



Request for Proposals: 2023 Castor Arena Concession

The Town of Castor is requesting Proposals from individuals/companies interested in providing concession services at the Castor Arena. Proposals will be considered by the Town based on a number of factors including, but not limited to, quality of services to be provided and 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:
 - a. Number of years in business
 - b. Size of staff and ability to manage concurrent projects
 - c. Workers Compensation Number
 - d. Certificate of Insurance
 - e. A proposed menu
 - f. Certification (i.e. food safety, etc.)
 - g. Remuneration to the Town for kitchen rental will be \$350/month
- c) The proposed contract period is for October 2023-August 2026. Term is negotiable upon successful application. Specific schedule to be determined in consultation with successful individual/company.
- d) By submitting a proposal, each individual/company agrees that if its proposal is selected by the Town, the individual/company must enter a written contract with the Town.

Inquiries/Submissions

Questions concerning this RFP should be submitted to:

Tara Jenkins, Community Services Director

Town of Castor

Box 479

Castor, AB T0C 0X0

castorrec@townofcastor.ca

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

- a) Submitted in a sealed envelope marked “Arena Concessions” displaying a full and correct return address to the Town of Castor Office at Box 479, Castor, AB, T0C 0X0.
- b) Submitted electronically to castorrec@townofcastor.ca with the subject line ‘CONFIDENTIAL: RFP ARENA CONCESSIONS’ with the Proposal attached as a PDF file.

Submissions must be received on or before 4:30PM March 31, 2023