

Duck Lake Arena Concession Lease TENDER PACKAGE

This Tender package is for the establishment of Tender Guidelines with an experienced proponent to lease and operate the concession at the Duck Lake arena located at 360 2nd Avenue S in Duck Lake, Saskatchewan, for the duration of the 2022-2023 season from December 19, 2022 to March 31, 2023.

The contents of the package are:

1. Invitation to Tender
2. Instructions
3. Tender Guidelines (blanks to be filled in, signed and submitted as Tender)

Tenders close at 4:00 p.m., November 30th, 2022

Bid Deadline

Bids clearly marked on the outside of a sealed envelope **“Tender – Arena Concession”** must be received by mail or in person at the Town of Duck Lake Municipal Office located at 301 Front Street, Box 430, prior to **4:00 pm *Wednesday, November 30th, 2022.***

- A. Bidder identification is not required on the outside of the envelope.
- B. Oral, telephoned, texted, faxed, emailed or late Tenders will not be accepted or acknowledged.

Duck Lake Arena Concession Lease INVITATION TO TENDER

The Town of Duck Lake is inviting tenders to lease and operate the concession booth located within the Duck Lake arena for the 2022-2023 season from December 19th, 2022 to March 31st, 2023.

The successful bidder will be responsible for all personnel necessary to operate the concession in accordance with Public Health standards and must provide all inventory and supplies necessary for operation.

The Town of Duck Lake reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion. The Town of Duck Lake reserves the right to accept a Tender other than the lowest Tender. Without limiting the generality of the foregoing, the Town of Duck Lake may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Experience of the Proponent
2. Operating Plan
3. Proposed Menu (quality, uniqueness, price etc.)
4. The results of any reference check done by the Town of Duck Lake; and

If deemed appropriate, the Town of Duck Lake may, as an option, negotiate and extend an acceptable Tender without re-advertising for future services.

Duck Lake Arena Concession Lease TENDER INSTRUCTIONS

- 1) Sealed Tenders marked “**Tender – Arena Concession**” will be received at the Town Office, 301 Front Street, Duck Lake, Saskatchewan until **4:00 P.M. Wednesday, November 30th, 2022.**
- 2) Tenders must be submitted by completing the Tender Form enclosed in this package. The Bidder must sign and date the Tender Form.
- 3) Bids will be weighted based on Experience, Operating Plan, Proposed Menu and References. The Town of Duck Lake reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion.

All Tender enquiries are to be directed to:

**Duck Lake Town Office
301 Front Street
Town of Duck Lake
P.O. Box 430
Duck Lake, SK S0K 1J0
(306) 467-2277**

Duck Lake Arena Concession Lease TENDER FORM

Contact Name: _____

Address: _____

Telephone No.: _____ Email: _____

GST Registration # (if applicable): _____

TENDER – I hereby submit a tender for the lease and operation of the Duck Lake Arena Concession and agree to pay a uniform monthly rental fee of \$300.00. If awarded the contract, I agree to provide, within ten (10) calendar days after receipt of Notice of Award, the following documentation to the Town of Duck Lake:

- Proof of Liability Insurance
- Proof of Food Safety Certification
- Duly executed Concession Lease Agreement in duplicate

Details: For the lease and operation of the arena concession at the Town of Duck Lake Arena located at 360 2nd Avenue in Duck Lake, Saskatchewan, for the duration of the 2022-2023 season from December 19th, 2022 to March 31, 2023.

Conditions:

- The Tenderer will have exclusive use of all existing concession equipment owned by the Town of Duck Lake, which includes 3 element electric grill, 2 basket deep fryer, microwave, 2 refrigerators with top-end freezers, BUNN coffeemaker, BUNN hot chocolate/cappuccino maker and a Sharp till, and will be responsible for cleaning and general upkeep of the appliances.
- The Tenderer shall maintain hours of operation to accommodate all recreational activities in the Duck Lake Arena, including tournaments, public skating and also rentals if requested by renter.
- The Tenderer shall be responsible for all personnel necessary to operate the concession in accordance with Public Health standards.
- The Tenderer is responsible for providing all inventory and supplies necessary for the operation of the concession.

Required Information from Proponent:

Please attach a list of products to be sold and a proposed price list.

Please specify qualifications of the operators (i.e. Food Safe, WHIMIS, other certifications):

Please provide any previous concession or food service experience.

Please list a minimum of two references and their phone number:

1. _____
2. _____
3. _____

Conditions – This Tender:

- Must be submitted in a sealed envelope marked “**Tender – Arena Concession**” addressed to the Town of Duck Lake, Box 430, Duck Lake, SK. S0K 1J0.
- Must be received by **4:00 p.m. on Wednesday, November 30th, 2022.**

I hereby submit the above tender to Lease the Duck lake Arena Concession, subject to the terms and conditions listed above, which I have read and understood.

(Date)

(Signature)