



Call for Proposals

District of Sparwood Leisure Centre Concession Operations

Date Issued

May 28, 2014

Closing Date

June 23, 2014

Closing Location

District of Sparwood Leisure Centre
367 Pine Avenue
Box 669
Sparwood, BC
V0B 2G0

Contact Information

Duane Lawrence
Director of Community & Facility Services
Phone: 250.425.0552
Email: dlawrence@sparwood.ca

NOTICE TO PROPONENTS

Bid For: Sparwood Leisure Centre Concession Operations

Individuals, business or companies with proven experience in the area of food delivery services are invited to submit proposals by which the goals, objectives and other requirements of this request may be best met.

Proposals will be received in sealed envelopes, clearly marked with the name and address of the Proponent, name of the proposal "Sparwood Leisure Centre Concession Operation" and be addressed to Duane Lawrence, Director of Community & Facility Services, no later than 4:00 pm, Thursday May 15th, 2014 (the "Closing Deadline"), at the following address:

District of Sparwood Leisure Centre
367 Pine Avenue
Sparwood, BC
V0B 2G0

The work generally comprises of the operation of concession and restaurant services within the Sparwood Leisure Centre.

Copies of the Call for Proposals can be obtained from the District of Sparwood Leisure Centre at 367 Pine Avenue, Sparwood, BC or online at www.sparwood.ca.

It is anticipated that the lease will be awarded by July, 2014. Inquiries regarding this project shall be directed to:

Duane Lawrence
Director of Community & Facility Services
District of Sparwood
Phone: 250.425.0552
Email: dlarwence@sparwood.ca

Opportunity Description

This Call for Proposal is an invitation by the District to submit non-binding proposals for the provision of Food Concession Services (the "Services") at the Sparwood Leisure Centre in Sparwood, BC. The selected proponent will be requested to enter into negotiations for an exclusive operator lease agreement with the District for the provision of the Services at the Sparwood Leisure Centre for a two (2) year period with an option to renew in one (1) year increments.

Leisure Centre Description

The Sparwood Leisure Centre is comprised of a leisure pool, two fitness centres, squash and racquet ball courts, arena, curling rink and community hall. The facility is generally open from 7:00 am until 9:00 pm Monday to Friday; 1:00 – 9:00 pm Saturdays and 12:00 – 6:00 pm Sundays. The facility offers a wide variety of programs including swimming lessons, wet and dry fitness classes, and child, youth and adult programming. The facility hosts a variety of drop in swim, skates and fitness opportunities throughout the year. A variety of user groups access the facilities including minor hockey, figure skating, minor ball and soccer, lacrosse and a variety of other sports groups. Our ice in season runs from mid September until mid March each year. The curling rink is leased to the Curling Club from October until March each season and a private weight training club leases space on an annual basis. The facility is host to a variety of private rentals which utilize access the pool, ice rink, hall and grounds throughout the year. Events include hockey tournaments and community festivals, weddings, private functions and events. Individual visits to the facility are estimated at between 70,000 and 100,000 people annually.

Concession Description

The main concession is located within the leisure centre with a secondary concession located in the arena and curling rink complex. The main concession includes a deep fryer, freezer, gas range with oven and grill, dishwasher, fridges and prep area. The secondary concession includes deep fryers, grill, stove, variety of fridges, freezer and prep area(s). An equipment list is provided in Schedule B.

BC Healthy Foods and Beverage Sales

The District of Sparwood supports the BC Healthy Foods and Beverage Sales standards. Proposals that show an incorporation of these standards within their menu will be reviewed positively. Proposals are not required to follow these standards although proponents are highly encouraged to include healthy choices in proposed menus. The BC Healthy Foods and Beverage Sales standards may be reviewed online at <http://www.stayactiveeathealthy.ca/>. Proposals that incorporate these standards should clearly indicate in their proposals and on their sample menu which items meet these standards.

Items Provided By the District

The following items will be included within the terms of the lease by the District of Sparwood.

- Electrical and natural gas
- Equipment as listed on schedule B

Operational Items Not Provided by the District

The following items will not be included within the terms of the lease by the District.

- Repairs and maintenance to equipment as listed on Schedule B
- Inspections and certification of equipment, including fire suppression equipment
- Maintenance to drains due to improper disposal of food waste
- Changes to the existing infrastructure or additional equipment
- Waste disposal,(recycling is required).

Proposal Requirements

Proponents interested in submitting a proposal must include the following information.

1. Name, address and contact information.
2. Name of your business, form of business, address etc.
3. A description outlining your past concession experience.
4. Description of your previous experience operating a business.
5. Overview of your business concept for the concession operation.
6. Provide a sample menu.
7. Proposed operational hours.

Other Requirements

Prior to the commencement of work the proponent will be required to submit proof of, and maintain:

1. District of Sparwood Business License;
2. Worksafe BC Coverage;
3. Insurance Coverage in the amount of \$2,000,000, naming the District of Sparwood as additionally insured;
4. Licensing from Interior Health Authority and any other regulatory body required for the operation of a concession/restaurant;
5. A complete annual financial report within 45 days of the annual lease date.

Evaluation Process

Proposals shall be evaluated by a select committee of the District of Sparwood which includes the Director of Community & Facility Services and may include additional representatives as selected by the District. Proposals will be evaluated based on the following criteria.

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| 1. Experience in operating a concession & business | 30 |
| 2. Proposed food items and pricing | 35 |
| 3. Extent to which the Healthy Food & Beverage Sales has been adopted | 15 |
| 4. Total value of the proposal to the District | 20 |

Lease Rate

Proposals shall include a proposed lease rate for the operation of concession services at the Sparwood Leisure Centre. Upon selection of the preferred proponent the District will negotiate the final terms of the lease with the preferred proponent.