

TOWN OF GANDER
REQUEST FOR PROPOSAL RFP24-05



STEELE COMMUNITY CENTRE
SKATE SHARPENING CONCESSION

DEADLINE FOR SUBMISSIONS:
July 12, 2024, 2:00:00 P.M.

Town of Gander
Request for Proposal Concession
Steele Community Centre Skate Sharpening Concession

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Town of Gander
Request for Proposal
Steele Community Centre Skate Sharpening Concession

SECTION I ... THE OPPORTUNITY

1. Purpose

The Town of Gander (the “Town”), requests to enter into an agreement with a qualified concessionaire to provide the following services:

a) Skate Sharpening Services

The Town will accept proposals from potential concessionaires that can provide Skate Sharpening services for both hockey and figure skating skates at the Steele Community Centre while the ice is on. The concessionaire will also be permitted to sell miscellaneous goods associated with the operation of an arena including hockey tape and skate laces. Ice is generally on from mid-August to mid-April each season. Proposals are for a two-year period commencing September 3, 2024.

The purpose of this document is to provide interested operators with an overview of the opportunity, as well as instructions on how to respond to this Request for Proposal (RFP).

2. Guiding Principles

The Town wishes to attract those proponents who will work together with the Town in pursuit of the following common objectives:

- Maximum sales productivity
- Product pricing comparable to similar in-town services
- Operate the concession in compliance with all applicable laws (federal, provincial and municipal)
- Provide skate sharpening services on a mutually agreed upon schedule
- Clean up spills and litter in the concession area;

3. Description of the Proposed Operation

The Steele Community Centre is open seven days per week during the months of August to April and typical operating times are from 6:00 a.m. to 12 a.m. except for off season hours which are from 7 a.m. to 10 p.m.

It is expected that the concession will have regularly scheduled hours of operation when the ice is on. The concession will be operated from the area identified in the attached diagram (#19-1040).

The successful proponent will be required to set up and tear down the equipment. The equipment used must be a self-contained system with dust collection and have no need for an exhaust system. Should the successful proponent wish to have additional space, two tables can be provided for set up.

4. Lease Term

The term of the Lease Agreement between the successful proponent and the Town will be two (2) years commencing September 3, 2024.

5. Rents

a) Fixed Rents

The rental rate will be a flat monthly rate.

6. Evaluation Criteria

Each proposal will be evaluated based on the following selection criteria:

a) Financial Return to the Town

The proposed rent to be paid.

b) Operators Experience

The operator's record and experience in operating similar outlets, as well as the experience of the management of the firm.

c) Overall Quality of Submission

In preparing the overall ranking of each submission, the criteria will be weighted according to Table 1.

Table 1. Proposal Criteria and Weighting

	Points
Overall Quality of Submission	15
Operators Experience	30
Financial Return to the Town	55
Total	100

7. General Terms and Conditions

Terms and conditions for submission of this proposal include:

- The Town reserves the right to reject any and all proposals;
- The Town reserves the right to accept the proposal which, in the sole opinion of the Town, is deemed the most advantageous to the Town;
- The Town reserves the right to request any other information it requires to evaluate the submission. Failure to provide the information requested may result in the proposal being disqualified;
- All financial information must be presented in Canadian dollars;
- The cost of preparing the proposal submission or providing additional information is the sole responsibility of the proponent;
- The proponent assumes all responsibility for complying with all applicable laws and regulations. The proponent is also responsible for obtaining all permits as required;
- The proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal for matters relating to an agreement or in respect of the competitive process, and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.
- Statistical data is provided for informational purposes only. The Town is not responsible for any inaccuracies, and does not warrant the validity or relevance of data presented herein; and
- All proposals become property of the Town and will not be returned to proponents unless a written request to withdraw signed by the authorized signatory of the proponent is received prior to the closing.

8. Proposal Schedule

The proposals will be evaluated and presented to Council at the Regular Meeting of July 31, 2024.

All questions/comments should be submitted to:

Jerry Knee
Dept. of Recreation & Community Services
Steele Community Centre
153 Airport Blvd
(mailing address - Town Hall - 100 Elizabeth Dr)
Gander, NL A1V 1G7
Tel: 709-651-5928
Fax: 709-256-4195
e-mail: recreation@gandercanada.com

The Town reserves the right to extend the Proposal submittal date, if needed. All changes or clarifications will be distributed to all those submitting proposals.

9. Instructions

Each proponent is required to submit one copy of its proposal to the Town no later than **2:00 p.m. local time July 12, 2024** at which time all proposals shall be recorded. No proposals will be accepted after that time unless the submission date has been extended pursuant to an addendum issued by the Town.

Sealed proposals, clearly marked "Steele Community Centre Skate Sharpening Concession", are to be submitted:

By Courier, fax, delivered, or e-mailed (in a sealed envelope marked with RFP #24-05

Procurement Officer
Town of Gander
Town Hall
100 Elizabeth Drive
Gander, NL A1V 1G7
Tel: 709-800-4543
Fax: 709-256-5809
E-mail: tenders@gandercanada.com

10. Unacceptable Proposals

The following will be considered an unacceptable proposal and will not be considered:

- Proposals received after the closing date on Friday, July 12, 2024, at 2:00:00 p.m. local time

SECTION II ... REQUIRED PROPOSAL DOCUMENTS

Each proposal submission must include all of the following information to be considered technically compliant.

1. Business Information

Comprehensive disclosure of all relevant information is to be provided. A template for the submission of this information is provided in Appendix B

2. Evidence of Insurability

The selected proponent will be required to carry:

- Public liability and property damage insurance in an amount not less than \$2,000,000 against claims for personal injury, death or loss and damage to property; and
- Appropriate fire and extended coverage insurance on the furnishings, equipment, and fixtures at full replacement cost.

Certificates or other evidence from an insurance institution must be attached indicating the ability of the proponent to obtain the above. Proof of such insurance is to be provided prior to the contract being signed.

3. Experience Statement

The proponent must demonstrate their particular capability to successfully operate as a concessionaire at the Steele Community Centre. The information submitted should include, but not be limited to:

- The background and experience of the key officers and staff of the proponent and/or of individuals or companies which will be providing specific services under contract or otherwise;
- A listing of all outlets detailing the type of operation, key contractual terms and operational references;
- A listing of any retail agreements that have been cancelled prior to the end of the term; and
- A listing of any retail agreements that have been renegotiated prior to the end of the term.

4. Guarantees and Rents

a) Rent for Skate Sharpening Concession

Monthly rent must be paid on the 1st of each month for the ice on season.

5. Management and Operations Plan

The proposed operation must be compatible with the operations of the Steele Community Centre.

a) Organization Structure

Describe the organization structure, including management and staff positions, which will be used to manage and operate the concession. Include any charts, diagrams or descriptive materials as appropriate.

b) Operating Procedures

A comprehensive discussion of all intended operating strategies must be presented, covering at a minimum, the following items:

- hours of operation;
- employee dress code;
- customer service initiatives;
- resolution of customer complaints;
- maintenance and cleaning;
- security; and
- purchasing, receiving and storage of merchandise.

6. Other Information

The proponent may append any other information pertinent to their proposal.

7. Proponent Offer

To be technically compliant, a completed, signed, dated and witnessed offer must be included with the proposal. The form to be used is provided in Appendix B.

Appendix A

Business Information Template

BUSINESS INFORMATION

Name of Proponent: _____

Address: _____

Main Contact: _____

Phone #'s: _____

Email Address: _____

Type of Business (check one):

Sole Proprietorship Partnership Corporation

Other (provide details)

Description of Proponent

a) Incorporated Company (name) _____

Date and Place of Incorporation _____

Name and address of principal officers:

Name

Address

President _____

Vice President _____

Secretary _____

Treasurer _____

Others _____

Names of principal shareholders:

b) Partnership

Name _____

Date and Place Established _____

General or Limited Partnership _____

Managing Partners and Addresses: _____

c) Joint Venture

Date and Place Established _____

Name of Principal Firms and Share of Venture _____

d) Sole Proprietorship

Date and Place Established _____

Name of Principal Firms and Share of Venture _____

If the proponent is a subsidiary of, affiliated with or associated with other organizations, please provide details

CERTIFICATE

I hereby certify that the information contained herein represents full, plain and true disclosure of all facts that could be reasonably expected to have an impact on the evaluation of the proposal.

Witness

Date

Authorized Official Signature

Name (printed)

Title

Date

**Appendix B
Proponent Offer**

RFP24-05

Steele Community Centre

Skate Sharpening Concession

Skate Sharpening Concession: Monthly Flat Rate bid \$_____ *(Ice On)

* Price does not include tax

The undersigned agrees that by submission of this bid agrees to all terms and conditions indicated on this RFP form.

It is understood by the undersigned that the authorized signature on the bid submission hereby affirms that no collusion with other bidders has taken place. Evidence of collusion shall be cause of rejection of the bid. The Town of Gander reserves the right to reject any and all bids.

Name of Bidder: _____

Address: _____

Phone #'s: _____

Fax: _____ Email: _____

PLEASE SUBMIT BID BY 2 P.M Friday, July 12, 2024

PROPONENT OFFER

This Offer may not be altered or changed by proponents.

THE APPLICANT

(Full name of person, corporation or firm by who offer made)

(herein after called the proponent) **HEREBY SUBMITS a proposal for the right to operate a concession at the Steele Community Centre (Town).**

IN SUBMITTING THIS PROPOSAL, THE PROPONENT AGREES TO EACH OF THE FOLLOWING TERMS AND CONDITIONS:

1. Acceptance Period

This offer shall remain open for acceptance by the Town until July 12, 2024.

2. Extension of Acceptance Period

In the event the Town deems it necessary to extend the period for acceptance of offers, the Town shall, notify the proponent by written notice to that effect, whereupon the proponent shall have fifteen (15) days from the date of receipt of such written notice to, in writing, either accept the requested extension as referred to in the Towns notice or withdraw its offer. In the event the proponent consents to the requested extension, the offer expiry date shall be extended as referred to in the Towns notice. In the event the proponent does not respond in writing to the Towns notice, the proponent shall be conclusively deemed to have accepted the extension of the acceptance period to the date referred to in such notice.

3. Notices

1) Any notice required to be given to the proponent shall be sufficiently given:

a) if personally served:

i) on the proponent; or

ii) if the proponent is a corporation, then at its Registered Office or principal place of business

4. Any notice required to be given to the Town shall be sufficiently given if personally served on or forwarded by registered mail, addressed to:

Town of Gander
100 Elizabeth Drive
Gander, NL A1V 1G7

5. Any and every notice mentioned in this section, if forwarded by registered mail, whenever mailed shall be deemed to be given on the date of which the same is, in fact, delivered, or on the fifth (5th) business day next following the day on which it is mailed, whichever is the earlier.

6. Attached Documents to be included are submissions for the Skate Sharpening Concession.

Submitted with this **Offer** are the following (complete list of all documents and number of copies):

7. Rights of the Town of Gander

Notwithstanding anything contained in the RFP or any statement made at any proposal briefing, or in any response to any question, the Town shall have no obligation to accept the highest or best offer or any other offer and reserves the right to consider matters which, although not set out herein are in the sole opinion of the Town relevant for its purposes. The Town shall have complete discretion in the choice of a suitable proponent and may negotiate changes to the successful proponent's offer.

Submitted By: _____

Date: _____

Name of Applicant: _____

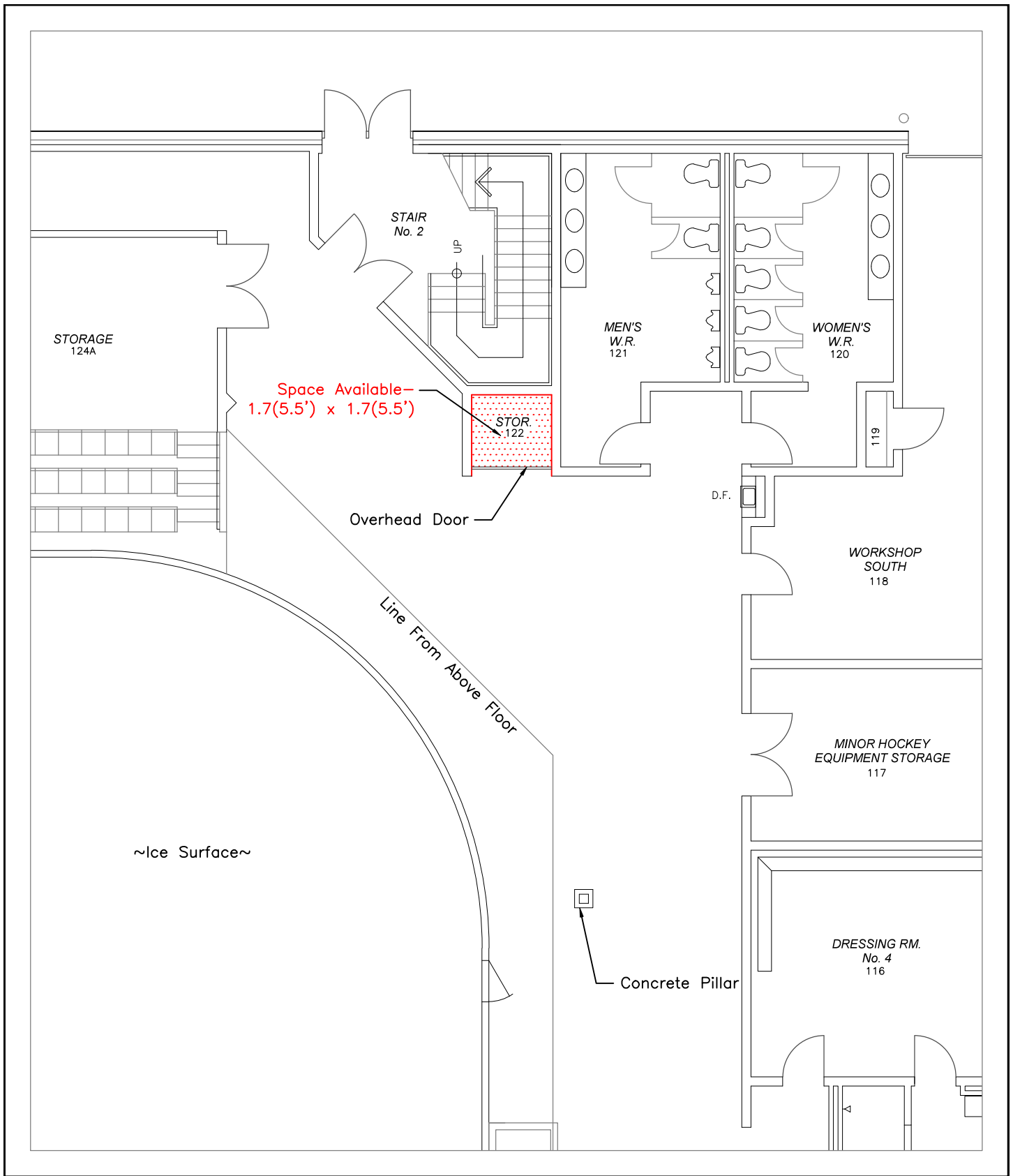
PER _____

Name of Duly Authorized
Official and Title

Submitted By

Witness

If a Corporation - Corporate Seal



Drawing Title:
Community Centre—
Space Available

Drawn By:
S. Blundon

Scale:
N.T.S.

Date:
June 21, 2019

Drawing Number:
19-1040