

DELWOOD COMMUNITY LEAGUE

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INVITATION TO SUBMIT PROPOSALS FOR ICE RINK & WINTER MAINTENANCE SERVICES AT THE DELWOOD COMMUNITY HALL

The Delwood Community League (DCL) is requesting proposals from parties interested in providing ice rink & winter maintenance services at the Delwood Community Hall facility (located at 7515 Delwood Road, Edmonton) for the upcoming snow season of Fall 2022 to Spring 2023.

Delwood is a quiet, friendly neighbourhood in Northeast Edmonton with an active and diverse community of residents. DCL provides a variety of programs and services throughout the year with the goal of fostering community among all residents. One of the core assets used to deliver on this goal is the Delwood Community Hall as well as the adjacent ice rinks and other adjacent facilities operated by the DCL.

DCL invites proposals from qualified individuals, companies and/or organizations that satisfy all of the requirements outlined in this document. Proposals may take any written form, and should be submitted to DCL via email to info@delwood.ca by September 30, 2022. Proposals should provide sufficient detail as to how the applicant intends to fulfill the requirements outlined in this document, including the key people involved, their roles and their experience, as well as a high-level operating plan. Proposals should also indicate the desired compensation for fulfillment of the requirements; DCL's pre-proposal compensation estimate is \$12,000 for the year.

DCL is not committed to accept the highest tendered offer, nor any offer, and the final decision will be reached at the sole discretion of DCL. DCL may, at its sole discretion, consider offers received after the deadline for submission of proposals as well as offers which propose alternative arrangements or requirements to those listed in this document. DCL may opt to enter into negotiations with short-listed applicants with a view to reaching mutually satisfactory agreement(s).

This document is neither a proposed agreement nor a full technical specification. However, the requirements and conditions subsequently imposed by this document will be discussed in greater detail with short-listed applicants following the receipt of proposals, they will not be unreasonable, and they will be incorporated into a formal agreement drafted by DCL.

The information provided within this document is accurate to the best of DCL's knowledge, and is offered merely as a guide to prospective applicants. No warranties or guarantees are provided regarding this information, and all applicants submit their proposals in the knowledge that the information is provided to them under this understanding.

Ice Rink Preparation & Maintenance

The successful applicant will perform all work necessary to prepare the two rink areas (including grass cutting, snow clearing, equipment preparation, facility setup, frequent ice flooding, etc.) as well as all daily work necessary to maintain high-quality rink conditions (including snow clearing, ice resurfacing, reflooding, etc.).

The successful applicant will need to begin preparation of both rinks as soon as weather permits, with the hope of opening the rinks as soon as possible, ideally by December 10 or as soon as they are ready for use, and

operations continuing until the end of February 2023. If weather conditions permit, the agreement will provide for a pro-rated extension of the skating season into March.

Public Rink Operations

The successful applicant will ensure that the rink is open for use, regardless of attendance levels, during the minimum hours of operation agreed upon between DCL and the successful applicant. In recent years the minimum hours of operation have been weekdays from 4:30pm-9:00pm and weekends from 1:00pm-7:00pm. These hours have generally been popular and it is assumed that hours for the upcoming year would be similar.

Provisions will be included in the agreement dealing with unavoidable closures due to weather or unfavourable rink conditions. The successful applicant will be expected to maintain a strong line of communications with the DCL communications representative to ensure that community members are kept informed of any closures or other potential questions or concerns.

The successful applicant will open the DCL rink shack for use, and ensure a qualified and responsible rink attendant is on site, during all operating hours. The rink attendant is responsible for checking community league memberships as well as selling memberships and day passes to anyone wishing to use the facilities. The successful applicant will maintain the rink shack and grounds for cleanliness and safety.

The successful applicant will also operate the rink shack concession area during operating hours, providing snacks and refreshments appropriate to the facilities. No alcohol or other controlled substances are permitted. DCL, in its sole discretion, may disallow any products it deems inappropriate. All concession products and supplies shall be supplied by the Contractor, and all revenue generated by concession sales shall be the property of the Contractor.

Maintenance & General Activities

For the duration of the season, the successful applicant will ensure all walkways on DCL property are kept clear of snow, and that icy walkways are sanded and/or salted to maintain their safety and accessibility. Specifically, the successful applicant will take all reasonable action possible to ensure the walkways are safe and accessible during all rink operating hours and at all times that the DCL hall is occupied.

Equipment

DCL owns a collection of equipment generally suitable for the ice rink and general maintenance activities outlined above. Applicants should indicate whether they intend to use DCL's equipment, the applicant's own equipment, or a combination of both. Details on the specific equipment owned by DCL can be obtained by contacting DCL's VP Operations.

Other Information

The successful applicant will be expected to maintain documentation and logs relating to the above requirements (such as maintaining a snow clearing log and a facility attendance tracker), as well as assist in maintaining the overall safety and security of the premises (including monitoring, documenting and reporting any injuries or security risks).

At the end of the season, the successful applicant will complete all necessary cleanup duties to ensure the facilities are in good order for other DCL activities, and will remove all of their property from DCL facilities unless permission is otherwise received from DCL.