



Town of Indian Head  
P.O. Box 460  
Indian Head, SK  
S0G 2K0

August 25, 2021

### **Indian Head A.J.M. Davies Arena Concession Request for Proposals**

The Town of Indian Head is seeking to enter into an agreement with a contractor to provide concession services at the A.J.M. Davies Arena. The agreement would be for 2021/2022 A.J.M. Davies Arena operating season (approximately October 1<sup>st</sup> to March 31<sup>st</sup> depending on when playoffs end) with special arrangements for other events. The contractor would have full use of the concession area and concession equipment for the purposes of providing service for arena events.

Interested parties are asked to submit a proposal in writing providing details on the following:

- Contact information;
- Fee that will be paid to the vendor (Town). The Town prefers a monthly fee schedule;
- Hours open for business. The Town expects a minimum service covering all minor hockey games and special events. The concession is open a minimum of 45 minutes before scheduled events and close not earlier than 45 minutes at the conclusion of the events;
- List of products to be sold and proposed price list;
- Cleaning services. The contractor is generally responsible for all concession & concession equipment cleaning, garbage pick-up in the mezzanine area, floor cleaning during events in the mezzanine area and wiping of mezzanine area tables and bleachers;
- Supply of cleaning supplies;
- Any other information that may enhance your proposal.

Due to the ongoing health situation surrounding COVID-19, guidelines have been imposed that will require more frequent cleaning and disinfection of commonly touched areas. Proposals should include how the Contractor will meet this requirement. The Town of Indian Head takes its direction on COVID-19 procedures from the Saskatchewan Health Authority, Saskatchewan Provincial Government and current Public Health Orders. As the pandemic evolves, the public health orders may change accordingly. Regional differences in transmission and health care needs may also require changes to our procedures.

Proposals close 12:00pm noon, Monday, September 27<sup>th</sup>, 2021, lowest or any bid may not necessary be accepted. Sealed proposals will be opened and reviewed at 7:00pm on Monday, September 27<sup>th</sup>, 2021 in the Town Office council chambers.

For more information, please contact MacKenzie Craigie, Facility Operations Manager at the Town Office (306) 695-3383 or by email at [ihfacilities@sasktel.net](mailto:ihfacilities@sasktel.net).

