



Request for Proposal

The Provision of Beverage Services for PCU Centre, Splash Island and Republic of Manitobah Park

DEADLINE FOR RECEIPT OF PROPOSALS IS:

2:00 P.M. LOCAL TIME

DATE: Friday, November 20, 2009

LOCATION: DEPARTMENT of RECREATION & LEISURE SERVICES

97 Saskatchewan Ave. East

PORTAGE LA PRAIRIE, MANITOBA

R1N 0L8

EXCEPT WHERE EXTENDED BY ADDENDUM, PROPOSALS RECEIVED LATER THAN THE TIME STATED ABOVE WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED

ENQUIRIES and SUBMISSIONS MARKED “The Provision of Beverage Services PCU – “09 PRRA 02” MAY BE MADE TO:

Ms. Jenn Sarna
Director of Recreation & Leisure Services
City of Portage la Prairie
97 Saskatchewan Ave East
Portage la Prairie, MB R1N 0L8

GENERAL ENQUIRIES MAY BE DIRECTED TO:

Proposal Package No. _____

BACKGROUND

The Portage Regional Recreation Authority Inc. (PRRA) is a newly created organization funded by the City of Portage la Prairie and Rural Municipality of Portage la Prairie. The mandate of the PRRA is to serve as the governing body for the direct provision of recreation services and facilities to the residents of the City and RM.

The PRRA is requesting proposals for the provision of beverage services for recreation facilities within the City of Portage la Prairie, specifically for the new multi million dollar recreation multiplex referred to as the PCU Centre and also the Splash Island outdoor water park, and the outdoor athletic fields at Republic of Manitobah Park. Provision of services for Splash Island and Republic of Manitobah Park are anticipated to commence on or about May 1, 2010. Beverage services for PCU Centre would be required upon completion of the project which is anticipated for January 2010.

Splash Island is located on Island Park and is open seasonally from June until early September. On average 32,000 patrons visit the facility each summer to enjoy public swim, private rentals and swimming lessons. The facility was built in 2001 and continues to be a valuable recreation destination for residents and tourists alike. The facility features two large water slides, a double wide kiddie slide, a bubble bench area, zero depth entry, splash features and a park like setting. The main building at Splash Island houses change rooms and lockers for men and women and a few family change rooms. Splash Island is adjacent to Island Park which features a new playground, tennis courts, picnic sites and washroom facilities. (Schedule A)

Republic of Manitobah Park is home to a large variety of athletic fields including soccer pitches, ball diamonds, football field and volleyball courts. A recent addition has been a fastball diamond with lighting, spectator bleachers, a press/announcing box with electronic score clock. Republic of Manitobah Park has hosted provincial and national championships such as the Western Canadian Senior Open Fast Pitch Championships, Western Softball Championships and the Canada and Manitoba Senior Games. (Schedule B)

The PCU Centre is a \$40 Million dollar recreation multiplex, unique to Manitoba. It is presently under construction and anticipated to be operational in time to host the 2010 Power Smart Manitoba Games March 7 – March 13, 2010. The PCU Centre will offer a variety of sport, recreation and wellness programs and services for all ages and abilities. It features over 150,000 square feet of recreation space including a main NHL regulation size ice surface with 1,690 folding seats, in-floor heating, upper concourse with two lane walking track and 300 person standing room capacity on the concourse, two concession booths, 7 dressing rooms and a club room home to the successful Portage Jr. A Terriers Hockey Club, media and sound room, client entertainment rooms (box view), wheelchair access and community room. Construction of a second NHL size arena has begun and is attached to the main arena. This second arena can seat an additional 300 people and will include another four dressing rooms.

The PCU Centre also boasts Manitoba's largest wave pool in the new aquatic centre. The aquatic centre also includes an indoor 212 foot water slide, 14 person whirl pool, zero depth entry, lazy river, bubble pit, spray features, water vortex and up to six -25 meter lanes.

Other amenities in the PCU Centre include a 4,000 square foot wellness centre, equipped with 24 stations of fitness equipment, main floor concessions, skate sharpening, retail area, a 3,500 square foot multipurpose room for up to 230 capacity social functions, offices for the PRRA employees, Canskate/public skate area, Men's, Women's and Universal change rooms, and a grand atrium with beautiful views of Crescent Lake and Island Park. (Schedule C)

The new PCU centre replaces the aged Portage Centennial Arena.

INSTRUCTIONS

I.1 REQUEST FOR PROPOSAL NUMBER

For our reference, the Request for Proposal Number is 09 PRRA 02

I.2 PROPOSAL DESCRIPTION/SCOPE

The PRRA shall grant to the Proposer the right to provide beverage services in the facilities identified for a period beginning in early 2010 and for a five year term in total. Exclusivity may be considered for carbonated beverages, waters, sport beverages, non-alcoholic drinks, cold tea and cold coffee products. Exclusivity for fruit juices can not be accommodated due to concession naming right agreement.

The Proposer should provide a detailed listing of what services and/or equipment they intend to provide. This will include, but not be limited to:

- * delivery time of the product and price,
- * concession menu boards for main floor and arena concourse concession
- * provision of all coolers, vending machines, portable drink dispensers or any other equipment required to dispense beverages
- * provision of a four sided score clock for the new PCU Centre main ice surface,
- * provision of a one sided score clock for the second ice surface of the PCU Centre,
- * provision of a large facility sign with electronic bulletin board for the entrance to the PCU Centre parking lot,
- * details of equipment maintenance and or warranty of the same and any other services or elements the proposer deems appropriate to add to their proposal package.

Proposers should include an exact picture of the proposed equipment complete with specifications.

I.3 TIME AND DATE FOR FINAL RECEIPT OF PROPOSALS

Time and Date Set for Final Receipt of Proposals:

Time: 2:00 p.m. local time

Date: November 20, 2009

At: Portage Regional Recreation Authority Inc. (PRRA)
97 Saskatchewan Ave East
Portage la Prairie, MB R1N 0L8

Except where extended by Addendum, Proposals received later than the time stated above will not be accepted and will be returned unopened.

I.4 GENERAL

1. The PRRA shall reserve the right to allow persons who have rented the facilities for a special major event of a Provincial, National or International nature (i.e. Manitoba Safeway Select, Royal Bank Cup, Western Canadian Senior Open Fast Pitch) to negotiate with the proposer to supply beverages and advertising in said facilities. Arrangements for the provision of beverages and advertising during a special major event as defined, are to be considered outside of the proposed beverage service agreement and negotiated accordingly.

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2. The PRRA has entered into a 20 year agreement for the naming rights to both concessions. During the term of the Naming Right Agreement, the PRRA shall require the Concession operators to supply to the public food and beverage products made by McCain Foods International.

I.5 QUALIFICATION

1. The successful proposal will be expected to sign an agreement for services in advance of actual operation that outlines the terms and conditions specific to the operations and management of the beverage services.

2. No contract shall be awarded to any proposer who in the judgement of the Director of Recreation and Leisure Services, is not a responsible proposer or does not have all the necessary experience, capital, organization, and equipment to perform the work in strict accordance with the terms and provisions of the contract. Each proposer shall be prepared to submit, on request of the PRRA, the following information:

- a) Proof that they are incorporated or otherwise authorized to do business in Manitoba,
- b) Proof that they are financially capable of carrying out the terms of the contract,
- c) Proof that they have successfully carried out work, similar in scope and value, or is fully capable of performing the work required to be done in accordance with the terms of the contract.
- d) Such other pertinent data as required by the PRRA.

I.6 DISCREPENCIES

1. Proposers who find discrepancies or omissions in the RFP Package or are unaware of the meaning or intent thereof, shall notify the Director of Recreation and Leisure Services.

2. An Addenda may be issued to all proposers should the Director of Recreation and Leisure Services deem necessary.

3. Addenda will be issued at least seventy – two hours (72) prior to the Time and Date set for the Final Receipt of proposals. Proposers are advised to direct all questions or comments to the Director at least one hundred and twenty hours (120) prior to the Time and Date set for Final Receipt of Proposals to allow time for the preparation and distribution of the necessary Addenda.

4. Notwithstanding the generality of the foregoing, the Director may extend the Time and Date set for Final Receipt of Proposals at any time.

5. It is hereby declared and agreed by the proper that the proposal submitted has been done so by him/her based on their own knowledge respecting the needs of the PRRA, and the proposer does not rely upon any oral interpretations or information given or statement made to him/her in relation to the work described in the RFP package.

I.7 PROPOSAL SUBMISSION

1. Request for Proposal Submission shall be submitted enclosed in a sealed envelope. The envelope must be clearly marked “The Provision of Beverage Services PCU – “09 PRRA 02” and with the Proposer’s name and address.

2. Samples or other submissions required to accompany the Proposal Submission may be packaged separately, but shall clearly be marked with the Request for Proposal Number, the Proposer’s name and address, and an indication that the contents are supplemental to his Proposal Submission.

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3. Request for Proposal Submissions shall be submitted no later than the Time and Date Set for Final Receipt of Proposals in clause I.3.
4. Proposal submissions must include a detailed list of deliverables that the proposer is prepared to provide to the PRRA in exchange for supply of beverages in the PCU Centre, Republic of Manitobah Park and Splash Island.
5. Except where extended by Addendum, Request for Proposal Submissions received after the Time and Date Set for the Final Receipt of Proposals will not be accepted and will be returned unopened.
6. Proposals shall not be withdrawn, modified, or explained after being deposited with the PRRA unless made in writing and received by the Director prior to the time and date specified for the closing. Modification of the Proposal must be followed by a letter of confirmation signed and sealed in the same manner as the Proposal.
7. Please note the proposal submissions will not be accepted by facsimile transmission.

I.8 SIGNATURES

The Proposal Submission shall be signed in accordance with the following requirements:

- 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 firm or business shall be printed immediately above the signature of the partner or partners who have authority to sign for the partnership; or
- 4) If the Proposal is submitted by a corporation, the full name of the corporation shall be printed immediately above the signature of its duly authorised 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.
- 5) The signatures of persons bidding must be in their respective handwriting.

Proposals submitted by agents proposing to represent principals must be accompanied by a Resolution of the principals or by an irrevocable Letter of Authority and Direction from the principals in a form satisfactory to the PRRA Solicitor showing that the agents are duly authorised to sign and submit the Proposal Submission on behalf of the principals, which Contract, when so executed, will bind the principals and have the same effect as if it were duly signed by the principals.

In the case of a joint Proposal being submitted by two or more persons, the word “proposer” therein and the pronouns referring to the proposer shall be understood to have a plural meaning, and the undertakings, covenants and obligations of such joint proposers in the proposal submission and in the contract, when awarded, shall be both joint and several.

I.9 OPENING OF PROPOSAL SUBMISSIONS

Proposal Submissions will not be opened publicly.

I.10 WITHDRAWAL OF PROPOSAL SUBMISSIONS

Suppliers or contractors may withdraw their Proposal Submission without penalty at any time prior to the Time and Date Set for Final Receipt of Proposal submissions.

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I.11 REJECTION OF PROPOSAL SUBMISSIONS

The PRRA may reject a Proposal Submission as informal, if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities.

The PRRA may reject Proposal Submissions that are submitted by suppliers or contractors who, in the judgement of the Director of Recreation and Leisure Services , are not qualified to conduct and complete the Work.

The PRRA may reject all or any part of any Proposal Submission and/or waive technical requirements if, in the judgement of the Director of Recreation and Leisure Services, the interests of the PRRA so require.

I.12 PROPOSAL SUBMISSION EVALUATION

The rating of all proposal submissions shall be completed by the board of the PRRA for their approval and authorization to enter into a contract.

I.13 AWARD OF CONTRACT

The PRRA expects to award the Contract, or announce that no award will be made on, or before, December 31, 2009.