



## **Request for Proposals: 2018-2019 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 (the successful candidate will have to adhere to a healthy options menu developed by Castor Minor Sports with Alberta Health Services)
  - f. Certification (i.e. food safety, etc.)
  - g. Remuneration to the Town for kitchen rental
- d) The proposed contract period is for December 2018 to March 2019. 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](mailto:castorrec@townofcastor.ca)

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

- a) Submitted in a sealed envelope 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](mailto:castorrec@townofcastor.ca) with the subject line 'CONFIDENTIAL: RFP ARENA CONCESSIONS' with the Proposal attached as a PDF file.

**Submissions must be received on or before October 19, 2018.**