



Town of Calmar

# REQUEST FOR PROPOSAL

Arena Concession Stand Operator

September 1, 2023

## PROJECT OVERVIEW:

The Town of Calmar is inviting proposals from individuals, groups, organizations, and / or businesses for the operation of the Mike Karbonik Arena Concession Stand. The Town is seeking and will select an operator that best demonstrates the ability to provide affordable, safe, and reliable services to the residents of the Town of Calmar, visitors, and users of the Mike Karbonik Arena.

The Season begins mid September 2023, once the ice is "in" through to the end of the season, March 31, 2024. The arena schedule is full every evening (5:00 pm – 9:00 pm), Monday through Friday and all-day Saturday and Sunday. The details of the concession area can be found in Appendix A.

This is a Request for Proposal only and not a tendering process. Proposals received after the closing time will not be accepted. The Town of Calmar reserves the right to waive information in any proposal, reject any or all proposals or accept the proposal deemed most favorable in its interest.

## SCOPE OF WORK:

- Offer competent and prompt service to the public.
- Maintain a high standard of quality in products offered for sale.
- Maintain cleanliness and good appearance of the Food Services.
- The operator may have use of all Town-owned equipment located within the Concession.
- Be responsible for repairs to any Town of Calmar property by damage caused by the Operator in the course of the work and services.
- Ensure professional behavior and appropriate attire of employees.
- Ensure tactful and prompt handling of public complaints.
- The Operator shall maintain all equipment, including cleaning and preventative maintenance ensuring good working order—regular cleaning of fryers and exhaust hoods.
- Operate the Food Services in a clean and sanitary manner, in compliance with the Alberta Health Food Safety requirements and in accordance with the Alberta Health Act.
- Carry liability insurance.
- Assure that any interior or exterior signage is approved in advance by the Town of Calmar.
- Pay all business license fees, business taxes or other fees necessary to carry on the business of a Food Services Operator.
- Daily general cleaning of food services area as well as the mopping of the food services area floor during hours of operation.

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## TIMELINE:

Activity	Deadline Date
Distribute RFP	1 September 2023
RFP Submission Deadline	12 September 2023
RFP Review / Contract signing	13-15 September 2023
Winning RFP Announced	15-16 September 2023
Work Begins	18 September 2023
Complete Project	10 April 2025

## SUBMISSION REQUIREMENTS:

Questions can be emailed to [lmiller@calmar.ca](mailto:lmiller@calmar.ca).  
No telephone inquiries will be accepted.

Deadline for questions: September 11, 2023

Confidential Proposals with words clearly marked, "Concession Stand Operator – Mike Karbonik Arena", marked on the subject line of the email sent to [lmiller@calmar.ca](mailto:lmiller@calmar.ca) will be accepted up to 12:00 pm on Tuesday, September 12, 2023.

## EVALUATION METRICS:

Each proposal will be scored using the following criteria. Each element is scored out of 10.

- Business experience
- Concession experience
- Food Safety
- Proposed hours of operation
- Record of past performance

References

Any other information that may be pertinent to a successful operation.

## APPENDIX A:

### Mike Karbonik Arena Information:

- Address:
  - 5019 – 47 Street, Calmar, AB, T0C 0V0
- Concession Booth:
  - 360 sq. ft.
- Equipment List:
  - Single Door Merchandiser Fridge
  - 30 cu. ft. Chest Freezer
  - Quest Dual burner Griddle
  - Candy Sales Rack
  - Moveable Metal Table
  - Hot Dog Maker
  - Gehl's Nacho cheese dispenser
  - Bunn Hot Chocolate Machine
  - Bunn Coffee Machine
  - Microwave
- Other:
  - Double sink
  - Lots of counter space
  - Tile Floors
  - Key Entry Door
  - Roll Up Window with locks.