

TENDER

The Town of Springside is currently accepting TENDERS for the provision of Canteen Food Service at the Ridge Runner Arena, 20 Sharman Avenue, Springside, Saskatchewan. Lease will commence on October 15, 2025 and will be valid until October 1, 2026.

General Accountability:

- Under the general direction of the Town Administrator, the Canteen Lessee is responsible for the complete operation of the arena kitchen with freedom of choice for operating hours, menu selection, methods of payment accepted, acquiring all kitchen supplies/inventory and food service delivery.
- The Canteen Lessee will ensure that all proper provincial and municipal licencing, health inspections and safety requirements are followed.
- The Canteen Lessee will report any concerns to the Town Administrator.
- The Canteen Lessee will pay the required monthly lease payments to the Town of Springside on the first day of every month.

Qualifications:

- Food Safe Certificate (Level One)

Key Skills & Abilities:

- Ability to work with others in a team environment including town staff, volunteers, renters and the public.
- Willing and able to operate the canteen on weekends and holidays as required.
- Ability to conduct business in a professional matter with good communication and public relations skills.
- Ability to maintain confidentiality.

Duties and Responsibilities:

- During the winter months, when the ice surface is operational, the Canteen Lessee is responsible for the cleaning of the kitchen, canteen area, tables and chairs used by canteen patrons. The ice manager/caretaker will be responsible for cleaning the lobby area and the public washrooms.

- During the off-season months, when the ice surface is non-operational, the Canteen Lessee will be responsible for the cleaning of the kitchen, canteen area, the lobby area, the tables and chairs used by canteen patrons, and the public washrooms.
- Snow removal from the parking lot area will be the responsibility of Town Staff *at their discretion for priority of other areas of the town*. Snow removal from the arena main entrance and kitchen door is the responsibility of the Canteen Lessee.
- The Town will not unreasonably interfere with the Canteen Lessee's use and enjoyment of the Canteen; however, the Town shall retain control of the Lobby. The Lobby area shall be available to other user groups including, but not limited to, Springside Recreation Association, Springside Minor Sports, Springside Skating Club, Springside Daycare Association, Whitesand Wildlife Federation, and the Rec Hockey League teams that use the canteen in accordance with the policies of the Town relating to such use. Whenever possible, the Town shall provide the Canteen Lessee with reasonable notice of other meetings, gatherings, etc. by user groups.
- The Canteen Lessee will notify the Town Administrator of additional maintenance and/or repairs that may be required.

SEALED TENDER INFORMATION

- SEALED Tenders may be delivered to the Springside Town Office (18 Main Street, Springside, SK) and MUST include MONTHLY LEASE PRICE Canteen Lessee proposes.
- Tenders may also be delivered to the town office via email: springside@sasktel.net OR fax: 306-792-2210 and will be deposited into a sealed envelope immediately by Town Staff. While every effort will be made to keep tenders confidential, if submitted by electronic means no promise of confidentiality can be made.
- Tender amounts will remain confidential until opened at the Regular Meeting of Springside Town Council on Monday, September 15, 2025.
- Tenders close at 4:00 pm on Monday, September 15, 2025.
- For more information, please contact the Town Administrator, Kathy Novak 306-792-2022
- We appreciate all those who provide tenders and advise that only those selected for further consideration will be contacted.
- **LOWEST OR ANY TENDER IS NOT NECESSARILY ACCEPTED.**