



**Village of Thorsby**  
**Request for Proposal**  
**Arctic Spas Recreation Complex Concession**

**RFP Details**

The Village of Thorsby is seeking proposals for the operations of the Arctic Spas Recreation Complex Concession from September 2015 to late March 2016. The competition will remain open until a suitable candidate is found.

Questions regarding this proposal may be directed to Kelley Probe at (780) 789-4041 or [kprobe@thorsby.ca](mailto:kprobe@thorsby.ca).

All responses to this request can be delivered via one of the following methods:

- Mail: Box 297, Thorsby, AB T0C 2P0 Attention: Kelley Probe
- Email: [kprobe@thorsby.ca](mailto:kprobe@thorsby.ca)
- Hand Delivered: Arctic Spas Recreation Complex, 4901-48 Avenue, Thorsby

**Facility Information**

The Arctic Spas Recreation Complex is a 57,000 square foot facility with a regulation size ice arena, multi-purpose Fieldhouse, fitness workout facility, dance studio, library, bowling alleys and other meeting and support spaces. The business hours of the complex are 9:00 am to 9:00 pm Monday through Saturday.

The actual business hours of the food concession will be negotiated with the Parks & Recreation Coordinator based on the building schedule.

The equipment provided by the Village includes, but is not limited to:

- Dry Storage Shelving
- Reach-In Glass Door Refrigerator
- Coffee Brewing System
- Microwave Oven
- Cash Register
- Walk-In Refrigerator, Freezer & Pantry
- 4 Burner & 3' Garland Stove/Grill/Oven Combo
- 2 Basket Deep Fryer
- 3 Bay Commercial Sink

**Compensation**

The monthly lease for the concession is \$250 including utilities and equipment. First and last month rent is required at the time of contract signing.

## **Required Elements of the Proposal**

Please submit the following information with your application package:

1. Vendor Application Form (Page 3)
2. A list and explanation of additional equipment (if any) the proposer would be providing at this site.
3. A proposed menu and prices for food and drink and hours of operation.
4. A minimum of three (3) references, including name of contact, company name and telephone numbers.

## **General Terms & Conditions**

### **Contract**

The successful supplier must enter into an Agreement with the Village of Thorsby. It is the Village's intent to enter into a contract approximately September 14, 2015 – March 31, 2016. The Village also reserves the right to extend this contract for an additional four years, extending in 12 month increments after mutual agreement.

### **Insurance**

The successful supplier will need to provide the Village with proof of comprehensive general liability insurance with limits of not less than \$2,000,000.00. The supplier shall obtain, and keep in force, said insurance during the entire term of the contract.

### **Permits & Licenses**

The supplier will obtain and maintain at its sole expense all necessary permits, licenses, consents and approvals required by all authorities having jurisdiction relating to the activities of the supplier.

### **Criminal Record Check**

The supplier shall provide a Criminal Record Check prior to the commencement of the Agreement. In the event the result of the Criminal Record Check is not satisfactory to the Village, in its sole discretion, the Agreement may be terminated without notice.

**Arctic Spas Recreation Complex Concession  
Vendor Application Form**

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures, and requirements (including insurance), and that they have read and understand the RFP.

Authorized Representative \_\_\_\_\_  
*Signature*

Authorized Representative \_\_\_\_\_  
*Print Name*

Date: \_\_\_\_\_

\*Attach Additional signatures for partnership members, corporation or company officers, or joint venture members.