



Hepburn & District Arena Concession Lease TENDER PACKAGE

The Town of Hepburn invites experienced contractors to lease and operate the concession at the Hepburn & District Arena located at 600 2nd Street East in Hepburn, Saskatchewan, for the duration of the 2025-2026 season from November 2025 to March 2026.

The contents of the package are:

1. Invitation to Tender
2. Tender Instructions
3. Tender Form (blanks to be filled in, signed and submitted as Tender)

Tenders close September 12, 2025 at 4:00pm.

Bid Deadline

Bids clearly marked on the outside of a sealed envelope “**Tender – Arena Concession**” must be received by mail or in person at the Town of Hepburn Municipal Office located at, 703 2nd Street East prior to ***Friday September 12, 2025 at 4:00 p.m.***

- A. Bidder identification is not required on the outside of the envelope.
- B. Oral, telephoned, texted, faxed, emailed or late Tenders will not be accepted or acknowledged.

Hepburn & District Arena Concession Lease

INVITATION TO TENDER

Publication: September 2, 2025

Closing: September 12, 2025

The Town of Hepburn is inviting tenders to lease and operate the concession booth located within the Hepburn Arena for the **2025-2026** season from **November 2025 to March 2026**.

The successful bidder will be responsible for all personnel necessary to operate the concession in accordance with Public Health standards and must provide all inventory and supplies necessary for operation.

The Town of Hepburn reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion. The Town of Hepburn reserves the right to accept a Tender other than the highest tender. Without limiting the generality of the foregoing, the Town of Hepburn may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Experience of the Proponent
2. Operating Plan
3. Proposed Menu (quality, uniqueness, price etc.)
4. The results of any reference check done by the Town of Hepburn; and

If deemed appropriate, the Town of Hepburn may, as an option, negotiate and extend an acceptable Tender without re-advertising for future services.

Hepburn & District Arena Concession Lease

TENDER INSTRUCTIONS

- 1) Sealed Tenders marked “**Tender – Arena Concession**” will be received at the Town Office, 703 2nd Street East, Hepburn, Saskatchewan until **4:00 P.M. Friday, September 12, 2025**.
- 2) Tenders must be submitted by completing the Tender Form enclosed in this package. The Bidder must sign and date the Tender Form.
- 3) Bids will be weighted based on Experience, Operating Plan, Proposed Menu, and References. The Town of Hepburn reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion.

All Tender inquiries are to be directed to:

**Chief Administrative Officer
Town of Hepburn
Box 217
Hepburn, SK S0K 1Z0
(306) 947-2170
cao@hepburn.ca**

Hepburn & District Arena Concession Lease

TENDER FORM

Contact Name: _____

Address: _____

Telephone No.: _____ Email: _____

GST Registration # (if applicable): _____

TENDER – I hereby submit a tender for the lease and operation Hepburn Arena Concession and agree to pay a uniform monthly rental fee of \$_____ plus applicable taxes and fifty percent (50%) of the waste collection expenses for the facility. If awarded the contract, I agree to provide, within ten (10) calendar days after receipt of Notice of Award, the following documentation to the Town of Hepburn:

- Town of Hepburn Business License
- Proof of Liability Insurance
- Duly executed Concession Lease Agreement in duplicate

Details: For the lease and operation of the arena concession at the Hepburn Arena located at 600 2nd Street East in Hepburn, Saskatchewan, for the duration of the **2025-2026 season**.

Conditions:

- The Tenderer will have exclusive use of all existing concession equipment owned by the Town of Hepburn which includes a grill, deep fryer, fridge, freezers, Bunn coffee maker, cappuccino and hot chocolate machine, hot plate, restaurant pagers, microwave, hotdog roller, cash register, crockpot, and nacho cheese warmer and will be responsible for cleaning and general upkeep of the equipment.
- The Tenderer shall maintain hours of operation to accommodate all recreational activities in the Hepburn Arena, including minor hockey games, senior hockey games, special events, figure skating carnival, tournaments, and additional events that may occur; and other hours outside the listed events will be at the discretion of the operator.
- The Tenderer shall be responsible for all personnel necessary to operate the concession in accordance with Public Health standards.
- The Tenderer is responsible for providing all inventory and supplies necessary for the operation of the concession.

Required Information from Proponent:

***Please attach a list of products to be sold and a proposed price list.

Please specify qualifications of the operators (i.e. Food Safe, WHIMIS, other certifications):

Please provide any previous concession or food service experience.

Please list a minimum of two references, with phone number and email address.

1.

2.

3.

Conditions – This Tender:

- Must be submitted in a sealed envelope marked **“Tender – Arena Concession”** addressed to the Town of Hepburn, Box 217, Hepburn SK. S0K 1Z0.
- Must be received by **4:00 p.m. on Friday September 12, 2025.**

I hereby submit the above tender to Lease the Hepburn Arena Concession, subject to the terms and conditions listed above, which I have read and understood.

(Date)

(Signature)