

SEPTEMBER 10, 2020



RECREATION AND COMMUNITY SERVICES  
DEPARTMENT

REQUEST FOR PROPOSAL

SKATE SHARPENING AND RETAIL SPORTS  
SERVICES

at

THE LEGENDS CENTRE  
701 Centennial Blvd  
Warman, SK S0K 4S2

**Submit Proposals to:**

City of Warman  
c/o Recreation and Community  
Services Department  
#1-701 Centennial Blvd  
Warman, SK S0K 4S2

Phone: (306) 933-2210  
Email: [heatherc@warman.ca](mailto:heatherc@warman.ca)

**Proposal Deadline:**  
**October 10th at 5:00pm**

**REQUEST FOR PROPOSAL  
THE LEGENDS CENTRE  
SKATE SHARPENING AND RETAIL SPORTS SERVICES**

**A. INSTRUCTIONS TO PROPONENT**

1. PURPOSE

The purpose of this document is to invite proposals for the lease of the Skate Sharpening and Retail Sports 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 AND RETAIL SPORTS SERVICES.”**

To the following address:

City of Warman  
c/o Recreation and Community Services Dept.  
#1-701 Centennial Blvd,  
Warman, SK S0K 4S2

**Proposals must be received by no later than, October 10<sup>th</sup>, 2020 at 5:00pm.** Proposals received after the closing time will be returned unopened.

- 2.2 Email proposals will be accepted providing all documents are received by the stipulated closing time and date. The City of Warman will not be responsible for failure to receive email proposals. Bidders are responsible for ensuring emails 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 City 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.

3. PROPOSAL FORM

- 3.1 Only proposals completed following the outline in this package will be considered. All items shall be addressed as indicated.

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- 3.2 No change(s) to the proposal submissions (prices, terms, specs, etc) will be considered unless received in writing to the Recreation Promotions and Marketing Supervisor before proposal closing time and date. Changes by telephone will not be considered. Changes by email will be accepted if received prior to the stipulated proposal closing time. The City will not be responsible for ensuring email 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 sixty (60) days
  - 4.4 The lowest/highest or any proposal will not necessarily be accepted and the City of Warman reserves the right to reject any and all proposals, and to waive any informality herein.
5. REJECTION OF PROPOSALS
  - 5.1 The City 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 City 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 City of Warman.
6. TAXES
  - 6.1 Goods and Services Taxes must be shown as an extra
7. INTERPRETATIONS AND MODIFICATIONS OF PROPOSAL DOCUMENTS
  - 7.1 Submit questions and the meaning and intent of the proposal documents or requirements to Heather Chatfield, Recreation Promotions and Marketing Supervisor, 306-933-2210, heatherc@warman.ca
  - 7.2 Proponent shall promptly notify the City of any ambiguity, inconsistency or error which they may discover upon examination of the proposal documents.

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8. PROPOSAL EVALUATION, CONTRACT NEGOTIATION AND AWARD

- 8.1 An evaluation committee will review proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the City and not necessarily the lowest price. Upon receipt of vendor proposals an evaluation committee will screen proposals to ensure the vendor's compliance with all requirements of this proposal.
- 8.2 Evaluation Criteria: This proposal shall be awarded based on, but not limited to, the following criteria:
- Proposed use of the leased space
  - Hours of operation
  - Financial capability
  - Past business experience
  - Ability to provide creativity and innovation
  - Proposed lease term
  - Overall quality and completeness of the proposal
- 8.3 The City reserves the right to negotiate terms with the selected vendor
- 8.4 The City reserves the right to conduct pre-selection meetings with proponent. The purpose of the meeting would be to have the proponent explain and clarify their proposal, so as to assist the evaluation team in evaluating each proposal.
- 8.5 The City reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal(s) to the wishes of the evaluation committee.
- 8.6 All proposals shall be signed by the authorized signing officer(s) of the proponent.
- 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.
- 8.7 Proponent will be notified by telephone or email in regards to their acceptance or rejection of the proposal, if and when a proposal is accepted by the City.

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9. EXAMINATION OF CONDITIONS

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

10. PROTECTION OF PROPERTY

10.1 The proponent 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 leased period. 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 City of Warman.

11. INSPECTION AUTHORITY

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

12. TERMINATION

12.1 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 City may by written notice immediately terminate the contract.

13. ASSIGNMENT

13.1 The proponent shall not assign or transfer any rights or privileges contained in this agreement without first having the written consent of the City thereto.

14. LAWS OF SASKATCHEWAN

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

15. DEPOSIT

15.1 Each proposal shall be accompanied by a Certified Cheque payable to the City 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 City of Warman in case of default, until the contract agreement is executed and the necessary bonds provided.

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**B. Terms of Reference**

The following Terms of Reference are provided to allow proponents to include in their proposals to the City of Warman statements relative to, but not limited to, areas requiring specific data. This will enable an accurate analysis of the proposal.

**1. BUSINESS/ORGANIZATION INFORMATION**

Name of business or organization, name of owners, operators, president or director (who has signing authority for your organization), mailing address, phone number, fax number, email address, and website (if applicable).

**2. FORM OF RENTAL COMPENSATION**

- a. The City of Warman is seeking monthly rental compensation.

**3. TERMS OF AGREEMENT**

The City of Warman is considering a one-year term for the agreement. We are open to other proposals in this regard. There is no obligation on the part of the City to renew the proponent contract beyond the stated terms in the signing of the contract.

**4. TAXES, LICENSING AND INSURANCE**

- a. The successful proponent shall comply with all City Bylaws and shall be responsible for obtaining a business license, if applicable, and payment of all applicable taxes, and procurement of a license to operate the kind of business that is being proposed.
- 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, as applicable.
- c. The proponent will be responsible for provision of a minimum of two million dollars (\$2,000,000) in liability insurance for self and his/her staff. Proof of insurance coverage and business license (if applicable) will be required at the time of execution of the contract.
- d. The successful proponent shall indemnify the City of Warman against all actions and claims by reason of negligence on the proponent's firm's part.

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**5. PROPOSED USE OF THE SPACE**

Provide a narrative description of the proposed use for the retail space. This must include:

- Include all aspects of operations for the retail space (i.e. skate sharpening, retail sales of sports equipment, embroidery, stick repair, sports equipment rental, used equipment sales etc)
- any tenant improvements foreseen for the space, all tenant improvements will be at the cost of the leasee and not The City of Warman.
- how many staff do you anticipate using the rented space
- why is your business/organization interested in the proposed retail space

**6. PERSONNEL**

- a. All staff will be employed by the proponent.
- 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 14 years of age with their terms of employment complying with all labour regulations prevailing in Saskatchewan.

**7. HOURS OF OPERATION**

- a. Indicate the hours of operation for the business/organization.
- b. The City of Warman requires this space to be open and operational at a minimum 1/2hr before any arena rental (including practices, games, tournaments or camps). Facility schedules will be provided on a weekly/monthly basis.

**8. FINANCIAL STATEMENTS**

Please provide audited financial statements for the last two years and current year (if available) internal financial statements.

**9. SUPPORTING DOCUMENTS**

- a. List of the Board of Directors (if applicable)
- b. Job descriptions of key personnel or staff within organization that will be occupying the proposed space.
- c. A brief history of the business/organization including years of operation and incorporation status (if applicable)
- d. Two letters of reference must be provided

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**C. Facility Overview**

**Background**

The City of Warman, Recreation and Community Services Department, provides recreation programs and services to the residents of Warman. The City strives to provide a welcoming, positive and fun experience to all people participating at our leisure facility, in addition to offering quality programs and services.

The Legends Centre will offer City-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 recreation multi-plex. The 100,000 sq. foot recreation facility features

- 1,100 seat arena
- Leisure Ice Surface
- Leased Fitness Centre
- Leased 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
  - 2 Soccer Pitches
- Connected to the Middle Years School
- Free Parking
- Smoke Free Facility
- Wheelchair accessible to all areas
- Food Court
- Upper level spectator viewing areas for both the arena and multipurpose courts

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

- Ice Rentals (Minor, Senior and Rec Hockey, Speed Skating and Ringette)
- 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



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**Location of Services**

The retail space at The Legends Centre is located on the main level. The approximate area calculations of the lease areas are as follows:

353 sq ft

See attached Appendix A for a complete drawing and pictures of the described area.

**Retail Space Features**

- Exhaust Fan (Appendix A)
- 2 Shutter Windows
- Newly painted walls and waxed floors
- Heating and Cooling
- Data and Telephone Lines in place
- Key locks on all doors and shutter windows
- Additional improvements are the responsibility of the tenants
- The City will provide space for 1 exterior building signage. All costs related to the sign and installation are the responsibility of the tenant.

**D. Areas of Responsibility**

It is expected the successful proponent will supply the necessary equipment required for day to day operations.

- All equipment maintenance and repair
- Housekeeping within the office space area
- Extermination and pest control
- Waste to be bagged and removed to the disposal bins
- The receiving, handling and dispatch of all incoming supplies
- Redecorating and Painting
- Major capital costs and/or replacement

Any alterations to the building would be allowed only on agreement with the City of Warman. The cost of any changes agreed to will be borne by the proponent. Any construction, renovation or changes to systems such as, but not limited to, electrical, heating or plumbing shall be undertaken by qualified trade persons and in accordance with all City bylaws, the National Building Code and any other applicable provincial or federal statute governing such activities. All trades working in the facility must hold a valid City of Warman Business Licence.

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

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The City of Warman shall provide the electricity for the retail space, and assume the costs for the electrical utility services. The successful proponent is to provide the cost of all hook-ups and service-fees, related to internet, telephone, and television or security system.

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 City prior to contract termination.

The proponent must provide sufficient staff to ensure that adequate service and clean up is provided. The successful proponent and staff shall keep the area around office space neat and tidy and shall pick up all waste emanating from the business/organization.

**E: THE LEGENDS CENTRE SPONSORS**

- a. The proponent will be required to respect all existing or future sponsorship agreements with the City of Warman for The Legends Centre.
- b. Exclusivity rights for carbonated beverages, waters, sports beverages, non-alcoholic drinks, cold tea and cold coffee products and alcoholic beverages will be awarded to specific supplier through a Beverage Service Agreement.
- c. The proponent must receive written approval by the Recreation and Community Services Manager for any agreements they may enter into with sponsors or suppliers that may be in conflict with the City of Warman agreements.

**F. Inquires and Communication**

- All communications or inquiries with respect to the Request for Proposal should be made to Heather Chatfield, Recreation Promotions and Marketing Supervisor.

#1- 701 Centennial Blvd  
Warman, SK S0K 4S0  
P: (306) 933-2210  
E-mail: heatherc@warman.ca

- and delivered to:

City of Warman – The Legends Centre  
#1-701 Centennial Blvd  
Warman, SK S0K 4S2

**E-mail submissions will be accepted and submitted to heatherc@warman.ca**

**Retail space viewing for proponents: Available upon request by proponent.**

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**G. SCHEDULE OF PRICING**

THE UNDERSIGNED, having carefully read sections A through F

Regarding the operation of the Skate Sharpening and Retail Sports Space at  
THE LEGENDS CENTRE

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My bid is: \$ \_\_\_\_\_  
Taxes : \$ \_\_\_\_\_ GST

NOTE: To arrange for viewing contact Heather Chatfield at 306-933-2210 or  
heatherc@warman.ca

We acknowledge receipt of the following addenda which shall be considered as part of  
the contract tender documents:

Addendum #1 \_\_\_\_\_ Date: \_\_\_\_\_  
Addendum #2 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name Address  
\_\_\_\_\_  
Signature Telephone Number  
\_\_\_\_\_  
Date

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APPENDIX A  
RETAIL SPACE

