



Jubilee Sports Centre Concession Lease TENDER PACKAGE

This Tender package is for the establishment of Tender Guidelines with an experienced proponent to lease and operate the concession at the Jubilee Sports Centre located at 810 2nd Avenue in Rosthern, Saskatchewan, for the duration of the 2024-2025 season.

The contents of the package are:

1. Invitation to Tender
2. Instructions
3. Tender Guidelines (blanks to be filled in, signed and submitted as Tender)

Tenders close at 4:00 p.m., Wednesday, September 11, 2024

Bid Deadline

Bids clearly marked on the outside of a sealed envelope "**Tender – Arena Concession**" must be received by mail or in person at the Town of Rosthern Municipal Office located at, 710 Railway Avenue prior to ***Wednesday, September 11, at 4:00 p.m.***

- A. Bidder identification is not required on the outside of the envelope.
- B. Oral, telephoned, texted, faxed, emailed or late Tenders will not be accepted or acknowledged.

Jubilee Sports Centre Concession Lease INVITATION TO TENDER

The Town of Rosthern is inviting tenders to lease and operate the concession booth located within the Jubilee Sports Centre for the 2024-2025 season from November 1, 2024, to March 31, 2025, with an option to extend operations for the Spring Hockey season, from April 1, 2025, to May 15, 2025.

The successful bidder will be responsible for all personnel necessary to operate the concession in accordance with Public Health standards and must provide all inventory and supplies necessary for operation.

The Town of Rosthern reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion. The Town of Rosthern reserves the right to accept a Tender other than the lowest Tender. Without limiting the generality of the foregoing, the Town of Rosthern may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Experience of the Proponent
2. Operating Plan
3. Proposed Menu (quality, uniqueness, price etc.)
4. The results of any reference check done by the Town of Rosthern; and

If deemed appropriate, the Town of Rosthern may, as an option, negotiate and extend an acceptable Tender without re-advertising for future services.

Jubilee Sports Centre Concession Lease TENDER INSTRUCTIONS

- 1) Sealed Tenders marked “**Tender – Arena Concession**” will be received at the Town Office, 710 Railway Avenue, Rosthern, Saskatchewan until **4:00 P.M. Wednesday, September 11, 2024.**
- 2) Tenders must be submitted by completing the Tender Form enclosed in this package. The Bidder must sign and date the Tender Form.
- 3) Bids will be weighted based on Experience, Operating Plan, Proposed Menu and References. The Town of Rosthern reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion.

All Tender enquiries are to be directed to:

**Recreation & Community Development Manager
Town of Rosthern
P.O. Box 416
Rosthern, SK S0K 3R0
(306) 232-4826**

Jubilee Sports Centre Concession TENDER FORM

Contact Name: _____

Address: _____

Telephone No.: _____ Email: _____

GST Registration # (if applicable): _____

TENDER – I hereby submit a tender for the lease and operation Jubilee Sports Centre Concession and agree to pay a uniform monthly rental fee of \$700. If awarded the contract, I agree to provide, within ten (10) calendar days after receipt of Notice of Award, the following documentation to the Town of Rosthern:

- Town of Rosthern Business License
- Proof of Liability Insurance
- Duly executed Concession Lease Agreement in duplicate

Details: For the lease and operation of the arena concession at the Jubilee Sports Centre located at 810 2nd Avenue in Rosthern, Saskatchewan, for the duration of the 2024-2025 season from November 1, 2024, to March 31, 2025, with an option to extend operations for the Spring Hockey season from April 1, 2025 to May 15, 2025.

Conditions:

- The Tenderer will have exclusive use of all existing concession equipment owned by the Town of Rosthern, which includes a flattop grill, stove, two deep fryers, fridge, freezer and small appliances, and will be responsible for cleaning and general upkeep of the appliances.
- The Tenderer shall maintain hours of operation to accommodate all recreational activities in the Rosthern Jubilee Sports Centre, including tournaments, playoffs, competitions, clinics and bonspiels.
- The Tenderer shall be responsible for all personnel necessary to operate the concession in accordance with Public Health standards.
- The Tenderer is responsible for providing all inventory and supplies necessary for the operation of the concession.

Required Information from Proponent:

Please attach a list of products to be sold and a proposed price list.

Please specify qualifications of the operators (i.e. Food Safe, WHIMIS, other certifications):

Please provide any previous concession or food service experience.

Please list a minimum of two references and their phone number:

1. _____
2. _____
3. _____

Conditions – This Tender:

- Must be submitted in a sealed envelope marked “**Tender – Arena Concession**” addressed to the Town of Rosthern, Box 416, Rosthern SK. S0K 3R0.
- Must be received by **4:00 p.m. on Wednesday, September 11, 2024.**

I hereby submit the above tender to Lease the Jubilee Sports Centre Concession, subject to the terms and conditions listed above, which I have read and understood.

(Date)

(Signature)