in an event space, including staffing, logistics, equipment, or any other relevant capabilities.
 - ii. For businesses:
 - 1. Overview of the business, including history, key services, and relevant experience with event space management or similar operations
 - 2. A statement outlining the mission, values, or guiding principles that drive the applicant's business work (this helps understand if your business approach aligns with the goals and culture of our space).

C. Proposed Business Plan

- a. A concise overview of the business proposal, including the vision for operating within the Market Kitchen event space, key objectives, and what sets their approach apart.
- b. A clear description of the types of events or services the applicant plans to host in the space. This should include specifics on the format, frequency, and scale of events (e.g., workshops, conferences, weddings, pop-up markets), details on any additional services or features they will provide and a description of how these offerings align with the St. Lawrence Market's goals. This should also include the fees structure.

- c. A detailed plan of how the applicant will operate and manage the Market Kitchen on a day-to-day basis. This should include staffing requirements such as the number and roles of staff members, qualifications, and responsibilities. This should also include an overview of logistics and event execution, including space set-up, tear-down, and coordination with your team.
- d. Community Need – describe how the proposed business services and programs address community needs and what demographics and communities will be served.
- e. Equity Impact – explain how an equity, diversity, and inclusion approach is applied to the development and delivery of programs and services.
- f. Alignment with St Lawrence Market and the City's Strategic Priorities – describe how the proposed services and programs align with the strategic priorities.
- g. Include information on equipment and supplies required to provide services.
- h. Outline what do you required from the St Lawrence Market to support this proposal.
- i. Detail of any capital improvements including cost and timelines
- j. Proposed schedule and timeline.

D. Marketing and Sales Strategy

- a. Provide a marketing, communications, and sales strategy.
- b. Include a market analysis with details about the target market. Could be in the form of a SWOT Analysis.
- c. Include any information and links to websites and social media channels.

E. Financial Plan

- a. Financial forecast (profit and loss statement) for the Applicant's first three years of operation including:
 - 1) Sales projections
 - 2) Business expenses incurred and expenses passed on to clients
 - 3) Investments and /or rental requirements
 - 4) Profit margins
 - 5) Quote samples for various capacities as outlined on page 10 Fee Structure
 - 6) Sample packages for clients as outlined on page 10 Fee Structure
- b. Current Credit report
- c. Outline of credit facilities to which the proponent has access
- d. All pricing in Canadian dollars

F. Declaration of Conflict of Interest – provide a statement of any conflict of interest, if applicable

G. Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy – review, complete and submit form (<https://www.toronto.ca/wp-content/uploads/2017/10/9670-cc-declaration-anti-harassment-policy.pdf>)

H. Signature Page – see **Appendix D**

EVALUATION AND SELECTION CRITERIA

REVIEW PANEL

The City's Corporate Real Estate Management Division will assess all REOI proposals received by the submission deadline of **September 30, 2025, at 5 p.m., Eastern Standard Time**. A Review Panel consisting of City staff from Corporate Real Estate Management, in consultation with other city departments, as well as external member(s) will review all REOI proposals, as appropriate.

The Review Panel will assess each REOI proposals against the evaluation criteria set out below.

EVALUATION RESULTS

Upon conclusion of the evaluation process, a final recommendation will be made by the Review Panel. The Review Panels' decision will be final. Corporate Real Estate Management will inform the Successful Applicant that they have been chosen as the Successful Applicant.

Once an Applicant has been determined to be the Successful Applicant and the provisions of a lease agreement have been mutually agreed upon by the City of Toronto and the Successful Applicant, Corporate Real Estate Management, will approve the terms of the agreement and authorize its execution by the Successful Applicants and the City.

By responding to this REOI, Applicants are agreeing that the decisions of the Review Panel are final and binding.

Proposal evaluation results are the property of the City of Toronto and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Evaluation results may be subject to public release pursuant to the Act. City Council and individual members of Council have the right to view the responses, provided that their requests have been made in accordance with the Act. <https://www.ontario.ca/laws/statute/90m56/v23>

Applicants should identify any portions of their proposals which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence, and which will cause harm if disclosed.

NEGOTIATIONS AND AGREEMENT

The selection of a Successful Applicants will be in the sole and absolute discretion of the City of Toronto. The selection of the Successful Applicants will not oblige the City of Toronto to negotiate or execute a lease agreement with that corporation. Any agreement resulting from this REOI will be in accordance with the by-laws, policies and procedures of the City of Toronto including approval by City Council. The City of Toronto shall have no liability to any person as a result of the REOI and any negotiations which may ensue as a result of it.

SELECTION CRITERIA

The Review Panel will assess the REOI proposals using the below evaluation criteria. If the submission fails in any of the mandatory requirements, the submission will be rejected.

The submission that achieves the highest total score will be ranked first. Feedback can be shared upon request.

Mandatory Eligibility Requirements

To be eligible to enter into an operator agreement of the Property, the Successful Applicant must:

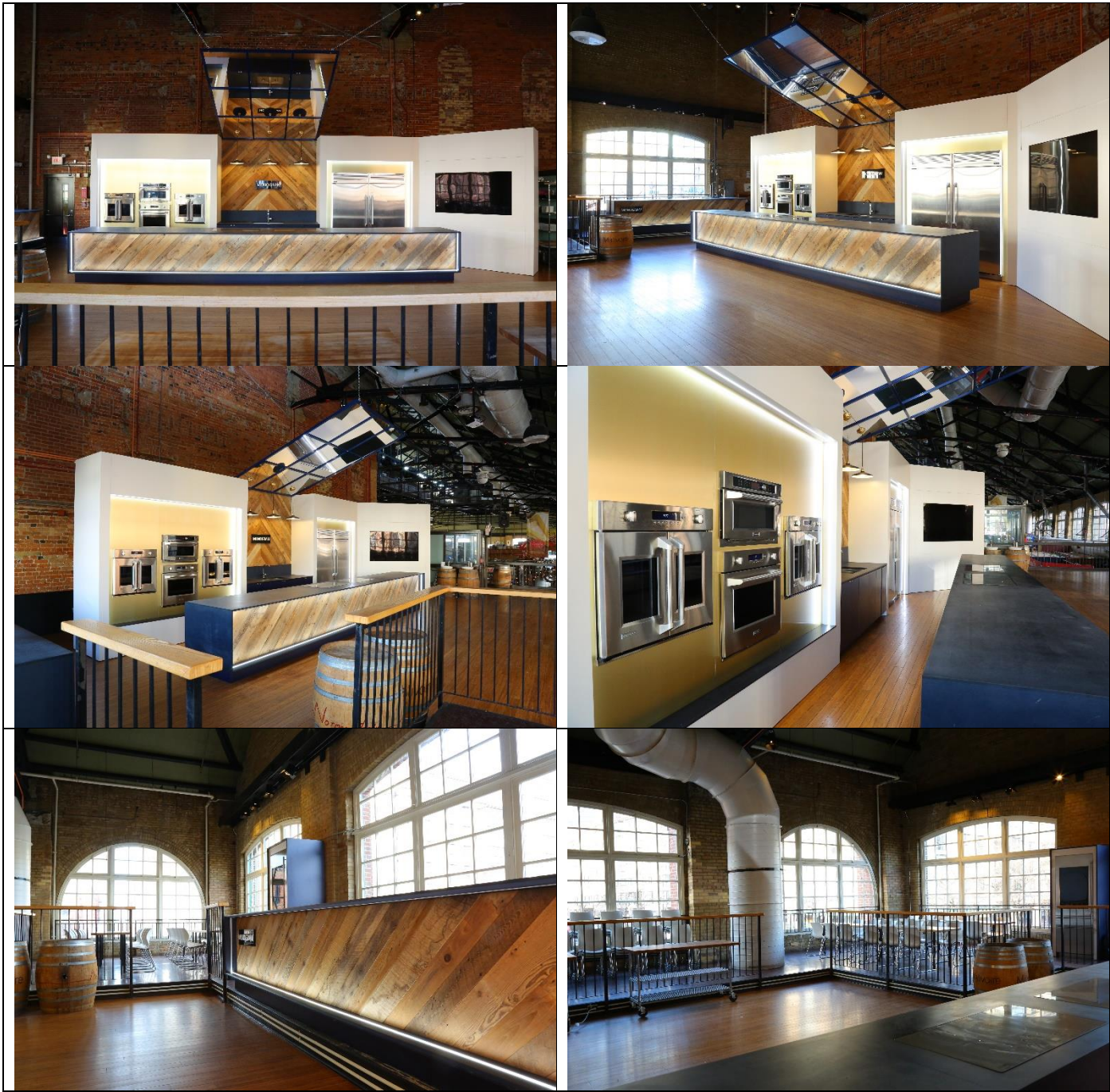
- A. Should submit a completed business plan along with **APPENDIX C – ANTI-RACISM POLICIES CHECK LIST** and **APPENDIX D – SIGNATURE PAGE**
- B. Satisfy the City that it is not in default under any existing lease, service agreement, or other agreement with the City, and has limited risk of insolvency or bankruptcy;
- C. Satisfy all requirements outlined in the Request for Expressions of Interest (REOI) and comply with all applicable laws and policies of the City.

Evaluation Criteria

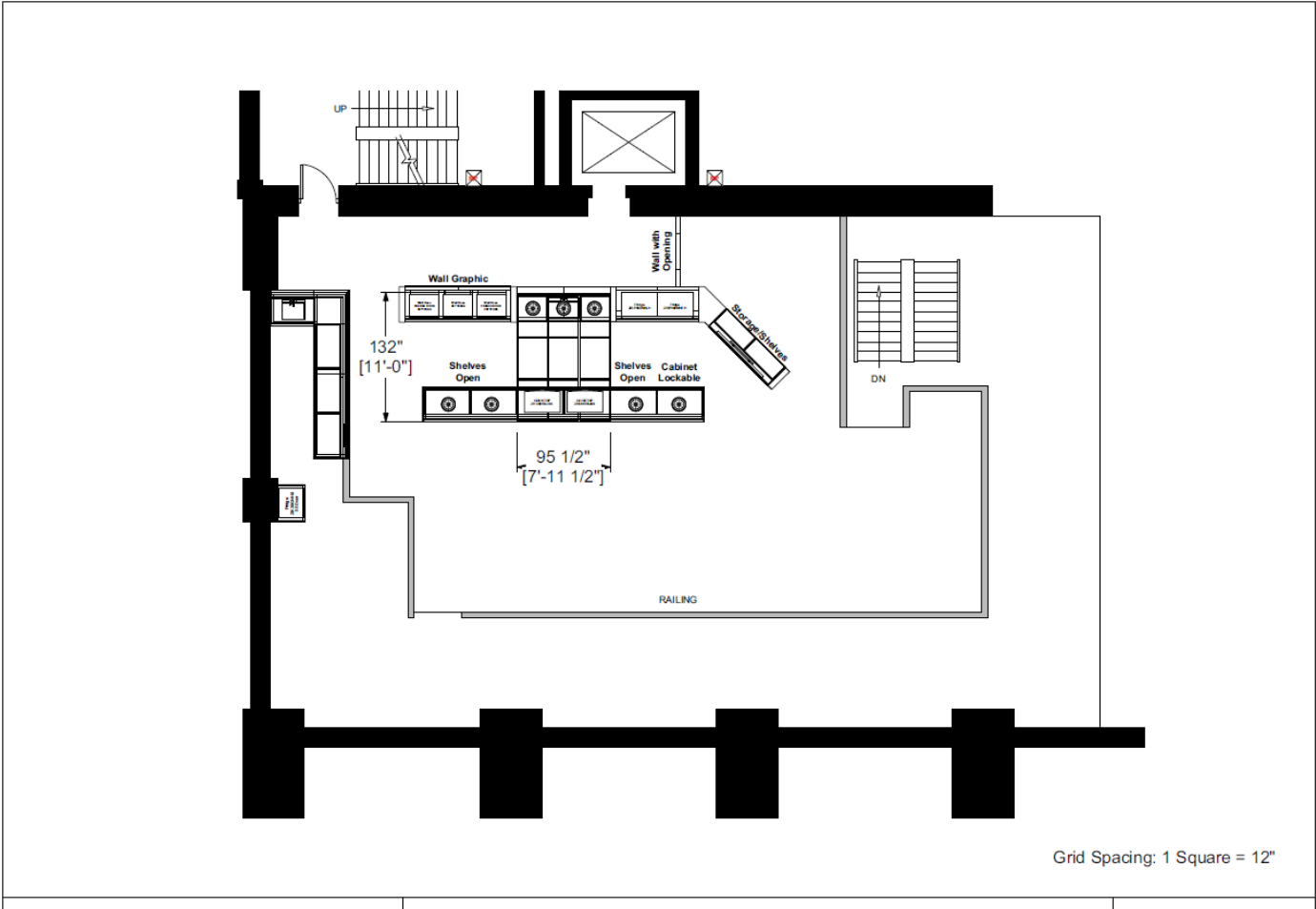
CRITERIA	POINTS AVAILABLE	MINIMUM THRESHOLD (70%)
Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy Form	Pass / Fail	Pass
SIGNATURE PAGE	Pass / Fail	Pass
REOI Submission Package		
A. Executive Summary	5	
B. Applicant Profile and Proposed Service Offerings	25	
C. Concept overview and Proposed Event Audio Visual Offerings	35	
D. Marketing and Sales Strategy	20	
E. Financial Plan	15	
Total Score	100	70

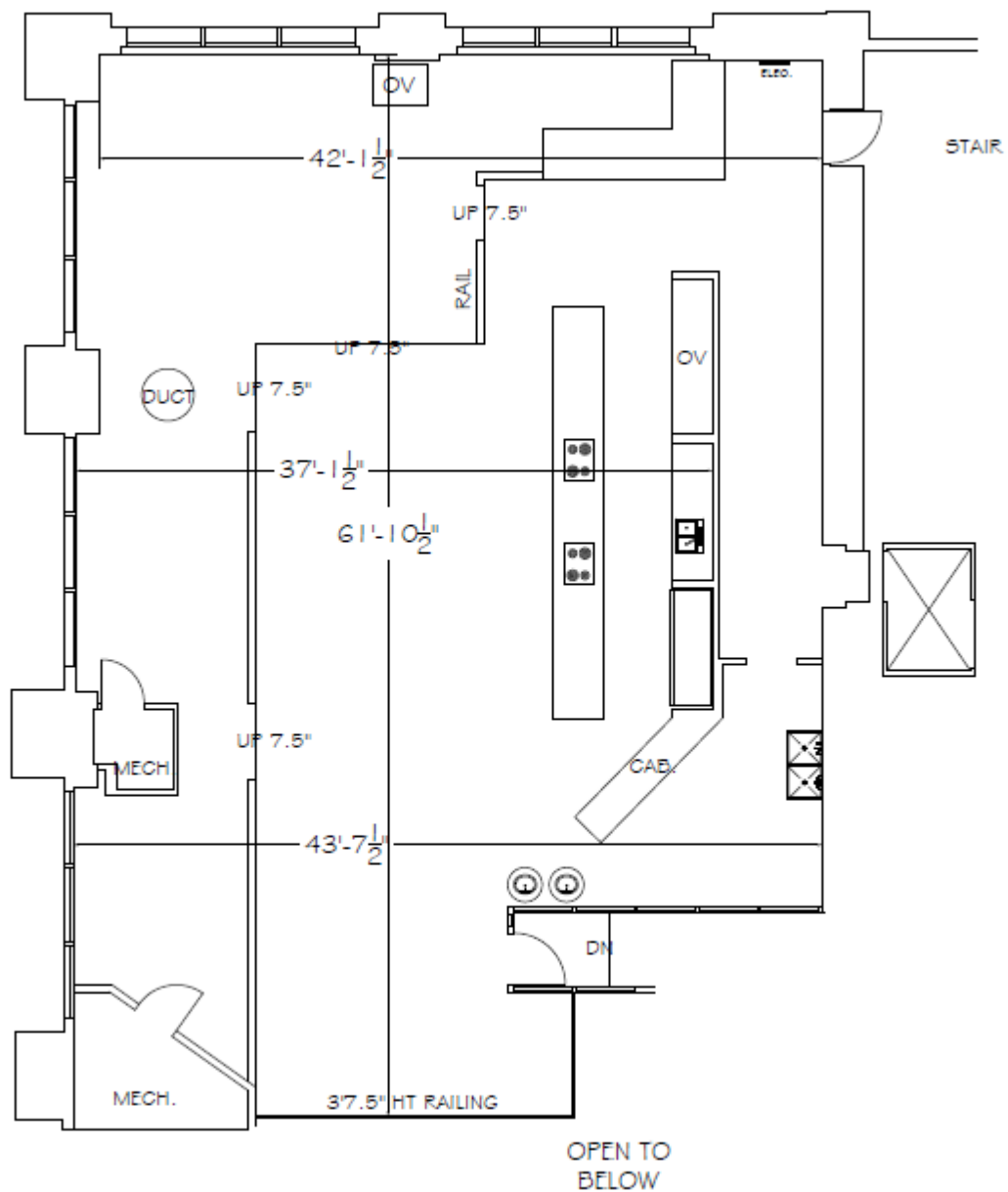
APPENDICES

APPENDIX A – PHOTOS AND LAYOUT OF SPACE



LAYOUT OF SPACE





Area 1 - 2,412 sf
16'9" JOIST HT

APPENDIX B - CONFLICT OF INTEREST

a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontract, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the EOI. This includes, but is not limited to, involvement by a Proponent in the preparation of the EOI or a relationship with any employee, Proponent or representative of the City involved in preparation of the EOI, participating on the evaluation or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the City contact prior to submitting a proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI.

b) A Proponent must not attempt to influence the outcome of the EOI process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, Proponent or representative of the City, including members of the evaluation committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

APPENDIX C – ANTI-RACISM POLICIES CHECK LIST

Existing Anti-Racism Policies

The City of Toronto recognizes that barriers exist for many members of our City’s diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Aboriginal and Indigenous peoples, 2SLGBTQ+ communities and seniors.

The City expects corporations to act as positive forces in helping to eliminate these barriers. As part of this application, please review, complete, and submit the City of Toronto: [Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy](#).

Please fill in the chart. All existing policies must be attached and included with the proposal. Please include a description of each policy. Please indicate if the below policies are separate or included in the same policy document.

Does your corporation have the following in place?	Yes	Approval Date (yyyy-mm-dd)	No	Planned Completion Date (yyyy-mm-dd)
Anti-racism, access and equity policy				
Anti-racism, access and equity complaints procedures				
Anti-racism, access and equity implementation plans				

Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy FORM

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address:

E-mail:

Tel. No.:

Postal Code:

Name of Signing Officer or Name of Applicant (Name - please print):

Position:

Signature: _____
Authorized Signing Officer or Individual

Date: _____

APPENDIX D – SIGNATURE PAGE

Please note this signature page is the final page of the REOI proposals. Please review the Submission Requirements section of the REOI to ensure that you have completed and submitted all required documents along with this REOI proposals.

All proposals must be signed by your Corporation's Chair of Board or Designated Signing Authority.

By signature below, the Proponent hereby acknowledges that 1) it understands and agrees with the EOI process described in this document, 2) they have the authority to commit his/her/their firm into this agreement with the City of Toronto, and 3) have thoroughly reviewed the information contained in this EOI and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the index, and any amendments or addenda thereto 4) Proponent represents that it does not have a conflict of interest or is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI

Please include this REOI proposals and all of the required documents attached **in one email** to Daniel Picheca, at daniel.picheca@toronto.ca by the REOI **submission deadline of September 30, 2025 by 5pm Eastern Standard Time.**

Please read the Submissions Instructions section carefully as incomplete applications will automatically be deemed as ineligible for this opportunity.

To the best of my knowledge, information in this proposals is accurate and complete.	
Signature	Date Signed (yyyy-mm-dd)
Name (Print - First, Last or Single)	Position Title

Please note: Request for Expression of Interest Proposals and evaluation results are the property of the City and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Applications will be received in confidence subject to the disclosure requirements under the Act or to disclosure being otherwise required by law or an order of a court or tribunal.

Applicants should identify any portions of their proposals which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence, and which will cause harm if disclosed.

Questions about disclosure requirements under the Act can be directed to the Access and Privacy Unit at 416-392-9684.

APPENDIX E - RENTAL CHARGES

To follow



Rental Charges

St. Lawrence Market Complex

105 The Esplanade, Toronto ON M5E 2A2

T: 416-392-7120 F: 416-392-0120

Date: 08/20/2025

Store Name: Market Kitchen

Tenant Name:

Contact Name:

Store #:

Storage #:

Account #:

Contract #:

Store Area (sq ft): 2,412.00

Temporary Area (sq ft): -

Storage Area (sq ft):

Percentage Rent %: 8.00%

Breakpoint: \$ 994,950.00

Summary 2026

Rental Detail	Rent PSF / Annum	Annually	Monthly
Store Area Rent	33.00	79,596.00	6,633.00
Temporary Area Rent	33.00	-	-
Realty Tax Advance	0.15	11,939.40	994.95
Pest Control		1,020.00	85.00
Subtotal		92,555.40	7,712.95
HST/GST (No. 86740 2299 RT0001)		12,032.20	1,002.68
Total		\$ 104,587.60	\$ 8,715.63





Rental Charges

St. Lawrence Market Complex

105 The Esplanade, Toronto ON M5E 2A2

T: 416-392-7120 F: 416-392-0120

Date: 08/20/2025

Store Name: Market Kitchen

Tenant Name:

Contact Name:

Store #:

Storage #:

Account #:

Contract #:

Store Area: 2412

Temporary Area:

Storage Area:

Percentage Rent %: 8.00%

Breakpoint: \$ 1,024,798.50

Summary 2027**Rental Detail****Rent PSF / Annum****Annually****Monthly**

Store Area Rent

33.99

81,983.88

6,831.99

Temporary Area Rent

33.99

-

-

Realty Tax Advance

0.15

12,297.58

1,024.80

Pest Control

1,020.00

85.00

Subtotal

95,301.46

7,941.79

HST/GST (No. 86740 2299 RT0001)

12,389.19

1,032.43

Total

\$ 107,690.65 \$ 8,974.22



Rental Charges

St. Lawrence Market Complex

105 The Esplanade, Toronto ON M5E 2A2

T: 416-392-7120 F: 416-392-0120

Date: 08/20/2025

Store Name: Market Kitchen

Tenant Name:

Contact Name:

Store #:

Storage #:

Account #: 0

Contract #: 0

Store Area: 2412

Temporary Area: 0

Storage Area: 0

Percentage Rent %: 8.00%

Breakpoint: \$ 1,055,542.50

Summary 2028

Rental Detail

	Rent PSF / Annum	Annually	Monthly
Store Area Rent	35.01	84,443.40	7,036.95
Temporary Area Rent	35.01	-	-
Realty Tax Advance	0.15	12,666.51	1,055.54
Pest Control		1,020.00	85.00
Subtotal		98,129.91	8,177.49
HST/GST (No. 86740 2299 RT0001)		12,756.89	1,063.07
Total		\$ 110,886.80	\$ 9,240.56





Rental Charges

St. Lawrence Market Complex

105 The Esplanade, Toronto ON M5E 2A2

T: 416-392-7120 F: 416-392-0120

Date: 08/20/2025

Store Name: Market Kitchen

Tenant Name:

Contact Name:

Store #:

Storage #:

Account #:

Contract #:

Store Area: 2412

Temporary Area:

Storage Area:

Percentage Rent %: 8.00%

Breakpoint: \$ 1,087,208.75

Summary 2029

Rental Detail	Rent PSF / Annum	Annually	Monthly
Store Area Rent	36.06	86,976.70	7,248.06
Temporary Area Rent	36.06	-	-
Realty Tax Advance	0.15	13,046.51	1,087.21
Pest Control		1,020.00	85.00
Subtotal		101,043.21	8,420.27
HST/GST (No. 86740 2299 RT0001)		13,135.62	1,094.64
Total		\$ 114,178.83	\$ 9,514.91





Rental Charges

St. Lawrence Market Complex

105 The Esplanade, Toronto ON M5E 2A2

T: 416-392-7120 F: 416-392-0120

Date: 08/20/2025

Store Name: Market Kitchen

Tenant Name:

Contact Name:

Store #:

Storage #:

Account #:

Contract #:

Store Area: 2412

Temporary Area: 0

Storage Area: 0

Percentage Rent %: 8.00%

Breakpoint: \$ 1,125,261.00

Summary 2030**Rental Detail****Rent PSF / Annum****Annually****Monthly**

Store Area Rent

37.32

90,020.88

7,501.74

Temporary Area Rent

37.32

-

-

Realty Tax Advance

0.15

13,503.13

1,125.26

Pest Control

1,020.00

85.00

Subtotal

104,544.01

8,712.00

HST/GST (No. 86740 2299 RT0001)

13,590.72

1,132.56

Total

\$ 118,134.73 \$ 9,844.56





Rental Charges

St. Lawrence Market Complex

105 The Esplanade, Toronto ON M5E 2A2

T: 416-392-7120 F: 416-392-0120

Date: 08/20/2025

Store Name: Market Kitchen

Tenant Name:

Contact Name:

Store #:

Storage #:

Account #:

Contract #:

Store Area: 2412

Temporary Area:

Storage Area:

Percentage Rent %: 8.00%

Breakpoint: \$ 1,159,018.88

Summary 2031

Rental Detail

	Rent PSF / Annum	Annually	Monthly
Store Area Rent	38.44	92,721.51	7,726.79
Temporary Area Rent	38.44	-	-
Realty Tax Advance	0.15	13,908.23	1,159.02
Pest Control		1,020.00	85.00
Subtotal		107,649.74	8,970.81
HST/GST (No. 86740 2299 RT0001)		13,994.47	1,166.21
Total		\$ 121,644.21	\$ 10,137.02

