

CALL FOR PROPOSALS ARENA MANAGEMENT

The Town of Vauxhall is requesting proposals for “Arena Management” the contract to commence in the fall of 2024.

The Contractor will be responsible for:

1. Ice Plant Operation (Arena and Curling)
2. Ice Maintenance
3. Janitorial
4. Bookings
5. Customer service (Liaise between user groups)
6. Patron Supervision and Facility Security
7. Basic Mechanics and Building Maintenance
8. Additional support staff as required.

Proposals should contain the following information:

1. Name(s) and Address(es) of principals
 2. An outline of what level of service to be provided
 3. Who will be managing if not the principals?
 4. Remuneration for services
 5. Payment schedule
- The contractor will be responsible for providing his/her own insurance: Insurance would include: \$5 million Public Liability with the Town of Vauxhall listed as Additional Insured.
 - Workers Compensation.
 - AARFP Arena Certification

Certificate of Insurance or Consent of Surety will be required upon acceptance.

Proposals will be forwarded to:

Town of Vauxhall
223 – 5th St. N, P O Box 509
Vauxhall, Alberta, T0K 2K0
Email: info@town.vauxhall.ab.ca
Phone: 403-654-2174 – Fax: 403-654-4110

On or before 4:00 p.m. July 4, 2024

A copy of the contract outlining service levels is available.

The Town of Vauxhall reserves the right to waive informalities in, or reject any or all proposals, or accept the proposal most favourable to the town.