

Posted: May 12, 2020



REQUEST FOR PROPOSALS TOWN OF LA RONGE MEL HEGLAND UNIPLEX CONCESSION

Introduction

The Mel Hegland Uniplex is located in the Town of La Ronge, Saskatchewan and is home to the La Ronge Ice Wolves (SJHL team), La Ronge Curling Club, La Ronge Crushers (Sr. Teams) and among numerous other community groups. This facility is owned and operated by the Town of La Ronge. It is located at 1212 Hildebrandt Drive beside the Churchill Community High School.

The typical in ice season for this facility is September – March/April and will be dictated by scheduled SJHL league play, bonspiels, minor hockey tournaments as well as regular curling, figure skating and minor hockey practice during the week.

Facility opening will also be dictated by Public Health Orders which may be in place which the Town will adhere to.

The Town is seeking proposals from individuals or corporations interested in operating the concession and we are seeking a longer term agreement with an option to renew.

The concession is approximately 450 square feet and the successful contractor will be responsible for the overall management of the concession including but not limited to meeting all health regulations, staffing, supply of food and services, and supply of any additional equipment required.

The Town will provide several pieces of commercial kitchen equipment which is detailed in Appendix 'A'. Additional "specialized" equipment will be the responsibility of the Lessee. Proponents are required to satisfy themselves as to the existing conditions of the site and equipment. The information provided is the best available at the time proposals are solicited and proponents shall use the available information as a basis for any proposal.

All Proposals received by the Town become the property of the Town and as such are subject to the Freedom of Information and Protection of Privacy Act. A proposal, whether or not it has been accepted, and any rights thereunder, shall not be re-assigned by the proponent without the prior written consent of the Town. Any such re-assignment shall not under any circumstances relieve the proponent of any liabilities and obligations under the Proposal.

1. Time and Place

- 1.1 Proposals must be submitted to the Town of La Ronge before June 12, 2020 at 4:00 p.m. local time. Proposals may be submitted by the following means:

SEALED with the words "Mel Hegland Uniplex Concession Proposal" delivered personally to the Town of La Ronge Office at 1212 Hildebrand Drive, La Ronge, SK S0J 1L0

EMAILED with the subject line stating "Mel Hegland Uniplex Concession Proposal" to recreation@laronge.ca and must be confirmed received prior to deadline.

2. Proposal Acceptance

- 2.1 The Town of La Ronge reserves the right to refuse to accept any or all Proposals and to waive any informality, incompleteness or error in any proposal.
- 2.2 Without limiting the generality of the foregoing, any Proposal may be rejected which is deemed to be incomplete, obscure or irregular.
- 2.3 The Town reserves the right to cancel the acceptance of any Proposal at any time before execution of the contract by all parties without any liability against the Town.

3. Late Proposals

- 3.1 Proposals received after the date and time specified in Clause 1.1 will not be considered and will be returned, un-opened to the sender.

4. Validity of Proposals

- 4.1 A bidder may withdraw his/her Proposal at any time up to the proposal closing time and date specified in Clause 1.1.
- 4.2 The Proposals received will be valid for a period of forty five (45) days from the date of the request for proposals closing.

5. Proposal Limitations

- 5.1 Oral and telephone Proposals or amendments to Proposals will not be considered. Any modification to a bidder's proposal shall be in writing and received by the Town in advance of proposal closing date and time. Any proposal modification(s) received after that time, will be returned unopened.

6. Proposal Submissions

- 6.1 All proposals shall include the following information and should be no longer than 10 pages in length:
- (a) Resume of an individual proponent or company/organizational profile and three references complete with direct phone number and email addresses,
 - (b) The proposed menu plan with detailed pricing, exclusive of any applicable taxes,
 - (c) Identification of and number of employees the bidder proposes to use throughout the arena season,
 - (d) hours of operation for the concession showing daily, weekly and monthly hours of operation for the entire season,
 - (e) Your proposed fee structure or proposed profit sharing model for sales while acting as the concession operator that you will pay the Town on a monthly basis;
 - (f) Any other terms and conditions, if any

Please note that proposals are not limited to the above items. Any additional information pertinent to the proposal should be included.

All questions shall be directed to the Manager of Parks & Recreation. There will be an optional site visit at (list date, time) and visitations will be appointment only and in compliance with Province of Saskatchewan public gathering guidelines. Please contact the Manager of Parks & Recreation at 306-425-2477 to book a time.

7. Lease Agreement

- 7.1 The successful bidder shall enter into a lease agreement with the Town to its sole and unfettered satisfaction.

8. Processing of Proposals

Upon receipt by the Manager of Parks and Recreation, in a properly sealed envelopes delivered by or on behalf of a proponent, or via email, proposals will be marked as to

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the time and date of receipt and the envelope will be retained unopened until the opening of proposals.

Proposals should contain sufficient detail to support the project being proposed. If necessary, after the proposal has been opened, Town staff may clarify any aspect of a proposal with the proponent. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals submitted by competing proponents.

Other

At no time during the proposal stage, evaluation stage, after award, or at any other time shall a Town employee or member of Council be in any way connected with the proponent. Proponents are to include with their initial proposal, and at any subsequent time where requested to do so by the Town, full details of any employee, person, firm or corporation that could be considered at conflict with the Town.

This is Request for Proposals (RFP) and not a tender call. No contractual, tort or other legal obligations are created or imposed on the Town, or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration of any proposal by the Town.

Proposals will not be evaluated solely on costs. Selection of the successful proponent will be determined by the Town in its sole discretion to be the proposal which is most beneficial to the interests of the Town. All proposals will be evaluated for completeness and suitability considering such factors as:

- Economic benefit to the town
- Menu, inclusion of healthy food choices and pricing
- Proposed operating schedule
- Innovative considerations which would enhance the facility

While revenue to the Town is clearly a very important factor, the Town will select a proponent using the criteria listed above. The Town retains the right to select any proposal deemed to be, at the Town's sole discretion, in the best interests of and providing the best value for the Town, or to reject any or all proposals for budgetary or other reasons.

Once awarded, the successful bidder will be required to provide, and keep current for the duration of the contract, the following documentation:

- Town of La Ronge business license
- Proof of certification for Level 1 Foodsafe training
- \$2,000,000 liability insurance naming the Town as additional insured

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Appendix A
(List of Equipment Owned by the Town)

One (1) Whirlpool Standup Freezer



One (1) Kenmore Fridge



One (1) Inglis Oven



Vulcan Deep Fryer & Grill with Canopy & Firefighting Equipment



Canopy & Firefighting Equipment



One (1) 3 Compartment Sink

