



Invitation to Tender

Wadena Recreation Centre Concession Operation

Tender Package

The Town of Wadena is inviting tenders to lease and operate the concession booth located within the Wadena Recreation Centre for the 2022-2023 season from October 15, 2022 to March 31, 2023.

Sealed tenders clearly marked “**Tender – Rec Centre Concession**”, will be accepted until **4:00 PM on Monday, August 29, 2022** at the office of the Town of Wadena, 102 Main St N, PO Box 730, Wadena, SK, S0A 4J0.

Tender documents and further information are available online at the Town of Wadena website at townofwadena.com/bids.aspx, and at the office of the Town of Wadena at the above address during regular office hours.

The lowest or any tender will not be necessarily accepted.

For further information please contact:
Ryan Baker, Manager of Parks and Recreation
306-338-2145
wadrec@sasktel.net



INTRODUCTION

The Town of Wadena is inviting tenders to lease and operate the concession booth located within the Wadena Recreation Centre for the 2022-23 season from October 15, 2022 to March 31, 2023. The Successful Tenderer will be responsible for the overall management of the concession including but not limited to meeting all health regulations, staffing, supply of food and services, and supply of any additional equipment required.

CLOSING TIME

1. Sealed Tenders clearly marked "Tender – Rec Centre Concession" for the services contained herein and addressed to:

Town of Wadena
102 Main St N
PO Box 730 Wadena SK S0A 4J0

will be received until 4:00 PM on August 29, 2022 (herein called the "Closing Time").

2. Faxed Tenders will not be considered or accepted.
3. Tenders will not be opened in public.

SUBMISSIONS

4. Tenders will include a completed Tender Form (provided) and must be enclosed in a sealed envelope. Any Tender received after the Tender Closing Time will not be considered or accepted and will, upon request of the Tenderer, be returned to the Tenderer.
5. Tenderers and their Subcontractors may be required to submit further information or evidence relating to its qualifications or experience or relating to any other matter considered relevant by the Town in the evaluation of Tenders.
6. Tenderers must provide information as outlined on the Tender Form. Tenderers must also provide reference contact information.
7. All submissions become the property of the Town and will not be returned to the Tenderer. The Town will hold all submissions in confidence unless otherwise required by law. Tenderers should be aware the Town is a "public body" defined by Saskatchewan.

AGREEMENT

8. The successful Tenderer will enter into an Agreement for service with Town of Wadena.

IRREVOCABILITY OF TENDERS

9. Tenders must be irrevocable and open for acceptance by the Town of Wadena for a period of 60 calendar days after the Closing Time, even if the Town accepts the Tender of another Tenderer.

ACCEPTANCE OR REJECTION OF TENDERS

10. The Town reserves the right in its absolute discretion to accept or reject any or all Tenders, to evaluate Tenders on any basis whatsoever, and to accept any Tender it deems most advantageous to the Town.
11. The Town may waive any non-compliance with these Tender Specifications.



12. The lowest or any Tender will not necessarily be accepted.

NOTICE OF AWARD

13. The successful Tenderer will be notified of acceptance of its Tender by notification in writing delivered to the address on the Tender Form. No other communication will constitute acceptance of any Tender.

NEGOTIATING

14. The Town reserves the right to enter into negotiations with the selected successful Tenderer, prior to award of the Agreement, for making amendments to the Agreement document as required for the Agreement to be compatible with the project, the schedule and budget, including amendments to the Services included in the Agreement or the manner in which the work will be undertaken.

DUTIES OF THE CONTRACTOR

15. The duties of the successful Tenderer will be as follows:
 - Entire operation of concession, including staffing and stocking, in accordance with health regulations and standards
 - Cleaning of concession and equipment within; including garbage and cardboard disposal
 - Wipe downs of lobby counters and food areas
 - Supply cleaning products
16. The successful Tenderer will have use of the existing concession equipment owned by Town of Wadena. Equipment within will be maintained by the successful Tenderer, and any repairs due to normal use would remain Town's responsibility.
17. The successful Tenderer shall in connection with their liability hereunder affect a public liability insurance policy for an indemnity. The Tenderer must also hold employee's 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. A formal walk through will occur at the beginning and ending of the tender.

TERM

18. The term of the service is from October 15, 2022 to March 31, 2023.
19. Town of Wadena expects a minimum service covering all Minor Hockey Games and tournaments, Sr. Hockey Games, all special event- Figure Skating Carnival, and additional events that may occur. Other hours outside of events above, at the discretion of the contract holder or request of the Manager of Parks and Recreation.

INQUIRIES

20. All inquiries regarding this Agreement and this Invitation to Tender should be directed to Ryan Baker, Manager of Parks and Recreation at 306-338-2145.
21. Before submitting a Tender, Tenderers may examine the site of the work either personally or through an authorized representative and satisfy themselves as to the local conditions and nature of the work. The Tenderer is fully responsible for obtaining all information required for the preparation of their Tender and the execution of the work.



Tender Form – Wadena Recreation Centre Concession Operation

Tender of: _____
(hereinafter referred to as the “Tenderer”)

In response to the Invitation to Tender for Concession Operations at the Wadena Recreation Centre and the Tender Specifications, the Tenderer has carefully examined the scope of the proposed service, the work specifications and will provide all necessary labour, supplies, and all other factors as required to complete the service as called for by these documents and in accordance with the Town requirements, for the prices tendered.

The amount tendered is the total price per month to lease the concession.

Amount Tendered: \$ _____

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

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

Please provide any other relevant information including previous concession/food service experience.



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

1. _____
2. _____
3. _____

The Tenderer acknowledges that all employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws.

Except as expressly and specifically permitted in these Instructions to Tenderers/Bidders, no Tenderer/Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid, each tenderer/bidder shall be deemed to have agreed that it has no claim.

The Tenderer acknowledges that if awarded the contract, the following documentation must be provided to the Town of Wadena within ten (10) calendar days after receipt of Notice of Award:

- Town of Wadena Business License
- Proof of WCB
- Proof of Rental Insurance
- Duly executed Agreement in duplicate

Failure to do so may result in contract being awarded to a bidder who can meet the requirements.

Company: _____

Contact Name: _____

Address: _____ (postal code)

Telephone No.: _____

Email Address: _____

The Tenderer has read and acknowledges the conditions as set out in the attached Tender Package.

Signature: _____

Date: _____