



Request for Proposal

Skate Sharpening at Eagle Builders Centre
September 12, 2024

Town of Blackfalds
Box 220
Blackfalds, AB T0M 0J0

BLACKFALDS
ALBERTA

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1.0 INTRODUCTION

The Eagle Builders Centre (EBC) is home of the Blackfalds Bulldogs of the British Columbia Hockey League: located at 5302 Broadway Avenue.

The facility includes Arena 1 ice rink with over 1,400 seats, Arena 2 with over 450 seats, multi-purpose room, concession, retail spaces, and a mini-rink to accommodate our upcoming hockey stars.

2.0 BACKGROUND

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 11,415 (2024 census). Ideally situated in Central Alberta, midway between Alberta's two largest urban centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

3.0 OPPORTUNITY

The Town of Blackfalds is requesting proposals to operate skate sharpening as per the specs provided in Appendix A.

4.0 OBJECTIVE

The primary objective of this RFP is to seek qualified contractors to operate skate sharpening services out of the Eagle Builders Centre.

5.0 GENERAL INSTRUCTIONS TO PROPONENTS

Proposals specifically marked:

“Skate Sharpening at Eagle Builders Centre”

Shall be received by the following:

Mr. Sean Barnes
Town of Blackfalds Civic Cultural Centre
5018 Waghorn Street, Box 220
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1 All proposals shall use the enclosed Proposal Form for submitting their proposal total price (**Appendix 'B'**).
- 5.2 Qualifications to provide the proposed services.
- 5.3 List of previous work completed that relates to the scope of this proposal.

Proposal Submittal: One copy of the sealed proposal clearly marked as above.

PROPOSALS WILL BE ACCEPTED UNTIL 2:00 PM, SEPTEMBER 27th, 2024.

Late or faxed proposals will not be accepted. Proposals must be presented in sealed, clearly marked packages.

6.0 SITE INFORMATION

Proponents can request information related to Skate Sharpening by contacting the following Town contact:

Mr. Sean Barnes
T: 403.885.6240
sbarnes@blackfalds.ca

Mr. Kurt Jensen
T: 403.885.6371
kjensen@blackfalds.ca

Each Proponent is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to Mr. Sean Barnes through the contact information indicated above.

7.0 SCHEDULE

- Request for Proposal packages disseminated: **September 12, 2024**
- Closing date for receipt of proposal packages: **September 27, 2:00 PM**

Request for Proposal:
Skate Sharpening at Eagle Builders Centre 2024

- Recommendation for award:

October 11, 2024

8.0 EVALUATION CRITERIA

All proposals presented will be evaluated in the context of the overall value that they provide to the Town of Blackfalds. Please include skate sharpening experience and equipment being used plus hours of operation and revenue percentage or rent given back to the Town of Blackfalds. **While cost is a significant part of the evaluation criteria, it will not be the sole determinant.** Proposals will be reviewed by a team of CSD Administrative personnel.

9.0 NEGOTIATION

The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

10.0 ACCEPTANCE OF PROPOSALS

The Town of Blackfalds will have specific interest in proposals from contractors that best demonstrate the qualifications, abilities, experience, and resources to provide the services as outlined.

The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by the principal of the responding company.

Following the evaluation of the submitted proposals, the Town of Blackfalds will consider entering into an agreement with the proponent that has been determined to have the ability to best meet the needs and expectations and offers the best overall content and value. Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Blackfalds to accept any proposal or enter into a formal agreement with any proponent.

APPENDIX 'A'





APPENDIX 'B'

PROPOSAL SUBMITTAL FORM

Skate Sharpening at Eagle Builders Centre 2024

Business Name: _____

Address: _____

Telephone: _____

Email: _____

Proposal Pricing:

OPTION A

I hereby propose skate sharpening services at the Eagle Builders Centre for a total Month

Rent price of \$ _____ (not including GST)

Signature

Printed Name

Date

Signature

Printed Name

Date

APPENDIX 'C'

INSURANCE REQUIREMENTS & WCB

INSURANCE REQUIREMENTS

By signing and submitting a proposal under this solicitation, the Proponent certifies that if awarded the contract, it will have the following coverage within five days of the award of the contract and prior to commencing work on Town property. The Proponent further certifies that they will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Alberta by the province of Alberta.

REQUIRED COVERAGE AND LIMITS

Workers' Compensation Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the WCB of increases in the number of employees that change their workers' compensation requirements under the WCB during the course of the contract shall be in noncompliance with the contract.

Employers' Liability: \$100,000/\$500,000/\$100,000

Commercial General Liability: \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Blackfalds must be named as an additional insured and so endorsed on the policy.

Business Automobile Liability (including owned, non-owned and hired vehicle coverage):
Combined Single Limit -\$1,000,000 per occurrence.

NOTE: Contractual Liability covers the following indemnity agreement:

"The Contractor agrees to indemnify, defend and hold harmless the Town of Blackfalds, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful Vendor, provided that such liability is not attributable to the Town's sole negligence."

PROPONENT'S STATEMENT

I/we understand the Insurance requirements of these specifications and will comply in full if awarded this contract.

SIGNATURE

DATE