

## **Villaplex Canteen Lease**

### **TENDER PACKAGE**

This Tender package is for the establishment of Tender Guidelines with an experienced proponent to lease and operate the canteen at the Villaplex located at 360 2nd Avenue S in Duck Lake, Saskatchewan, for the 2025-2026 & 2026-2027 season.

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., Friday, January 30, 2026.**

#### **Bid Deadline**

Bids clearly marked on the outside of a sealed envelope “Tender – Arena Canteen” must be received by mail or in person at the Town of Duck Lake Municipal Office located at, 301 Front Street prior to Friday, January 30, at 4:00 p.m.

- 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.

The Town of Duck Lake is inviting tenders to lease and operate the canteen booth located within the Villaplex for the 2025-2026 & 2026-2027 season with the dates to be determined, with an option to operate during the off season. The successful bidder will be responsible for all personnel necessary to operate the canteen 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.

## **Villaplex Canteen Lease**

### **TENDER INSTRUCTIONS**

- 1) Sealed Tenders marked **“Tender – Arena Canteen”** will be received at the Town Office, 301 Front Street, Duck Lake, Saskatchewan until **4:00 P.M. Friday, January 30, 2026.**
- 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:

**Chief Administrative Officer  
Town of Duck Lake  
P.O. Box 430  
Duck Lake, SK S0K 1J0  
(306) 467-2277**

**Villaplex Canteen  
TENDER FORM**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

GST Registration # (if applicable): \_\_\_\_\_

**TENDER** – I hereby submit a tender for the lease and operation Villaplex Canteen and agree to pay a uniform monthly rental fee of \$\_\_\_\_\_. 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:

- **Town of Duck Lake Business License**
- **Proof of Liability Insurance**
- **Duly executed Canteen Lease Agreement in duplicate**
- **Proof of Safe Food Handling Certification**
- **Criminal Background Check including the vulnerable sector**

**Details:** For the lease and operation of the arena canteen at the Villaplex located at 360 2nd Avenue S in Duck Lake, Saskatchewan, for the duration of the 2025-2026 & 2026-2027 season with the dates to be determined, with an option to operate during the off season.

**Conditions:**

- The Tenderer will have exclusive use of all existing canteen equipment owned by the Town of Duck Lake, which includes a flattop grill, deep fryer, fridge, freezer and small appliances, 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 Villaplex, including tournaments, playoffs, competitions, clinics and bonspiels.
- The Tenderer shall be responsible for all personnel necessary to operate the canteen in accordance with Public Health standards.
- The Tenderer is responsible for providing all inventory and supplies necessary for the operation of the canteen.

**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):

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Please provide any previous Canteen or food service experience.

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

1. 

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2. 

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3. 

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**Conditions – This Tender:**

- Must be submitted in a sealed envelope marked **“Tender – Arena Canteen”** addressed to the Town of Duck Lake, Box 430, Duck Lake SK. S0K 1J0.
- Must be received by **4:00 p.m. on Friday, January 30, 2026.**

I hereby submit the above tender to Lease the Villaplex Canteen, subject to the terms and conditions listed above, which I have read and understood.

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(Date)

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(Signature)