



Town of Golden

REQUEST FOR PROPOSAL

#

FOR

Golden and District Arena Concession Operations

INSTRUCTIONS

- Closing Date for Submission:** Proposals are to be delivered to the Town of Golden Recreation Services Department, to the attention of the undersigned, at 810 9th Avenue South no later than 4:00 p.m. MST, Monday August 21st 2017. E-mail and Fax submissions will be accepted.
- Anticipated Delivery Date:** The successful bidder will be expected to start concession operations by September 2017.
- Town of Golden Contacts:**

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Address: 810 9th Ave South
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Golden, B.C.
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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 plays host to numerous out of town hockey groups with regular tournament bookings from October 2017 to March 2018. 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 are able to 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 during including all Golden Rockets home games, tournaments and other major 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 dollar value certificate of insurance.
- Any additional concepts and ideas adding value for users and additional services that facility could accommodate.
- Marketing concepts and ideas regarding 'turn-key' food and beverage services and support 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.
- Preferred rental length term.
 - Based on the current annual facility operations (late August – late March).

4. Project Objective and Scope

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

- Healthy menu options competitively priced to traditional fast food concession items
 - For resources and more information on what defines “healthy”, please refer to <http://www.stayactiveeathealthy.ca/industry/resources.html>
- Maintain the operating standards and cleanliness required by Interior Health and WCB.
- Food options that will have minimal impact on janitorial staff.
- Possible benefits for regular arena users.
 - Such as discounts or 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 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 renewal of the contract.

The successful bidder will sign a formal operational contract and expected to be operational by September, 2017.

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.

Proposals must be delivered to the Town of Golden no later than 4:00 p.m. MST, Monday August 21st 2017.

After packages have been reviewed the successful operator will be given a 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 a company safety plan for the services being delivered.

Concession front – Lobby View



Inside Concession Space



Inside Concession Space



Storage Room

