



REQUEST FOR PROPOSALS

ARCTIC SPAS RECREATION COMPLEX

CONCESSION SERVICES 2018/2019

RFP Details

The Town of Thorsby is seeking proposals for the operation of the Arctic Spas Recreation Complex Concession from September 2018 to late March 2019. The competition will remain open until a suitable candidate is found.

Questions regarding this proposal may be directed to Christine Burke at (780) 789 3935 Ext. 28 or cburke@thorsby.ca.

All responses to this request can be delivered via one of the following methods:

Mail: Box 297, Thorsby, AB T0C 2P0 Attention: Christine Burke

Email: cburke@thorsby.ca

Hand Delivered: Town of Thorsby Municipal Office, 4917 Hankin Street, Thorsby Attention: Christine Burke

Facility Information:

The Arctic Spas Recreation Complex is a 57,000-square foot facility with a regulation size ice arena, multi-purpose Fieldhouse, fitness workout facility, dance studio, library, bowling alleys and other meeting and support spaces. The business hours of the complex are 9:00 a.m. to 9:00 p.m. Monday through Saturday during the winter months.

The actual business hours of the food concession will be negotiated with the Town Manager based on the building activity schedule.

Equipment provided by the Town includes, but is not limited to:

- Dry Storage Shelving
- Reach-in Glass Door Refrigerator
- Coffee Brewing System
- Microwave Oven
- Cash Register
- Walk-in-Refrigerator, Freezer & Pantry
- 4 Burner & 3' Garland Stove/Grill/Oven Combo
- 2 Basket Deep Fryer
- 3 Bay Commercial Sink
- Prep Fridge

Compensation

The monthly lease for the concession is \$300/month plus annual fee of \$300 for utilities. First and last month rent is required at the time of contract signing.

Required Elements of the Proposal

Please submit the following information with your application package:

1. Vendor Application Form (Page 3)
2. A list and explanation of additional equipment (if any) the proposer would be providing at this site
3. A proposed menu and prices for food and drink
4. Proposed hours of operation/usage of concession area
5. A minimum of three (3) references, including name of contact, company name and telephone numbers.

General Terms & Conditions

Contract

The successful supplier must enter into an Agreement with the Town of Thorsby. It is the Town's intent to enter into a contract approximately September 10, 2018 to March 31, 2019. The Town also reserves the right to extend this contract for up to an additional four years, extending in 12 month increments subject to mutual agreement and continuing satisfaction service levels

Insurance

The success supplier will need to provide the Town with proof of comprehensive general liability insurance with limits of not less than \$2,000,000. The supplier shall obtain, and keep in force, said insurance during the entire term of the contract.

Permits & Licenses

The supplier will obtain and maintain at its sole expense all necessary permits, licenses, consents and approvals required by all authorities having jurisdiction to the activities of the supplier.

Criminal Record Check

The supplier shall provide a Criminal Record Check prior to the commencement of the Agreement. In the event the result of the Criminal Record Check is not satisfactory to the Town, in its sole discretion, the Agreement may be terminated without notice.

**Arctic Spas Recreation Complex Concession
Vendor Application Form**

Company/Community Group Name: _____

Company/Group Contact: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Cell Phone: _____

Email: _____

By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements (including WCB and insurance), and that they have read and understand the RFP.

Authorized Representative: _____
(Signature)

Authorized Representative: _____
(Print name)

Date: _____

*Attach additional signatures for partnership members, corporation or company officer, or joint venture members.