
ADDENDUM #2

A. INTERPRETATION

1. This Addendum forms part of the official Request for Proposal documents for the above noted RFP.
2. All terms used in this Addendum which are defined in the RFP Documents will have the meaning assigned by the RFP unless the context otherwise requires; and
3. In the event of any inconsistency between the terms of this Addendum and other RFP Documents forming the RFP, this Addendum will prevail. Where the conflict is between this Addendum and the terms of a later Addendum, the later Addendum will prevail.

B. MODIFICATIONS TO THE RFP DOCUMENTS

1. No modifications

As part of the YCE Multiplex Project we are preparing to enter a construction phase in the coming years. Therefore, we must acknowledge that it may result in some disruptions to the services and operations of the Leisure Centre. The extent and duration of these potential interruptions are currently unknown, as detailed planning and scheduling are still underway.

We understand that this uncertainty may raise questions and concerns, particularly for those considering a lease agreement with us. To address these concerns, we would like to outline our commitment to minimizing disruptions and ensuring a smooth transition during the construction phase:

C. RFP Concession Services Addendum

1. What is the proposed date for a business to be in the concession and operational?

Ideally as soon as possible, but that can be worked out through negotiations. We would like it to be open within 2-3 weeks of a signed agreement if possible.

2. How often is the hospitality room used for special events?

It is regularly booked for private rentals which are things like meetings, fitness classes and birthday parties. We always welcome and encourage special events here.

3. How many nights of the week would both arenas be full with EMHA and EFSC? Practices, games etc.??

In September-March both arenas have user groups like Minor Hockey, Figure Skating, Eagles, Oldtimers, Ladies Hockey, and Mens League. These bookings are usually 3:30 pm-10:30 pm Mon-Fri and all day on the weekends. Swim Club also practices after school and has 2 swim meets a year. Our Ice User groups typically have a tournament most weekends middle of November to middle of March.

4. What will the town of Edson do to partner with any business that takes over concession?

Catering services are often required for Town events at the Leisure centre. The Town will work with concession leaseholder for those needs if the food is appropriate for the event. As well, ideas that are brought forward to the Town for partnerships will be considered. We want the concession to thrive and we will make our best effort to support it.



Project: Edson & District Leisure Centre Concession RFP
Project Date: Aug 30, 2023
Page: 2 of 1

Our File: LEI 23 002
Closing Date: Oct 2, 2023
14:00 MST 2:00 pm local time (Edson, AB)

ADDENDUM #2

5. Do you have any historical sales data from the concession?

No we do not.

6. Do you have any specific sales data from the schools?

No we do not, but it is very busy with both schools at lunch time. That is typically the highest revenue time as well as tournaments.

7. How many or estimated traffic that the concession will be serving?

We do not have that data.

8. Is it okay to change/add menus during the term of the contract?

Yes in partnership with the management those discussions can be had and if changes are needed they can be made.

9. Is it okay to change/add staffs during the term of the contract?

Yes you can hire/fire/re-train as needed during the term of the contract as long as your service levels remain the same.

10. Are we able to have a direct delivery from the Leisure Center from our accredited suppliers?

Yes as long as you meet them here at delivery time.

11. Is it okay to bring our own food and beverage equipment?

Yes as long as space allows we allow other food and beverage equipment that will meet your needs.

12. Is it okay to put display fridge and display rack out-front for our ready to go food and snacks?

Potentially if space allows for it, but it would all need to be put back inside the concession when it is closed.



Project: Edson & District Leisure Centre Concession RFP
Project Date: Aug 30, 2023
Page: 3 of 1

Our File: LEI 23 002
Closing Date: Oct 2, 2023
14:00 MST 2:00 pm local time (Edson, AB)

ADDENDUM #2

13. Does the AHS handling permit for a food truck transfer to the Concession?

Right now the food handling permit for the Concession reads:

- Single use, disposable customer utensils only
- Intermediate level food handling only
- All food handling, other than service must occur in an approved food establishment.

I do not know what the food truck handling permit reads but I would assume it is very similar to that of the concession.

14. Referring to 6.2.5 Health & Safety does it need to be done before or after the RFP process?

After the RFP process. Only the selected leaseholder will be required to follow through with it.

15. Can you clarify the letter from the bank requirements?

We need to know that you have the appropriate amount of funds to support your business proposal. That can be in loans or cash, but you will need the funds to cover the start up (ordering food, supplies, signage, training, etc.) as well as the ongoing costs (staffing, re-ordering, lease payment, etc.).

Ph: 780 723-7665 Ext. 4
Email: krystah@edson.ca

END OF ADDENDUM #2