

**TLC- 17- 25**  
**Lease and Operation of Arena Canteen**  
**Labrador City Arena**

**Invitation**

The Town of Labrador City is requesting proposals from qualified professionals and/or non-profit organizations for the lease and operation of the Canteen in the Labrador City Arena, 405 Booth Avenue, Labrador City. Preference will be given to local non-profit organizations.

Terms of reference on which proposals shall be evaluated is available by visiting "Tenders", [www.labradorwest.com](http://www.labradorwest.com) or by contacting the Director of Parks and Recreation, Taylor Gambin at (709) 944-4318. Sealed proposals clearly marked "Arena Canteen Lease" to be submitted to:

Town Clerk  
Town of Labrador City  
P.O. Box 280  
317 Hudson Drive  
Labrador City, NL      A2V 2K5

**Closing Date: 3:00 pm local time, Labrador City, Wednesday, July 23rd, 2025**

Proposals received after closing time will not be considered.  
Facsimile submissions will not be accepted: [cashier@labradorcity.ca](mailto:cashier@labradorcity.ca)  
Electronic password protected submissions will be accepted.  
Tenders must be submitted on the Form of Tender provided.  
All other submissions will not be accepted.

**Terms of Reference**  
**Lease and Operation of Arena Canteen**  
**Labrador City Arena**

1. Location: Labrador City Arena, 405 Booth Avenue, Labrador City.
2. Term of Lease: One (1) one-year term renewable each year thereafter annually for two (2) years, beginning September 1, 2025.
3. The amount of tender is inclusive of utilities.
4. Area available for Rent: Approximately five hundred (500) square feet.
5. Bids shall be submitted on the Form of Tender – Appendix A with the following information attached:
  - a. Contact Information for the purpose of this tender
  - b. Corporate Profile
    - i. History / Experience
    - ii. Structure
    - iii. Local Management Team
    - iv. Number of employees/volunteers

**IMPORTANT:** Submissions in a form other than the prescribed Form of Tender shall not be considered.

6. Service Requirements:
  - a. To be familiar with and comply with all terms and conditions contained within the Leasing Agreement.
  - b. To provide an environment that includes the promotion of healthy eating choices.
  - c. Use of the premises shall be limited exclusively to providing food service to patrons of the Labrador City Arena, unless otherwise approved by the Town of Labrador City.
  - d. To provide canteen service to all special events determined by the Town of Labrador City Recreation Director.
  - e. The proposed hours of operation shall be approved by the Town of Labrador City and may be revised from time to time in accordance with revisions to the regular schedule of activities.
  - f. To encourage patron participation in the Labrador City Arena's recycling program.

- g. To provide a detailed description of anticipated products (food and beverage) to be sold at the Labrador City Arena Canteen if awarded the opportunity to operate in Appendix C.
- 7. Proposals shall be deemed confidential. Evaluations shall be in the Town's sole discretion and shall include without limiting the discretionary authority of the Town: monthly rent, corporate profile, the ability to meet the service requirements outlined in Article 6 above and any other relevant factors. Rental rate alone may not be the determining factor.
- 8. The Town of Labrador City reserves the right to contact or meet with any individual proponent. The Town is not obliged to meet with any or all proponents.
- 9. Within fourteen (14) days of acceptance, the successful bidder shall enter into a Lease Agreement on terms and conditions satisfactory to the Town's solicitor.
- 10. A damage deposit of one thousand, five hundred dollars (\$1,500.00) shall be placed on interest-free deposit with the Town of Labrador City upon commencement of the Lease Agreement. The deposit shall be refunded at the end of the leasing period less any amount due for repairs beyond normal wear and tear as may be determined by the Town of Labrador City. Costs for repairs beyond the amount held on deposit may be recovered by the Town of Labrador City as a civil debt.
- 11. Vending machines are not permitted under the terms of this Lease Agreement. (Consideration may be given to interested vendors under a separate agreement).
- 12. Equipment owned by the Town of Labrador City for use in the Arena Canteen is listed in Appendix B.
- 13. Prior to the execution of the leasing agreement, the successful applicant shall provide proof of public liability insurance in the amount of two million dollars (\$2,000,000) with the Town of Labrador City named as an additional insured to the policy and an endorsement from its insurance company whereby the insurer agrees to notify the Town of Labrador City should the coverage be altered or lapse.
- 14. Prior to the execution of the leasing agreement, the successful applicant shall provide the Town of Labrador City with proof of good standing with the Workplace Health, Safety and Compensation Commission.

15. Prior to the execution of the leasing agreement, the successful applicant shall provide the Town of Labrador City with proof of their business permit in order to hold successful operations.
16. The Town of Labrador City reserves the right to reject any or all submissions and does not bind itself to accept the highest or any proposal.
17. All Proposals submitted in response to this request shall remain in effect for sixty (60) calendar days from the closing date.
18. Proposals will be accepted until 3:00 pm local time, Labrador City, Wednesday, July 23, 2025.
19. Proposals received after closing time will not be considered. Electronic password protected submissions will be accepted. Facsimile submissions will not be accepted.
20. If further information is required, contact Taylor Gambin, Director of Parks & Recreation, 709-944-4318, [recreationdirector@labradorcity.ca](mailto:recreationdirector@labradorcity.ca)

Enclosures:

- Appendix A: Form of Tender
- Appendix B: List of equipment provided by the Town of Labrador City
- Appendix C: Detailed description of food and beverage products

**Appendix A  
TLC-17-25  
TOWN OF LABRADOR CITY  
FORM OF TENDER  
LEASE AND OPERATION OF ARENA CANTEEN**

**LABRADOR CITY ARENA  
405 BOOTH AVENUE, LABRADOR CITY**

**Company/Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>Rental Rate per Month:</b>	\$	_____
<b>HST</b>	\$	_____
<b>Total:</b>	\$	_____

**Required Enclosures: Additional Information as Outlined in the Terms of Reference:**

**Article 5(b)** \_\_\_\_\_

**Article 6** \_\_\_\_\_ **(ability to meet service requirements)**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Appendix B**

### **LIST OF EQUIPMENT PROVIDED BY THE TOWN OF LABRADOR CITY**

#### **CURRENT EQUIPMENT**

1. Microwave
2. Standup Freezer
3. Chest Freezer
4. Refrigerator (2)
5. Oven
6. Countertop Dual Fryer
7. Flat Grill
8. 4 Slice Toaster
9. Keurig/Coffee Pot
10. Triple Sink
11. French Fry Warmer
12. Gravy Warmer
13. Cash Register
14. Wet Chemical Fire Suppression System
15. Wire Storage Shelves
16. Blender
17. 3 Section Warmer

## Appendix C

## DETAILED DESCRIPTION OF FOOD AND BEVERAGE PRODUCTS

Hot and Cold Beverage Options:

[illegible]

Food Options:

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