



Request for Proposals: Food Services at the Castor Arena Concession for 2025 Spring Hockey Season

The Town of Castor is requesting proposals from individuals/companies/non-profit organizations interested in providing food services in the Castor Arena Concession. Proposals will be considered by the Town based on a number of factors including, but not limited to, the quality of services to be provided and the experience of the service provider. The Town reserves the right to reject any and all proposals for any reason and to accept any proposal for any reason.

RFP Guidelines and Requirements

- A. This is an open and competitive process.
- B. The proposal should include the following:
 - i. Previous experience
 - ii. Size of staff and ability to manage concurrent projects
 - iii. Workers Compensation Number
 - iv. Certificate of Insurance
 - v. Proposed menu
 - vi. Certification (i.e. food safety, etc.)
- C. Concession rent is \$350/month plus G.S.T. payable to the Town of Castor.
- D. The proposed contract period is from April 2025 through May 2025. Term is negotiable upon successful application. Specific schedule to be determined in consultation with successful individual/company.
- E. By submitting a proposal, each individual/company agrees that if its proposal is selected by the Town, the individual/company must enter into a written contract with the Town.

Proposals should be submitted in on of the following two ways:

1. Submitted in a sealed envelope marked "Arena Concession" displaying a full and correct return address to the Town of Castor at Box 479, Castor, AB, T0C 0X0.
2. Submitted electronically to donna@townofcastor.ca with the subject line "CONFIDENTIAL: RFP ARENA CONCESSION" with the Proposal attached as a PDF file.

Submissions must be received on or before 4:00 p.m. local time March 21, 2025.

Direct all inquires and requests to visit the concession site to:

Donna Rowland, CLGM
Chief Administrative Officer
Town of Castor
(403) 883-3215
donna@townofcastor.ca