

Wadena Recreation Centre - Invitation to Tender

(Lease and Operate concession located in the Wadena Recreation Centre)

The Town of Wadena invites sealed tenders to lease and operate the concession booth located within the Wadena Recreation Centre for the 2019-20 season:

October 15, 2019 to March 31st, 2020.

Unsealed or late tenders will not be accepted.

Information submitted must include:

1. Contact information
2. Tender amount
3. Hours of operation –
 - a. The Town of Wadena expects a minimum service covering ALL Minor Hockey Games, Sr. Hockey Games, ALL special event- Figure Skating Carnival, and additional events that may occur.
 - b. Other hours outside of events above, at the discretion of the contract holder.
4. List of products to be sold and proposed price list
5. List of qualifications of operators (Food Safe etc)
6. Any other information/experience that may enhance your proposal.

Please note that the operator of the concession will be responsible for the following:

- Cleaning of concession and equipment within; including garbage and cardboard disposal
- Wipe downs of lobby counters and food areas
- Supply cleaning products
- Entire operation of concession, including staffing and stocking

Operator of the concession will have use of the existing concession equipment owned by the Town of Wadena. Equipment within will be maintained by the contract holder, and any repairs due to normal use would remain Town's responsibility.

Further, the Tenderer shall in connection with their liability hereunder affect a public liability insurance policy for an indemnity. The Tenderer must also hold employees liability insurance coverage and by this tendering process it is assumed that this coverage is in place and held by the Tenderer. The Town of Wadena is not held responsible for loss or damage to the property of the property of contract holder or their employees or visitors.

For more information, please contact the Town office at 306-338-2145. Tenders to lease and operate the concession booth for the 2019-20 season will be accepted by the Town of Wadena until 4:00 noon on June 15, 2019.

Highest or any tender not necessarily accepted.

Please pick up tender package at the Town Office – 102 Main Street, or email wadrec@sasktel.net

WADENA RECREATION CENTER CONCESSION - Tender PACKAGE

DATE: _____

The undersigned proposes to supply concession services within the Wadena Recreation Centre Concession for the 2019-2020 Season: **(October 15, 2019 to March 31st, 2020)** as set out below. BID PRICE I propose to use the concession facility and equipment at a determined contract price to provide my services. I understand that the bid amount provided below is a firm price for the duration of the contract and is not negotiable. I understand that the facility and equipment will not be modified unless those modifications are required by provincial regulation.

1. CONCESSION BID:

Contract Bid:

OPTION A Paid in Full Amount of \$ _____

OPTION B Paid at a Monthly rate of \$ _____ for a total amount of \$ _____

ATTACHMENTS: _____

2. Please attach list of proposed products to be sold in the Wadena Rec Centre Concession, along with proposed price list

3. QUALIFICATIONS:

- a. Please attach a listing of any relevant qualifications (Food Safe, WHMIS etc)
- b. Please attach a listing of previous concession/food service work done

4. SIGNATURES:

In submitting this bid, I understand and agree that the highest or any bid will not necessarily be accepted. I also understand that until a formal agreement is prepared and executed, this bid form shall constitute a binding contract between us.

SIGNED AND SEALED BY:

_____ **Printed Name of Tenderer or Company**

Signature of Tenderer _____

Address _____

Telephone / Fax Numbers _____

Email Address _____

Referrals or references: Are strongly recommended and will be considered when awarding contract.

Questions – please call Chad 306-338-2145 or email wadrec@sasktel.net