

JANUARY 4, 2012



RECREATION DEPARTMENT

REQUEST FOR PROPOSAL

## SKATE SHARPENING SERVICES

For

### THE LEGENDS CENTRE

701 Centennial Blvd  
Warman, SK S0K 4S0

ISSUE DATE:

CLOSING DATE:

**Submit Proposals to:**

Town of Warman  
Recreation and Parks Department  
107 Central Ave  
Box 340  
Warman, SK S0K 4S0

Phone: (306) 933-2133  
Fax: (306) 933-1987

**REQUEST FOR PROPOSAL  
THE LEGENDS CENTRE  
SKATE SHARPENING SERVICES**

**A. INSTRUCTIONS TO OFFERERS**

1. PURPOSE

The purpose of this document is to invite proposals for the supply of Skate Sharpening Services at The Legends Centre located at 701 Centennial Blvd in Warman, SK.

2. PROPOSAL SUBMISSIONS

- 2.1 Proposals must be submitted in a sealed envelope clearly marked **"REQUEST FOR PROPOSAL: THE LEGENDS CENTRE SKATE SHARPENING SERVICE PROVIDER"**

To the following address:

Town of Warman  
107 Central St,  
Box 340,  
Warman, SK S0K 4S0

And will be received up to 4:00 PM. on Tuesday December 6<sup>th</sup> , 2011.

**Except where extended by addendum, proposals received later than the time stated above will not be accepted and will be returned unopened**

- 2.2 Facsimile proposals will be accepted providing all documents are received by the stipulated closing time and date. The Town of Warman will not be responsible for failure to receive facsimile proposals. Bidders are responsible for ensuring facsimile transmissions are received prior to the stipulated closing time.
- 2.3 Any addenda issued during the proposal period will become part of any contract or purchase order agreement. Prior to closing of proposals, addenda may be issued for the purpose of modifying or clarifying plans and contract. Number of addenda received shall be listed on the proposal form. Addenda will be issued in written form. Interpretation, corrections and changes made in any other manner will not be binding to the Town of Warman.
- 2.4 Request for extension of the proposal period may be taken into consideration. All such requests must be made seventy-two (72) hours prior to the publicized closing time and date.

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**3. PROPOSAL FORM**

- 3.1 Only proposals completed following the outline in this package will be considered. All items shall be addressed as indicated. The Bidder shall provide details of the Equipment and Labour Force which will form part of the proposed submission. Failure to do so may result in rejection of the proposal.
- 3.2 No change(s) to the Proposal submissions (prices, terms, specs, etc) will be considered unless received in writing by the Recreation and Parks Supervisor before proposal closing time and date. Changes by telephone will not be considered. Changes by facsimile will be accepted if received prior to the stipulated proposal closing time. The Town will not be responsible for ensuring facsimile changes are received prior to the stipulated proposal closing time.

**4. PROPOSAL NOTIFICATION, WITHDRAWAL AND ACCEPTANCE**

- 4.1 Proposals will not be publicly opened.
- 4.2 A proposal may not be withdrawn within the proposal period after specified closing time and date.
- 4.3 All proposals prices shall be firm for forty-five (45) days
- 4.4 The lowest/highest or any proposal will not necessarily be accepted and the Town of Warman reserves the right to reject any and all proposals, and to waive any informality herein.

**5 REJECTION OF PROPOSALS**

- 5.1 The Town of Warman reserves the right to reject any or all proposals. Bids that are incomplete, conditional, unbalanced, and obscure or which contain alterations, additions or erasures may be rejected.
- 5.2 The Town of Warman reserves the right to waive any irregularity or insufficiency in any proposal submitted and to accept the proposal which is deemed most favourable to the interest of the Town of Warman.

**6 OFFERORS QUALIFICATIONS**

- 6.1 Offerors shall be actively engaged in the types of work required by the Proposal Documents, and shall be able to refer to similar work performed by them.
- 6.2 The Town may during proposal period or after proposal submission: require any Offeror to submit written proof of qualifications.

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7. TAXES

7.1 Goods and Services Taxes must be shown as an extra

7.2 Provincial Sales Tax must be shown as an extra where applicable

8. INTERPRETATIONS AND MODIFICATIONS OF PROPOSAL DOCUMENTS

8.7 Submit questions and the meaning and intent of the Proposal Documents or Requirements to Paul McGonigal, Parks and Recreation Supervisor, 306-933-2641.

8.8 Offerors shall promptly notify the Town of any ambiguity, inconsistency or error which they may discover upon examination of the Proposal Documents.

9. PROPOSAL EVALUATION, CONTRACT NEGOTIATION AND AWARD

9.1 Upon receipt of vendor proposals an Evaluation Team will screen proposals to ensure the vendor's compliance with all requirements of this proposal.

9.2 Evaluation Criteria: This proposal shall be awarded based on the following criteria:

- Experience of the Proponent
- Business Plan
- References from Third Party regarding past performance
- Lease Rate

9.3 The Town reserves the right to negotiate terms with the selected vendor

9.4 All proposals shall be signed by the authorized signing officer(s) of the Offeror.

- 1) If the proposal is submitted by a sole proprietor carrying on business in his own name, his name shall be printed immediately above his signature; or
- 2) If the proposal is submitted by a person carrying on business under a name other than his own, his business name shall be printed immediately above his signature; or
- 3) If the proposal is submitted by a partnership, the full name of the corporation shall be printed immediately above the signature of it duly authorized officers and the corporate seal affixed. If the corporate seal is not affixed to the tender, the signatures shall be witnessed and proof of signing authority shall be provided.
- 4) The signatures of the persons bidding must be in their respective handwriting.

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10. EXAMINATION OF CONDITIONS

10.1 The Offeror shall be responsible to examine the nature of the work and all other conditions and factors that may affect the proposal.

11. PROTECTION OF PROPERTY

11.1 The vendor undertakes and agrees to comply with all standing orders or other regulations in force at the work site. Special care shall be taken to avoid damage to existing adjacent structures and/or property during the work. Any damage caused by the vendor to the existing structures and/or properties shall be rectified by the vendor, at his sole expense, to the satisfaction of the Town of Warman.

12. INSPECTION AUTHORITY

12.1 Goods provided under any Purchase Order/Contract resulting here from will be subject to inspection by the consignee.

13. WORKERS COMPENSATION

13.1 At the time of contract award, the successful Offeror must provide a letter of good standing as required under the Workers' Compensation Act. Failure to supply this may result in your proposal being disqualified.

13.2 The proponent will annually provide a Worker's Compensation Clearance Certificate on the anniversary date of the contract.

14. TERMINATION

14.1 In the event the vendor supplies goods/services that are defective or if delivery is late or in the event the vendor is bankrupt, the Town may by written notice immediately terminate the contract.

15. ASSIGNMENT

15.1 The Contractor/Vendor shall not assign or transfer any rights or privileges contained in this agreement without first having the written consent of the Town thereto.

16. LAWS OF SASKATCHEWAN

16.1 The Contract shall be deemed to have been made in Warman, SK and shall be interpreted in accordance with the laws of Saskatchewan.

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17. DEPOSIT

- 17.1 Each proposal shall be accompanied by a Certified Cheque payable to the Town of Warman as security deposit, in the amount of \$1,000. The deposit will be returned to unsuccessful bidders within two weeks after Proposals are awarded. The deposit of the successful bidder will be retained to indemnify the Town of Warman in case of default, until the Contract Agreement is executed and the necessary bonds provided.

**B. Terms of Reference**

The following Terms of Reference are provided to allow Proposers to include in their Proposals to the Town of Warman statements relative to, but not limited to, areas requiring specific data. This will enable an accurate analysis of the Proposal

**1. BUSINESS INFORMATION**

Name of business, name of owners/operators, mailing address, street address, phone number, fax number, email address, and website (if applicable). Please include any partners or affiliates.

**2. FORM OF RENTAL COMPENSATION**

- a. The Town of Warman is seeking monthly rental compensation,
- b. Flat fees to be made in equal monthly payments beginning when the skate sharpening opens and shall continue for a period of 3 years.
- c. Monthly post-dated flat fee cheques covering the term of the contract must be provided to the Town once the contract has been awarded.
- d. The successful proponent shall supply quarterly financial statements with monthly details, to the Town of Warman designate as well as indicate in a monthly summary the total number of skates sharpened.

**3. TERMS OF AGREEMENT**

The Town of Warman is considering three year term for the agreement. We are open to other proposals in this regard.

**4. CAPACITY TO PERFORM**

Evidence of the Proposer's success in skate sharpening services in similar or comparable facilities, including:

- a. Corporate structure and period of time involved in providing skate sharpening services to similar facilities
- b. Describe relevant experience, with details regarding the location and dates of such experience
- c. List of current operations, size, scope and sales volume (if applicable).  
NOTE: The Town of Warman reserves the right to visit current operations.

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- d. A list of references (minimum of three) that relate to past experience with the skate sharpening industry must accompany the proposal. Please include the following information: contact name, company name, company address and phone number, and what type of service that was provided including at least one in a similar environment.
- e. Include at least one of the following (if applicable): a complete balance sheet or annual report of the last fiscal year of operation prepared by a qualified accountant or a copy of the most recent federal income tax return.

**5. TAXES, LICENSING AND INSURANCE**

- a. The successful proponent shall comply with all Town Bylaws and shall be responsible for obtaining a business license and payment of all applicable taxes, and procurement of a license to operate the kind of business that is being proposed. An inspection report must be received by Municode at least three days prior to opening.
- b. As insurance costs are to be borne by the proponent, Proposals should include a confirming statement on bonding and general insurance, including responsibility for: Public Liability, Product Liability, Worker's Compensation, Motor Vehicle, Legal, Property Damage, Theft, and Employee Bonding.
- c. The proponent will be responsible for provision of a minimum of one million dollars (\$1,000,000) in liability insurance for self and his/her staff. Proof of insurance coverage, business license and health license will be required at the time of execution of the contract.
- d. The successful proponent shall indemnify the Town of Warman against all actions and claims by reason of negligence on the proponents firm's part.

**6. LETTER OF CREDIT**

A bank Letter of Guarantee stating that an irrevocable Letter of Credit will be issued when the contract is awarded to the successful bidder. The letter of credit of \$50,000 is to cover potential default of contract.

**7. BUSINESS CONCEPT AND SERVICE FORMAT**

A description of business concept and service format. Include a complete proposed inventory listing, schedule of prices (2011 dollars) and the proposed day and hours of operations.

**8. CUSTOMER SERVICE**

A description of the approach to customer service.

**9. PERSONNEL**

- a. All staff will be employed by the proponent. Proposers should provide a statement of policy and operation procedures with regard to personnel management, supervision, selection, training and discipline, etc.

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- b. All policies of the proponents firms must comply with current Canadian Federal, Provincial and Civic laws related to income tax, employment insurance, Canada pension, medical services etc.
- c. Staff must be a minimum of 16 years of with their terms of employment complying with all labour regulations prevailing in Saskatchewan.

**10. HOURS OF OPERATION**

- a. Proponents are expected to be open to serve the various user groups of the facility. Hours of bookings will vary, and the proponent will be provided with rental, tournament and special event schedules on a regular basis.
- b. Indicate the hours of operation for the skate sharpening services, as we as a method of assessing sales and volume during operational hours to address any need to alter operational hours.
- c. Initial operations hours could be set and then adjusted at a later date based on sales, with agreement of both parties.

**11. INTERNAL ACCOUNTING**

Methods of recording, checking and reporting sales, including the proposed cash register system. Internal control of cash handling including the procedures for holding funds overnight, transporting funds to the bank etc.

**C. Facility Overview**

**Background**

The Town of Warman, Recreation Department, provides recreation programs and services to the residents of Warman. The Town strives to provide a welcoming, positive and fun experience to all people participating at our leisure facility.

The Legends Centre will offer town-wide programs and services where participants pay admission and/or program fees. These programs and services include but are not limited to: hockey programs, figure skating, public skating, fitness classes, fitness and weight room activities, children and youth recreation programs, adult recreation programs, and facility rentals and leases to the general public

The Legends Centre is a brand new \$20 million dollar recreation multi-plex scheduled to partially open in November 2011. The 100,000 sq. foot recreation facility features

- 1,300 seat arena
- Leisure Ice Surface
- Fitness Centre
- 1 sport medicine centre
- 3 – 1000 sq ft. multi-purpose rooms
- 2 – multi-purpose courts that can hold up to the following:
- 6 basketball or volleyball courts
- 18, Badminton Courts
- 3 Tennis Courts

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- 2 Soccer Pitches
- Connected to the Middle Years School
- Free Parking
- Smoke Free Facility
- Wheelchair accessible to all areas
- Full Concession
- Upper level spectator viewing areas for both the arena and multi-purpose courts
- Skate Sharpening
- Retail Areas

The facility can also accommodate a variety of sports and training activities such as:

- Ice Rentals (Minor, Senior and Rec Hockey)
- Figure and Public Skating
- Registered Fitness Classes
- Sport Group Rentals (karate, co-ed adult volleyball, Minor Basketball program, drop-in badminton, tennis program, cheerleading, lacrosse program, ball hockey program, Indoor Minor Soccer program)
- Rental Groups for the gym and multi-purpose rooms

Projected Facility Usage Statistics are:

- Hockey Arena Traffic – 100,566
- Multi-Purpose Courts Traffic – 58,166

*\*Please note these numbers do not include school figures and are based on minimum attendance\**

### **Location of Services**

Skate Sharpening services at The Legends Centre are located on the main level of The Legends Centre. The location is central to the arena and very accessible for all customers. This space is 353 sq ft and is open for design by the proponent. All equipment must be supplied by the proponent.

### **D. Areas of Responsibility**

The successful proponent shall be responsible for providing and maintaining any and all skate sharpening improvements and equipment. All safety codes must be adhered to.

Any alterations to the building would be allowed only on agreement with the Town of Warman. The cost of any changes agreed to will be borne by the proponent.

The Town of Warman shall provide the basic utilities for the skate sharpening area, and assume the costs for such utility services. The successful proponent is to provide the cost of all hook-ups and service-fees.

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The successful proponent and staff shall keep the area around the skate sharpening shop neat and tidy and shall pick up all waste emanating from the business. As well, the successful proponent shall be responsible to maintain and clean the inside of the Skate Sharpening premises. Proponent shall provide supplies, materials, tools and equipment required to operate and clean the leased area.

Proponents shall be responsible for garbage removal to dumpsters located outside of the The Legends Centre.

The successful proponent shall also be responsible for keeping all fixtures in the leasable area in a clean and workable condition at all times.

The successful proponent shall be responsible for removing all personal equipment and leaving the premises clean and presentable upon completion of the contract unless specific arrangements have been made with the Town prior to contract termination.

A lease requirement for The Legends Centre is that prices must be competitive with the prices of similar goods found elsewhere in the community. Service providers are expected to maintain good customer service, consistent operational hours and high quality product to attract and retain customers. The proponent must provide sufficient staff to ensure that adequate service is provided.

Proponents are expected to work with the facility to promote and market the skate sharpening services (use of PA announcements, flyers, posters, banners, sandwich boards etc)

**E. Inquires and Communication**

- All communications or inquiries with respect to the Request for Proposal should be made to Paul McGonigal, Parks and Recreation Services Manager.

Paul McGonigal  
Parks and Recreation Services Manager  
107 Central St  
Box 340  
Warman, SK S0K 4S0  
P: (306) 933-2641  
F: (306) 933-1987  
E-mail: [paulm@warman.ca](mailto:paulm@warman.ca)

- and delivered to:

Town of Warman  
107 Central St  
Box 340  
Warman, SK S0K 4S0

**E-mail submissions will not be accepted.**

**Skate Sharpening viewing for proponents: Upon request by proponent.**

- **Evaluation Criteria and Contract Negotiation**
  - Proposals will be evaluated based on:
    - Experience of the Proponent
    - Business Plan
    - References from Third Party regarding past performance
    - Lease Rate

