



Request for Proposals: 2017-2018 Castor Arena Concession

The Town of Castor is requesting Proposals from individuals/companies interested in providing concession services at the Castor Arena. Proposals will be considered by the Town based on a number of factors including, but not limited to, quality of services to be provided and experience of the service provider. The Town reserves the right to reject any and all proposals for any reason and to accept any proposal for any reason.

RFP Guidelines and Requirements

- a) This is an open and competitive process.
- b) Prices quoted in proposals should be fully cost inclusive.
- c) The proposal should include the following:
 - a. Number of years in business
 - b. Size of staff and ability to manage concurrent projects
 - c. Workers Compensation Number
 - d. Three references
 - e. A proposed menu (preference will be given to those that can provide healthy food options)
 - f. Certification (i.e. food safety, etc.)
 - g. Remuneration to the Town for kitchen rental
- d) The proposed contract period is for September 2017 to March 2018. Specific schedule to be determined in consultation with successful individual/company.
- e) By submitting a proposal, each individual/company agrees that if its proposal is selected by the Town, the individual/company must enter into a written contract with the Town.

Inquiries/Submissions

Questions concerning this RFP should be submitted to:

Natasha Bozek, Recreation Director

Town of Castor

Box 479

Castor, AB T0C 0X0

castorrec@townofcastor.ca

Proposals should be submitted in one of the following two ways:

- a) Submitted in a sealed envelope or container marked "Arena Concessions" displaying a full and correct return address to the Town of Castor Office at Box 479, Castor, AB, T0C 0X0.
- b) Submitted electronically to castorrec@townofcastor.ca with the subject line 'CONFIDENTIAL: RFP ARENA CONCESSIONS' with the Proposal attached as a PDF file.

Submissions must be received before August 4, 2017.