



DISTRICT OF KITIMAT PURCHASING DEPARTMENT

206 ENTERPRISE AVENUE, KITIMAT, BC, V8C 2C7 PH: (250) 632-8925

REQUEST FOR PROPOSAL

Until the time designated in the attached schedule as the "Closing Time", the District of Kitimat will accept Proposals for furnishing to the District of Kitimat the supplies or services described in the schedules attached hereto at the point or points designated therein. The said Proposals are subject to the Terms and Conditions of the Request for Proposal, the Schedules, Instructions to Consultants, General Conditions, Specifications and any Special Conditions, Plans or Drawings attached hereto. All of which documents shall be initialed by the Consultant in the spaces provided.

DISTRICT OF KITIMAT TAMITIK ARENA CONCESSION OPERATION

**TO: KITIMAT YOUTH NON-PROFIT ORGANIZATIONS
KITIMAT NON-PROFIT ORGANIZATIONS**

DATE OF PROPOSAL: _____.

In compliance with the above Request for Proposal, the undersigned offers and agrees if this Proposal be accepted within 21 calendar days from the date of opening, to furnish or supply to the District of Kitimat, all or any part of the items upon which prices are stated, at the price set opposite each item, delivered to the designated point or points within the time specified in the schedule attached hereto.

COMPANY: _____.

ADDRESS: _____.

CITY: _____.

PROVINCE: _____ . **POSTAL CODE:** _____.

PHONE: _____ . **FAX:** _____.

SIGNATURE: _____ . **TITLE:** _____.

WITNESS(ES): _____.



**DISTRICT OF KITIMAT
LEISURE SERVICES DEPARTMENT**

**TAMITIK ARENA CONCESSION
REQUEST FOR PROPOSAL PACKAGE**

This package consists of:

1. Request for Proposal
 - Request for Proposals
 - Proposal Information
 - Introduction
 - The Process
 - What You Should Know Before You Submit a Proposal
 - What You Should Know About the Concession Contract
 - What Acts and Regulations Should Know About
 - How Your Proposal is Assessed
 - Instructions to Proponents
 - Goods and Services Tax
 - Freedom of Information and Protection of Privacy Act
 - Representation in the Request for Proposal
 - What You Should know About the Concession
 - District of Kitimat Contractual Obligations

2. Proposal Supplement
 - Part I Legal Structure
 - Part II Financial Information
 - Part III Operations
 - Part IV Expense and Revenue Estimate

3. Proposal Forms: A, B and C

4. Proposal Evaluation Form

5. Attachments:
 - 1) Sample Contract
 - 2) Tamitik Ice Schedule 2022/2023
 - 3) Special Events Schedule 2022/2023
 - 4) Tamitik Concession Gross Sales Report
 - 5) Tamitik concession Equipment – Schedule ‘A’

It is your responsibility to ensure that you have received a complete package which includes all items listed above and to submit your proposal based on the complete information represented herein.



1. REQUEST FOR PROPOSALS FROM ORGANIZATIONS

- 1.1 The District of Kitimat invites proposals for the purpose of operating the food concession in the Tamitik Arena, The concession facility consists of over-the-counter food service in the area off the upper concourse in the Tamitik Arena (± 32 ft x ± 22 ft)

To learn more about this RFP, the process and the expectations, an optional site meeting with the District of Kitimat representatives has been scheduled for Thursday June 23, 2022 10:00am at the pool lobby.

2. PROPOSAL INFORMATION

- 2.1 Potential proponents are advised that:

- 2.1.1. Facility shall remain in the ownership of District of Kitimat

- 2.1.2. The District of Kitimat Leisure Services Department may reject any or all proposals submitted.

- 2.2 The deadline for submitting sealed proposals by registered proponents at the above – mentioned office is before 4:00pm July 14, 2022, opening is July 15 at 2:00 pm same in the conference room of the District of Kitimat Offices. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the District at the Closing Location will prevail whether accurate or not.

- 2.3 For additional information contact Shaun O’Neill, Deputy Director of Leisure Services, 250-632-8955.

3. INTRODUCTION

- 3.1 The District of Kitimat is seeking proposals from interested parties to operate recreational concession facility within the District of Kitimat under the authority of a contract (the “contract”). The District of Kitimat has five objectives it wishes to meet:

- 3.1.1. To maintain and improve the District of Kitimat Leisure Services Department service to the community.

- 3.1.2. To provide efficient food concession service that benefits Kitimat citizens and visitors to our community.

- 3.1.3. Choices to include 20% Healthy Food options – example of which can be found at www.ics.gov.ca/healthierchoices/pdf/appendixiii.pdf

- 3.1.4. To maintain high standards of service.

- 3.1.5. To provide an opportunity for (in order of priority):

- a) Youth volunteer organizations to generate funds;



- b) Adult volunteer organizations to generate funds;
- c) Commercial organization to operate for profit.

- 3.2 The food concession is a valued element of our arena facility and contributes significantly to the community's outstanding indoor recreational opportunities.
- 3.3 The food concession provides an amenity to the public using the recreation complex. The provision of quality service to the patrons is fundamental to all programs offered in the recreation facilities.

4. THE PROCESS

- 4.1 The proposal process is summarized as follows:
 - 4.1.1. The District of Kitimat Leisure Services Department will invite proponents to prepare a detailed proposal addressing the requirements presented in this Request for Proposal as laid out in sections 5, 6, 7 and 8.
 - 4.1.2. The District of Kitimat Leisure Services Department will evaluate the proposals based upon criteria including those outlined in this document. The District is not bound by the information set out in the proposal and reserves the absolute right to unilaterally consider other criteria or circumstance that the District determines will assist it in comparing and evaluating the proposals.
 - 4.1.3. The District of Kitimat Leisure Services Department will require the successful proponent to enter into a Food Concession Contract. The successful proponent will be referred to as the "Contractor" in the contract. The facilities and operations covered by the contract are located in the Tamitik Arena.

5. WHAT YOU SHOULD KNOW BEFORE YOU SUBMIT A PROPOSAL

- 5.1 Contractor's Responsibilities
 - 5.1.1. Operations

The Contractor is expected to operate the food concession facilities located in Tamitik Arena as described in the sample contract. These operations include the collecting of fees for food services, ensuring BC's Health Standards are met, supplying products and materials, and ensuring equipment is in good operating condition. This operation includes providing quality food service beyond pre-packaged items, staffing with trained staff, either volunteer or paid employees, ensuring public safety, providing food product, supplies and tools to maintain quality food service, and collections of fees for service.
 - 5.1.2. Equipment

To maintain all supplied equipment as per Schedule "A" and contract.



5.1.3. Standard of Service

The contractor is expected to achieve levels of service similar to those previously provided to the community Tamitik Arena concession users.

5.1.4. Public Relations

Since the Contractor has the most contact with arena users, he/she must respond cheerfully to providing service. The degree of service provided must be consistent with the accepted standards within British Columbia's food service industries.

5.1.5. Public Access

The arena users have a right to expect reasonable service and would expect the concession to be open regular weekly hours October 01 – March 15.

5.1.6. Public Safety

The Contractor must ensure that the concession product is safe for public consumption and must have staff available who are trained to the accepted standard as set by the Provincial Ministry of Health.

5.1.7. Criminal Record Checks

The Contractor must ensure that all staff successfully complete a Royal Canadian Mounted Police Criminal Record Check and demonstrate successful completion of the RCMP criminal record check clearance if requested by the District.

5.1.8. Public Awareness

That signage be provided indicating commencement of concession operation. The successful Contractor would be expected to commence operation on or before October 1, 2022

5.1.9. Permits

Food Permit and copies of Food Safe Certificates must be displayed at all times in a visible and conspicuous location.

5.2 District of Kitimat Responsibilities

5.2.1. The District of Kitimat responsibilities under this contract are to encourage optimum recreation use and enjoyment of Tamitik Arena increasing awareness and support by:

- a) Promoting and advertising of the Tamitik Arena in the community.
- b) Providing public access and orientation information in specific recreation facilities.

5.2.2. Assess the Contractor's performance, preferably in the presence of the Contractor.

5.2.3. Facilitate information to ensure volunteer agencies using facilities are aware of the concession and to encourage facility users to advise Contractor of their program and program changes.



5.2.4. Electricity, hot water, heat.

5.2.5. Refuse service

5.2.6. Assist in receiving delivery of product.

5.3 Administrative and Operating Expenses

5.3.1. The Contractor, at their own expense, will provide the materials, supplies, additional equipment, tools, labour and administration required to operate and maintain the concession according to accepted Operational Standards.

6. WHAT YOU SHOULD KNOW ABOUT SUBMITTING A PROPOSAL

6.1 You should be aware of the following points regarding your proposal:

6.1.1. Eligibility

- a) All proponents must be registered, or be eligible to register, with WorkSafeBC and ensure that employees are covered by WorkSafeBC, including volunteers. To determine your eligibility, and/or make written application for registration, contact your local WorkSafeBC office, or the Employers' Registration section of the main office at: 4450 Lakelse Avenue, Terrace, B.C., V8G 1P2, or telephone 1-888-922-2768;
- b) If volunteer organizations are providing a proposal, they will only be considered if the organization is a society incorporated or registered under the Society Act in the Province of British Columbia, as verified by the Registrar of Companies.

6.1.2. Proposal Forms A, B, C

Three proposal forms are attached, Form A, Form B, and Form C. You are to fill out one of these depending on what type of financial arrangements you feel are appropriate.

- a) Use Form A if, after reviewing this document, you determine that the anticipated revenue from the operations exceeds the estimated operating costs of the concession. In this case you agree to return a percentage of the gross revenue to the District of Kitimat Leisure Services Department as rent for the concession area.
- b) Use Form B if, after reviewing this document, you determine that the anticipated revenue from the operations exceeds the estimated operating cost of the concession. In this case you agree to a flat rental fee to the District of Kitimat Leisure Services Department as rent for the concession area, plus an annual rental increase per the BC Consumer Cost Index of the previous year.



- c) Use Form C if, after viewing this document, you determine that the anticipated revenue from the operations exceeds the estimated operating costs of the concession. In this case you agree to return a flat fee and a percentage of the gross revenue to the District of Kitimat Leisure Services Department as rent for the concession area plus an annual rental increase on the fee per the BC Consumer Cost Index of the previous year.

6.1.3. Completion of Documents

It is your responsibility to ensure your proposal is received at the District of Kitimat, 270 City Centre, Kitimat, BC, V8C 2H7 before 4:00 pm Thursday July 14, 2022, opening is 2:30 pm same day in the conference room of the District of Kitimat Offices.

You may use a pen or digital forms to complete your proposal. If you use anything else, it will not be accepted.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to purchasing@kitimat.ca in accordance with the following:

- (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
- (ii) The maximum size of each attachment must be 80 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent's internet service provider);
- (iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...").

Hard Copy Submission: Proponents may submit one (1) hard-copy (and one electronic copy) of its proposal.

Regardless of submission method, proposals must be received before Closing Time to be considered.

Faxed proposals will not be accepted.

6.1.4. What Your Proposal Must Contain

Proponents must complete and submit the following:



- a) Proposal Forms (forms attached); and
- b) Proposal Supplement (guidelines attached)
- c) The District of Kitimat requires that each proposal contain the name and address of the society's executive in addition to a minimum of five members of the society.
- d) Last annual audited financial statement of proponent.

7. WHAT YOU SHOULD KNOW ABOUT THE CONCESSION CONTRACT

7.1 The attached sample Operations Contract is designed to cover operations of the concession. We would like to draw your attention to the following sections. The proponent should, however, be aware of the contents of the entire contract.

7.1.1. Definitions

The primary operating season is the period that starts on the 1st day of October and ends on the 15th day of March each year.

7.1.2. Contractor's Rights

The Contractor is granted the exclusive use and occupancy of the concession area, for the purpose of:

- a) Operating and maintaining the concession area;
- b) Providing food service to arena users;

7.1.3. Term

The initial term of the Contract is for three (3) years. The District of Kitimat Leisure Services Department may, in its sole discretion, offer the Contractor a further contract period of three (3) years with an additional option for a further three (3) years.

7.1.4. Financial Obligations

Any of the following three financial arrangements is possible:

- a) The Contractor will pay the District of Kitimat Leisure Services Department a percentage of the gross revenue.
- b) The Contractor will pay the District of Kitimat Leisure Services Department an annual rental fee based on the Contractor's proposal.
- c) The Contractor will pay the District of Kitimat Leisure Services Department an annual rent in addition to a percentage of gross revenue based on the Contractor's proposal.

7.1.5. Indemnification and Insurance



The Contractor must maintain insurance in the form and amount described in items 24 and 25 of the contracts, and annually provide a copy to the District of Kitimat. Also, the contractor may want to review Tenants Legal Liability insurance.

7.1.6. Annual Operating Plan

The Contractor is to develop an annual financial operating plan for the first three seasons operating during the term of the contract and submit it to the District of Kitimat Leisure Services Department for approval 90 days prior to the start of the fall season. Activities not identified in the plan and not approved by the District of Kitimat Leisure Services Department must not be undertaken.

8. WHAT ACTS AND REGULATIONS YOU SHOULD KNOW ABOUT

8.1 In completing your obligations under the contract, you must comply with municipal bylaws and all laws of the Province of British Columbia, including:

8.1.1. District of Kitimat Municipal Code.

The successful proponent is required to ascertain a DOK Business License.

8.1.2. Employment Standards Act.

8.1.3. Health Act.

8.1.4. WorkSafeBC - Worker's Compensation Act.

The successful proponent would be the Prime Contractor of this worksite.

8.1.5. Human Rights Act.

9. HOW YOUR PROPOSAL IS ASSESSED

9.1 The District of Kitimat Leisure Services Department will use, but not be limited to, the following criteria in assessing proposals:

9.1.1. Compliance with Request for Proposal prerequisites

9.1.2. Completed submission

9.1.3. Volunteer capabilities

9.1.4. Operations proposal

9.1.5. Proponent's financial proposal

9.2. After the proposals have been reviewed you may be asked to present yourself for an interview.

9.3 After a preferred proponent is selected the District of Kitimat Leisure Services Department may negotiate with the proponent.



- 9.4 Successful and unsuccessful proponents will be notified by mail within 20 days after the closing date.

10. INSTRUCTIONS TO PROPONENTS

- 10.1 Proponents may seek clarification of any matter relating to this opportunity from Shaun O'Neill, Deputy Director of Leisure Services, District of Kitimat, 270 City Centre, Kitimat, BC, V8C 2H7. Phone 250-632-8955, fax 250-632-3668.
- 10.2. Inquiries should not be directed to any other persons involved with the opportunity. Where necessary, responses given to any inquires will be summarized in an addendum and forwarded to each proponent.
- 10.3. The District of Kitimat Leisure Services Department reserves the right to modify the terms of the offering in its sole discretion and to require the successful proponent to undertake obligations not specifically set forth in the Request for Proposal, but if the District of Kitimat Leisure Services Department modifies the terms of this offering each proponent will be notified of the modification and will be provided with fourteen (14) days to amend or withdraw their proposal in response to the modification.
- 10.4. Neither acceptance of a proposal nor execution of a contract shall constitute approval by any activity contemplated in any proposal that requires any approval, contract or license pursuant to any federal or provincial statute or regional district or municipal by-law.

11. GOODS AND SERVICES TAX

- 11.1 The District of Kitimat is required to pay the Goods and Services Tax (GST)
- 11.2 It is recommended that you contact your accountant or Revenue Canada to register your operation and obtain details on input tax credits to apply against any tax you pay for goods and services.

12. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 12.1 All proposals and other records submitted to the District in relation to the RFP become the property of the District and, subject to the provisions of the Freedom of Information and Protection of Privacy Act and the RFP, will be held in confidence. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

13. REPRESENTATION IN THE REQUEST FOR PROPOSAL

- 13.1 The information contained in the Request for Proposal package is supplied solely for use by proponents interested in submitting a proposal to the District of Kitimat Leisure Services Department.
- 13.2 Financial and programming information relating to the Tamitik Arena has been compiled by the District of Kitimat Leisure Services Department. The District of Kitimat Leisure Services



Department expressly disclaims any and all liability for representations or warranties, expressed, or implied or contained in, or for omissions from, this Request for Proposal package or any other written or oral information transmitted or made available at any time to a proponent by or on behalf of the District of Kitimat Leisure Services Department.

- 13.3 This Request for Proposal package is not to be used for any purpose other than that stated above and must be returned at the request of the District of Kitimat Leisure Services Department. It may not be reproduced in whole or in part or disclosed to anyone other than the direct recipient, without the prior written consent of the District of Kitimat Leisure Services Department.

14. DISTRICT OF KITIMAT CONTRACTUAL OBLIGATIONS

- 15.1 The Contractor will abide by all rental agreements made by the District of Kitimat Leisure Services Department where the agreement does not permit the opening of the Tamitik Arena, i.e. Circus, Trades Fair, etc...
- 15.2 That the Contractor will not install vending machines.
- 15.3 The contractor agrees not to sell gum or gum products or any seeds not pre-shelled.
- 15.4 The contractor will ensure the area in front of the concession is kept free of paper cups, garbage, spills, etc.
- 15.5 The contractor will supply and maintain a professional quality portable condiment dispensing unit with garbage receptacle that is approved by recreation Administration.

PART II FINANCIAL INFORMATION

1. Last audited statement of your youth volunteer agency submitted to government as part of Society's Act.
2. Most current financial statement of your youth volunteer agency.
3. Budget forecast for 2022/2023 winter season.
4. What is your estimate of start-up funds you will require to commence the concession operation?
5. How will you acquire start-up funds?

PART III OPERATIONS

Your proposal must include the following information:

This portion of your Proposal will be evaluated on a point system. The point-value assigned to each section is indicated on the Operations Proposal Evaluation form included in the proposal call package.

A. BACKGROUND AND EXPERIENCE

Describe in detail your organization's experience, volunteer experience which is directly relevant to operating recreation facility concession.

Do you or any contemplated key personnel have experience, qualifications, or certification in any of the following areas. Please provide details:

1. List key personnel.
2. Public relations.
3. Operation of fast-food concession.
4. Operation of a small business.
5. Staff safety program.
6. Administration and management
7. Supervision.
8. Cost control of product.

B. MANAGEMENT AND ADMINISTRATION

Good management and organization skills are the key to the success of your operation. Describe in detail how you propose to approach the following aspects in order to meet the obligations under this contract:

1. Staff supervision / Training.
2. Reporting structure.
3. Cost control.
4. Banking system (How does money move from facility to bank?).
5. Do you intend to hire paid staff? If yes, how would they be trained and who would they report to?

C. MATERIALS AND SUPPLIES

Provide a complete list of suppliers and what products they would supply.

D. LABOUR REQUIREMENTS

Provide details on the labour required to complete your obligations under this Contract.

PART III OPERATIONS continued...

1. Qualities looking for when hiring staff, securing volunteers, supervisors, prep cooks, counter service personnel.
2. Required skills looked for when hiring staff.
3. Number of employees or volunteers required.
4. Sample staffing and duty schedule outlining a typical week.

E. STAFF TRAINING

Provide details (when, where, who involved) of how you intend to train yourself and your staff to ensure the successful operation of this contract. Also detail how you plan to train new staff, both paid and volunteer.

MINISTRY OF HEALTH

1. Describe how you intend to meet the Ministry of Health regulations to ensure staff has training to meet the regulations of the Act, if you are awarded this contract.

F. OCCUPATIONAL HEALTH AND SAFETY

1. If paid staff, describe how you intend to meet the requirement of having an Occupational Health and Safety Program in place prior to commencing work if you are awarded this contract.
2. I/We have registered and presently remain in good standing WorkSafeBC, Registration Number _____. If not registered, I/We undertake to register forthwith and advise the District of Kitimat of the number allotted prior to the execution of the contract.

G. CUSTOMER SERVICE

In one or two paragraphs, please answer the following:

1. What is your definition of customer service as it relates to food concession?
2. How would you and your staff provide this service?

HOURS OF OPERATION PROPOSAL

Please provide hours of operation in a typical week: Monday to Thursday
Friday
Saturday
Sunday

PART III OPERATIONS continued...

H. VALUE ADDED PROPOSALS

Describe how your proposal could include addition benefits through product or service to arena clientele. Such opportunities could include feature menu items, condiment table with garbage receptacle.

I. RECYCLING PROGRAM

The District of Kitimat Leisure Services Department desires to encourage all facility operators to initiate a recycling program. Please describe the approach you would take to implement the program.

1. What waste products do you plan to recycle?
2. Describe proposed methods of collection and disposal.

K. Describe how your proposal will meet the 20% healthy food options requirement.

PART IV EXPENSES AND REVENUE ESTIMATES

To assist you in preparing your proposal and assist us in evaluation, you must complete Section A – Expense Estimates (Detailed Form) and Section B – Expense Summary (Summary Form) for the Operating Season in year 1 and 2.

SECTION A

EXPENSE ESTIMATES (DETAILED FORM)

What is your estimate of the expenses you expect to incur?

Labour Requirements – Year 1

MONTH	OPERATION HRS		MANAGEMENT HRS		TOTAL HRS/MONTH		LABOUR COSTS*	
	Volunteer	Paid	Volunteer	Paid	Volunteer	Paid	Volunteer	Paid
September								
October								
November								
December								
January								
February								
March								
TOTAL								

Labour Requirements – Year 2

MONTH	OPERATION HRS		MANAGEMENT HRS		TOTAL HRS/MONTH		LABOUR COSTS*	
	Volunteer	Paid	Volunteer	Paid	Volunteer	Paid	Volunteer	Paid
September								
October								
November								
December								
January								
February								
March								
TOTAL								

Operations Hours means that are directly related to providing operational services.
 Management Hours means hours required for administration and management of the contract.

SECTION B

INCOME EXPENSE BUDGET

	YEAR 1	YEAR 2
Revenue Estimate		
January		
February		
March		
October		
November		
December		
Off-Season		
Expense Estimate		
Cost of Product		
Labour		
Volunteer Costs		
Equipment Maintenance / Purchase		
Insurance		
Accounting		
Banking		
Miscellaneous		
Other		
Concession Rental Fees		
Profit/Loss		

**DISTRICT OF KITIMAT LEISURE SERVICES DEPARTMENT
KITIMAT ICE RINK CONCESSION**

PROPOSAL FORM A

To: District of Kitimat
270 City Centre
Kitimat, B.C.
V8C 2H7

Closing Date: July 14, 2022
Closing Time (local): 4:00 pm

I/We, _____
(Name of proponent or proponents in full)

of _____
(City/Town)

having examined the documents issued by the District of Kitimat Leisure Services Department and having full knowledge of the work required, and of the materials, supplies, tools and equipment I/we are to furnish, hereby submit a proposal to operate the concession in the Tamitik Arena.

If this proposal is accepted, we agree to pay to the District of Kitimat Leisure Services Department the Rent of _____ per cent (_____%) of the annual Gross Revenue, from our operations under the Contract (the "Rent").

I/We acknowledge that the District of Kitimat Leisure Services Department reserves the right to reject any or all proposals for any reason whatsoever.

I/We certify that I/we have provided the information requested to the best of my/our ability, and that the statements made by me/us are true and complete to the best of my/our knowledge.

I/We authorize the District of Kitimat Leisure Services Department to conduct personal and financial investigations regarding the authenticity of any statements made in this proposal.

Dated this _____ day of _____, 2022

Signature of President

Witness

(Print)

(Print)

Treasurer

Witness

(Print)

(Print)

**DISTRICT OF KITIMAT LEISURE SERVICES DEPARTMENT
KITIMAT ICE RINK CONCESSION**

PROPOSAL FORM B

To: District of Kitimat
270 City Centre
Kitimat, B.C.
V8C 2H7

Closing Date: July 14, 2022
Closing Time (local): 4:00 pm

I/We, _____
(Name of proponent or proponents in full)

of _____
(City/Town)

having examined the documents issued by the District of Kitimat Leisure Services Department and having full knowledge of the work required, and of the materials, supplies, tools and equipment I/we are to furnish, hereby submit a proposal to operate the concession in the Tamitik Arena.

If this proposal is accepted, we agree to pay to the District of Kitimat Leisure Services Department the Rent of _____ (write in full) dollars annually, from our operations under the Contract (the "Rent") plus an increase each year set by the BC Consumer Cost Index of the proceeding year.

I/We acknowledge that this proposal does not entitle me/us to any rights or to proceed in any way.

I/We certify that I /we have provided the information requested to the best of my/our ability, and that the statements made by me/us are true and complete to the best of my/our knowledge.

I/We authorize the District of Kitimat Leisure Services Department to conduct personal and financial investigations regarding the authenticity of any statements made in this proposal.

Dated this _____ day of _____, 2022

Signature of President

Witness

(Print)

(Print)

Treasurer

Witness

(Print)

(Print)

**DISTRICT OF KITIMAT LEISURE SERVICES DEPARTMENT
KITIMAT ICE RINK CONCESSION**

PROPOSAL FORM C

To: District of Kitimat
270 City Centre
Kitimat, B.C.
V8C 2H7

Closing Date: July 14, 2022
Closing Time (local): 4:00 pm

I/We, _____
(Name of proponent or proponents in full)

Of _____
(City/Town)

having examined the documents issued by the District of Kitimat Leisure Services Department and having full knowledge of the work required, and of the materials, supplies, tools and equipment I/we are to furnish, hereby submit a proposal to operate the concession in the Tamitik Arena.

If this proposal is accepted, we agree to pay to the District of Kitimat Leisure Services Department the Rent of _____ (write in full) dollars annually plus a percentage _____ (write in full) of the annual Gross Revenue, from our operations under the Contract (the "Rent") plus an increase each year set by the BC Consumer Cost Index of the proceeding year.

I/We acknowledge that this proposal does not entitle me/us to any rights or to proceed in any way.

I/We acknowledge that the District of Kitimat Leisure Services Department reserves the right to reject any or all proposals for any reason whatsoever.

I/We certify that I/we have provided the information requested to the best of my/our ability, and that the statements made by me/us are true and complete to the best of my/our knowledge.

I/We authorize the District of Kitimat Leisure Services Department to conduct personal and financial investigations regarding the authenticity of any statements made in this proposal.

Dated this _____ day of _____, 2022

Signature of President

Witness

(Print)

(Print)

Treasurer

Witness

(Print)

(Print)

**TAMITIK ARENA SCHEDULE
2022/2023**

PHONE 250-632-8955

FAX 250-632-3668

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Figure Skating 6:15 – 7:45 am			Minor Hockey 8 am - 7 pm
Minor Hockey 9 am - 5:45 pm	50+ Shinney 10:30 - 11:45 am			50+ Shinney 10:30 - 11:45 am		Or Figure Skating 8 am - 12:15 pm Minor Hockey 12:30 - 7 pm
Ladies Hockey 6 - 7:30 pm	Adult Shinney Noon - 1:15 pm	Adult Shinney Noon - 1:15 pm	Adult Shinney Noon - 1:15 pm	Adult Shinney Noon - 1:15 pm	Adult Shinney Noon - 1:15 pm	
Old Timers 7:45 - 8:15 pm	Figure Skating 3:30 - 7:15 pm	Minor Hockey 4:45 - 9 pm	Figure Skating 3:30 – 7:15 pm	Crosby Cruisers 4 - 4:30 pm		WHL 8 - 11 pm
	Minor Hockey 7:30 - 9 pm		Minor Hockey 7:30 - 9 pm	Minor Hockey 4:45 - 9 pm	Minor Hockey 5 - 7:45 pm	
WHL 9:15 - 10:45 pm		Lizards 9:15 - 10:45 pm	WHL 9:15 - 10:30 pm	Old Timers 9:15 - 10:45 pm	50+ Hockey League 8 - 9:30 pm	