



## REQUEST FOR PROPOSALS (RFP)

### Concession Operations – Lakeside Multiplex

#### Burns Lake, British Columbia

#### 1. Introduction

The Recreation Department of the Village of Burns Lake is inviting proposals from qualified proponents to operate the concession at the Lakeside Multiplex.

The concession is a fully equipped commercial kitchen located within a multi-use recreation facility that hosts ice sports, community events, and seasonal programming. The successful proponent will provide food and beverage services to facility users, spectators, and event attendees.

#### 2. Contract Overview

- **Contract Term:** One (1) year with options to renew up to three (3) years.
- **Anticipated Start Date:** September 1, 2026
- **Location:** Lakeside Multiplex (Accessible from Curling Rink Entrance - 106 Park Street, Burns Lake, BC)
- **Type of Agreement:** Lease and Operating Agreement  
The successful proponent will be required to enter into a Lease and Operating Agreement with the Village of Burns Lake. The Agreement will establish the detailed rights and obligations of both parties, including, but not limited to, financial arrangements, insurance, maintenance responsibilities, equipment use, operating standards, reporting requirements, indemnification, default, termination, and other customary contractual provisions. The final terms of the Agreement will be based on the successful proposal and any subsequent negotiations with the Village.

#### 3. Facility Description

The Lakeside Multiplex includes:

- An arena hosting minor hockey, adult leagues, and tournaments (Ice in Sept through March)
- A curling rink (Ice in October through March)
- Multi-purpose spaces for community events
- Access to Spirit Square parks and outdoor events (spring/summer)



The concession includes:

- Commercial kitchen equipment (list available upon site visit)
- Service counter and customer-facing area
- Storage areas (dry and cold storage)
- Customer tables and chairs

#### **4. Scope of Services**

The successful proponent will:

##### **4.1 General Operations**

- Operate the concession during scheduled facility use times, including evenings and weekends
- Provide consistent, timely, and high-quality food and beverage service
- Maintain sufficient staffing levels to meet demand during peak periods
- Conduct concession operations in a safe, clean, and professional manner, in compliance with all applicable legislation, health regulations, and operational requirements.

##### **4.2 Menu and Service**

- Offer a menu suitable for a wide range of users (families, athletes, spectators)
- Include healthy and affordable options
- Provide efficient service during high-volume events (e.g., tournaments)

##### **4.3 Event Support**

- Proponent will collaborate with event organizers to provide service during:
  - Hockey and curling events
  - Tournaments, bonspiels, and special events
  - Community programs and rentals

#### **5. Hours of Operation**

Hours will vary seasonally and will be coordinated with facility bookings. At minimum, the proponent is expected to post hours of operation, including special hours changes; proponent is to collaborate with event organizers to operate during:

- Scheduled games and league play
- Tournaments and bonspiels
- Special events



## **6. Proposal Requirements**

Proponents must include the following:

### **6.1 Company Information**

- Business name and structure
- Relevant experience in food service or concessions
- Professional References (minimum of two)

### **6.2 Operational Plan**

- Proposed menu (sample)
- Staffing plan
- Hours of operation approach
- Approach to high-volume service

### **6.3 Financial Proposal**

Proponents are invited to submit a proposed financial arrangement that demonstrates value to both the Village and the proponent.

Proponents should identify any key considerations or proposed operating arrangements that are important to their financial proposal and that they believe should be reflected in the final Lease and Operating Agreement.

Please include any information that will help the Village understand your proposed financial arrangement and your intended operation of the concession. Pricing philosophy, including affordability considerations, should also be included.

### **6.4 Value-Added Services**

- Experience with community events or sports facilities
- Ideas to enhance customer experience
- Any partnerships or local sourcing initiatives



## 7. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications (20%)
- Quality and suitability of menu and service plan (25%)
- Financial return to the Village (25%)
- Operational approach and reliability (20%)
- Value-added benefits to the community (10%)

## 8. Site Visit

Interested proponents are encouraged to arrange a site visit with the Director of Recreation Services to walk through the space and ask any questions related to the proposal.

To arrange site visit, please email: [ljones@burnslake.ca](mailto:ljones@burnslake.ca)

## 9. Submission Details

Proposals must be submitted by:

- **Closing Date:** July 20, 2026 @ 10:00am
- **Submission Method:**
  - E-mail to: [village@burnslake.ca](mailto:village@burnslake.ca)
  - In person: Village of Burns Lake – 15 3<sup>rd</sup> Ave, Burns Lake, BC
  - Mail: PO Box 570, Burns Lake, BC, V0J 1E0

## 10. Terms and Conditions

- The Village is not obligated to accept the lowest or any proposal
- The Village reserves the right to negotiate with the preferred proponent
- Proponents are responsible for all costs associated with proposal preparation
- The successful proponent will be required to enter into a Lease and Operating Agreement with the Village.

## 11. Inquiries

All inquiries should be directed to:

**Lewis Jones, Director of Recreation Services**  
[ljones@burnslake.ca](mailto:ljones@burnslake.ca)  
**(250)692-7587**