



Town of Golden

REQUEST FOR PROPOSAL

FOR

Golden and District Arena Concession Operations

INSTRUCTIONS

- **Closing Date for Submission:** Proposals are to be emailed to the Town of Golden Recreation Services Department, jordan.petrovics@golden.ca attention to Jordan Petrovics Manager of Recreation Services no later than 4:00 p.m. MST, Friday, September 30th, 2022. Hand-delivered submissions will also be accepted and must be delivered to Town Hall at 810 9th Avenue South.
- **Anticipated Delivery Date:** The successful bidder will be expected to start concession operations by Mid-October 2022
- **Town of Golden Contacts:**

Name: Jordan Petrovics

Telephone: 250-344-0665

Email: jordan.petrovics@golden.ca

Address: 810 9th Ave South
Box 350
Golden, B.C.
V0A 1H0

1. Background

The Town of Golden is seeking an operator for the concession located in the main lobby level of the Golden & District Recreation Centre.

The Golden & District Recreation Centre is owned by the Columbia Shuswap Regional District and operated under contract by the Town of Golden. Tax dollars from Area A and the Town of Golden support the operations of the facility.

The arena is presently home to three core non-for-profit sporting groups including, the Golden Rockets Jr B team, Golden Minor Hockey Association and the Golden Figure Skating Association. The arena also hosts numerous out-of-town hockey groups with regular tournament bookings from October 2022 to March 2023. Adult hockey and other public programs also occur weekly.

The ice rink operations run from late August until late March annually.

The arena is located at 1410 9th St South, Golden, B.C., within a city block of the Golden Secondary School and Alexander Park Elementary School and next door to the Golden Curling Club.

2. Purpose of the RFP

The purpose of the RFP is to solicit proposals from qualified food and beverage contractors and non for profit groups who can provide food and beverage services for the arena.

3. Proposal Requirements

Proposals for the concession operations shall include:

- A brief business plan outlining the type of food and beverage services, including a draft menu and price list.
- Proposed hours of operations for all Golden Rockets home games, tournaments and other events.
- Provide a valid Town of Golden Business License.
- Provide a valid Interior Health Operating Permit.
- Provide Food safe certifications.
- Proof of current WCB and \$5 million valued certificate of insurance that names the Town of Golden and Columbia Shuswap Regional District.
- Any additional concepts and ideas that add value for users and additional services that the facility could accommodate.
- Marketing concepts and ideas regarding food and beverage services that could be offered to existing arena users who are planning tournaments and events.

Applicants are also required to submit:

- Proposed monthly rental rate including the use of propane, electricity, water, sewer and exclusive use of the space.
 - Based on the current annual facility operations (late August – late March).

- Applicants are encouraged to contact the Manager of Recreation Services for a tour of the space before submitting a bid.

4. Project Objective and Scope

The operator of the facility is seeking proposals that address the following concerns:

- Healthy menu options that are competitively priced to traditional fast food concession items.
- Maintain the operating standards and cleanliness required by Interior Health and WCB.
- Food options that will have minimal impact on the janitorial staff
- Possible benefits for regular arena users.
 - Such as discounts or sponsorship support for non-for-profit organizations
- Packaging that is environmentally friendly.
- Operations that support weekend tournaments, Jr B games, special events and public programming.
- Partnership opportunities with corporate partners to enhance the facility animation.

The contract for the operation of the concession would include the first right of refusal for all food and non-alcoholic beverage services provided in the arena during the regular ice rink operations.

The Town of Golden will have sole discretion for the renewal of the contract.

The successful bidder will be signing a formal operational contract and expected to be operational by Mid-October 2022.

5. RFP Evaluations

Proposals will be evaluated by cost, proposed methods of delivering the services, and operators' experience with similar types of projects. **Proposals are to include references to other food and beverage projects.** The lowest-priced or any proposal may not necessarily be accepted.

All bidders must view the facility with the Manager of Recreation Services prior to submitting a proposal.

Proposals must be delivered to the Manager of Recreation Services no later than 4:00 p.m. MST, Friday, September 30th, 2022.

After packages have been reviewed, the successful operator will be given formal notice of award.

The successful bidder will be required to provide the Town with a WCB clearance letter, certificate of insurance naming the Town of Golden and Columbia Shuswap Regional District as additional insured, proof of a valid Town business license and company safety plan for the services being delivered.