

NORTH AMERICAN
**INDIGENOUS
GAMES 2014**
REGINA · SASKATCHEWAN



**2014 JEUX
AUTOCHTONES**
DE L'AMÉRIQUE DU NORD
REGINA · SASKATCHEWAN

FOOD CONCESSION & VENDOR APPLICATION:

Return Applications and address enquiries to:

Regina 2014 North American Indigenous Games
Concession Services
Attn: Cultural Manager (Cultural Village)
Venues Manager (Sport Venues)
1 First Nations Way,
Regina, SK S4S 7K2
Tel: 1-855-352-6244
Fax: 1-306-352-6258
E-mail: culture@regina2014naig.com (Cultural Village)
tgirgulis@regina2014naig.com (Sport Venues)

Terms of Agreement:

To receive consideration, your properly completed, signed, and sealed hard-copy of your application must reach our office no later than:

CLOSING DATE: 2:00 PM, Central Standard Time, Friday May 23, 2014.

You may offer your application to provide concession services for any number of the venue sites that are listed in Appendix C.

The Concession Services invitation includes opportunities for Sport and Cultural Venues.

Details of required services for select venues and specifications are included in this document.

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Preamble

The Regina 2014 North American Indigenous Games is dedicated to hosting an athlete-centered, first class, national multi-sport event that will advance sport development and community pride, while leaving a lasting legacy of community, volunteerism, and enhanced sport, culture, and youth development.

More than \$50 million in economic activity for the province as a whole is expected to be generated by hosting the Games. Of that, over \$23 million will be within the Regina region.

Concessions are a part of the event excellence. We are offering you the chance to participate in a mutually beneficial agreement with the Regina 2014 North American Indigenous Games (hereinafter referred to as the “Host Society” or the “Games”) while providing thousands of patrons with a consistent level of food safety, service and pricing in all available concessions/Vendors areas within the Games Sport and Cultural event venues.

Scope of Work and Background Information

Cultural Village

Within walking distance from the Athlete’s Village on the University of Regina Campus, the First Nations University of Canada will provide a picturesque backdrop for the Cultural Village. The Cultural Village will be a non-ticketed event. The Cultural Village will showcase Indigenous Culture through interactive displays housed in over 20 tipis, cultural demonstrations, and a main stage featuring traditional and contemporary Indigenous entertainment such as pow wow dancers/singers, fiddle tunes, square dancers, Inuit throat singers and a variety of recording artists in genres including rock, pop, country, and hip hop.

The venue site will be open daily 11am – 9:30pm July 21 to July 25, and from 11am – 11pm on July 26. The venue will be alcohol and tobacco free.

Concessions will be expected to be opened by 11am each day. We are expecting 350 to 2,500 plus people to visit the site per day. Only traditional Indigenous food items will be allowed at the Cultural Village.

Artist Rendering



Sport Venues

Please note: Concession hours at the Sport Venues will be determined by the competition schedule specific to each venue.

Canada Games Athletics Complex

The Canada Games Athletics Complex at Douglas Park will be the site of the athletics competition. This venue has hosted several national and international competitions including:

- 1978 Canadian National Special Olympics Summer Games
- 1987 Western Canada Summer Games
- 1998 Can-Am Police and Fire Games
- 1998 & 2000 Tri-Province Senior Games
- 2001 Canadian Masters Games
- 2005 Canada Summer Games

Two concessions will be located in the Canada Games Athletics Complex.

Rambler Park

Another legacy from the 2005 Canada Summer Games, this site boasts three high-quality softball diamonds and several practise diamonds which will be used for the men's softball competition. One concession will be located at this venue.

Wascana Lake (Pine Island)

Wascana Lake, situated in beautiful Wascana Park, is the site for the Canoe and Kayak competition. Several canoe/kayak events have been hosted at this venue including the 2006 Canoe/Kayak Championship, the 2005 Canada Summer Games, and the 1987 Western Canada Games. A concession will be located south of Pine Island, on the north side of Lakeshore Drive.

Douglas Park Softball Diamonds

As well as being the home of the Regina Ladies Softball Association, the four softball diamonds at Douglas Park will be one of the sites for the North American Indigenous Games' softball competition. The four high-calibre diamonds will be served well by a concession at this venue.

Mount Pleasant Sports Park

Mount Pleasant Sports Park is a multi-sport venue located in Regina's Uplands neighbourhood. It includes such amenities as Curie Field (home to the Regina Red Sox), Kaplan Field, one of Regina's premier softball diamonds, and two full-sized soccer pitches. A concession will be located at **Kaplan Field**.

1.0 Policy

1.1 Host Society General Requirements

The Host Society shall have the authority to determine the number of concessions to be operated in or on the venue. This number shall be determined and communicated to the Venue Owner. The Host Society shall have the authority to determine the core menu items required at the concessions, the supplemental menu items permitted at the concessions, and the selling price of the items; all of which shall be given the opportunity to meet the concessions needs, excluding merchandise sales, of the Host Society.

“Sales” in this section shall mean the total of the final selling price of all core menu items and supplemental menu items sold during the venue use period. In computing this price, no direct or indirect expenses incurred in manufacturing, packaging, selling, distributing or advertising the products shall be deducted, nor shall any deduction be made for uncollectible accounts.

If the Venue Owner controls any concession sales or has a current lease/agreement with a Concessionaire, it is on the express understanding that all necessary product inventory required for these sales will be purchased through Host Society’s authorized sponsors, subject to the current agreement between the Venue Owner and Concessionaire.

The Host Society shall be entitled to establish reasonably the hours of operation of the concessions as well as the liability insurance requirement of the concessions.

The Venue Owner (or their Concessionaire) shall ensure that all concessions being operated during the Venue use period will be operated to a reasonable standard and in compliance with the Host Society’s concessions protocol and all applicable codes, laws and regulations. The Host Society has the right to access the concessions to monitor compliance with the terms of the Venue agreement.

2.0 Food Service

2.1 Food Safety

- a. All concessions will be required to comply with the rules, regulations and standards of the Regina Qu’Appelle Health Region.
- b. Regina Qu’Appelle Health Region approval must be obtained prior to concession Vendors operating.

2.2 Spectators & Volunteers

Food and drink served to spectators and volunteers must be pre-approved by the Host Society.

2.3 Accessibility

All concessions must be available and accessible to athletes and spectators with disabilities and/or special needs.

2.4 Monitoring

- a. All concessions will be monitored by the Host Society authorized representatives. Monitoring times and schedules will not be provided to the Vendors, and may be conducted without warning at any time during the course of the Regina 2014 North American Indigenous Games event schedule.
- b. Concessionaires will be responsible for the conduct and behaviour of their staff.

2.5 Drugs, Alcoholic Beverages, and Tobacco Products

- a. Host Society licensed concession vendors may not serve the following to any spectator, volunteer or athlete: pharmaceuticals, narcotics, tobacco products, alcoholic beverages, and any substance not pre-approved by the Host Society.
- b. The Host Society maintains a zero-tolerance policy for those vendors providing athlete or spectator access to pharmaceuticals, and/or narcotics, etc. of any kind. Vendors found to be violating this Article will be immediately removed from the venue and may be charged at the discretion of the Host Society.
- c. Vendors providing athlete or spectator access to food or drink not pre-approved by the Host Society will be issued a written warning to cease and desist. Vendors committing additional infractions will have their license to operate at Regina 2014 North American Indigenous Games venues revoked, and will be immediately removed from the premises.

2.6 Products and Pricing

- a. All prices and products are subject to approval by the Host Society. (*Appendix B*)
- b. Product inventory (basic) and price points are to be uniform for all venue concessions during the Regina 2014 North American Indigenous Games event schedule subject, however, to existing concession agreements which may not permit such variations in product purchases or price restrictions.
- c. Vendors may submit requests for additional product inventory items. These items may be submitted before application closing date of May 23, 2014.
- d. Deviation from Host Society approved price points will for the first offence receive a written warning. Further offences may result in loss of license and/or immediate removal from the premises.

2.7 Non-Profit Community Groups

The concession operator is strongly encouraged to use volunteers from local community service groups/clubs to staff the concessions on a revenue sharing basis with the service groups/clubs in order to maximize community benefit and participation.

Instructions to Apply

1. **Submission**

Sealed applications must be submitted on the forms provided.

It is the responsibility of the Vendor to ensure that the sealed applications are properly addressed and are received on time at the address below. Any delays or deficiencies in receipt of applications due to acts or failures to act of the post office, delivery services or other third parties are the responsibility of the Vendor. The application will remain open for acceptance without change for 30 days.

A completed application submission shall consist of:

- a complete Application Form (*Appendix A*)
- a signed Official Core Menu and Pricing Form indicating your acceptance of the identified prices and submission of alternative products and prices for approval if applicable (*Appendix B*)
- a completed Available Concession Locations Form indicating which venue(s) you wish to operate a concession at (*Appendix C*)

The envelope containing your submissions must be clearly marked with the title "Concession Services Application" and addressed clearly to:

Regina 2014 North American Indigenous Games
Attn: Cultural Manager (Cultural Village Applications)
Venues Manager (Sport Venue Applications)
1 First Nations Way,
Regina, SK S4S 7K2
Tel: 1-855-352-6244
Fax: 1-306-352-6258

2. **Change and/or Withdrawal of Application**

Applications may be modified or withdrawn by the Vendor at any time prior to the closing date for receipt of applications by a written notice to the above address. Changes by telephone will not be considered.

3. **Addendum**

The Games reserves the right to amend or revise the application document prior to the date set for close of applications. The Vendor will be informed of such changes by written Addendum.

4. **Alternatives**

In addition to the basic application, the Vendor is invited to offer alternative menu items if, in the Vendor's opinion, the addition will improve upon the services offered to patrons. If an alternative is offered, the Vendor must clearly state the benefit to the Games.

5. **Invoicing and Payment**

Successful Concessionaires and Food Vendors must submit a \$500.00 deposit per each desired venue, payable to "The Regina 2014 North American Indigenous Games" within 30 days of notification of being awarded the Concession Services Application. The deposit will be applied toward the total balance due.

Final payment must be received on or before June 10, 2014 or the deposit will be forfeited and the vendor opportunity will be released to others.

6. After acceptance, the Games will issue a written notice of acceptance to the successful Vendor or Vendors.

General Conditions

The Games reserves the right to accept the application which, in its absolute discretion, deems to be most advantageous to The Games. The Games reserves the right to not accept any or all applications. The Games reserves the right to split the award amongst Vendors.

It is to be understood that successful Concession Services Vendors are representative of the Games and will govern themselves accordingly.

Alternates: Definition – Alternate means “a choice of two things”.

Should a Vendor quote an alternate, it is understood that the Games will evaluate all applications based on the original specifications. Once the successful Vendor has been selected, the Games may consider any alternate proposed by the successful Vendor. Submitting an alternate without submitting a price for a specified item or equivalent shall result in the application being disqualified.

Discrepancies: Should a Vendor find discrepancies in documents, including product names and numbers specified, or should Vendor be in doubt as to their meaning, the Vendor should at once notify the Host Society, who may send out written instructions or clarification to all Vendors.

Indemnity: The Vendor shall indemnify and hold harmless the Games, its officers, employees and agents, from any and all claims which arise from the Vendor’s performance or non-performance of its obligations under the contract, except to the extent caused by the negligence of the Games, its officers, employees or agents. The covenant of indemnity shall extend to costs to the Games of defending any claim against the Games arising from the Vendor's wrongful acts or omissions, including legal fees, on a solicitor-client basis.

Insurance: Concession Vendors must obtain and supply proof of general comprehensive liability insurance for a minimum amount of \$2,000,000.00 per incident and name the Regina 2014 North American Indigenous Games as an additional insured. In the event that automobiles are required to provide the Services, maintain automobile accident liability in the amount of no less than \$1,000,000.00 per occurrence. Certification must take place a minimum of five (5) days before the beginning date of the Agreement and the Vendor must maintain the required insurance coverage for the duration of the Agreement.

Permits and Licenses: Vendors are responsible for obtaining and providing the Games with **proof** of insurance, permits and/or licenses for their operation and must comply with all laws and regulations regarding the preparation and sale of food at festivals & festivals in Saskatchewan, Canada.

Workers Compensation: Vendors are responsible to contact the Saskatchewan Workers’ Compensation Board to see if registration is mandatory. The Saskatchewan Workers’ Compensation Board may be contacted at:

<http://www.wcbsask.com/contact-us/>

(306) 787-4370 (Regina Residents)

1-800-667-7590 (Toll Free)

Risk: All Goods shall remain at the Supplier's risk.

Safety: All concessions are to have a functioning fire extinguisher and first aid kit at their site at all times. Concessions should be staffed with employees that have prior First Aid and Cardio Pulmonary Resuscitation (CPR) experience. Concessionaires need to familiarize themselves with the Games Emergency Action Plan and the location of the Medical Services at the venue(s). The Games will furnish each Concessionaire/Food Vendor with the information pertinent to their venue as outlined by the Games Venue Operations Manual.

Signage: The Games will provide basic signage for the Core Menu items that must be prominently displayed at the concessions.

Sponsorship: The Vendors/Concessionaires need to honour the sponsorship agreements of the Games.

Termination: If at any time, in the opinion of The Games, successful Vendor fails to conform to the requirements of this contract, The Games shall have the right to terminate the contract. In the event of such termination, the Games is only liable for payment of any goods or services received, meeting the requirements of the contract to date of termination.

Waste Management: The Games will provide Recycling/Litter bins for all venues. The Concessionaire is responsible for all waste handling and housekeeping. NAIG will coordinate with the Concessionaire to assist in cooking oil and "grey" water disposal. The concessions areas are to be kept clean at all times.



Appendix A

Application Form

Title: **Concession Services**

Closing Date: **2:00 p.m., C.S.T. on Friday, May 23, 2014**

Please submit this form with your agreement to prices, contract fee and desired locations of concession proposal as specified in the *Instructions to Application*.

Submitted by:

Company Name _____

Address _____

Telephone () ____ - ____ Facsimile () ____ - ____

E-Mail _____

Contact Person _____

Purpose of Application:

To provide a consistent level of food quality, safety, service, and pricing to all patrons of the Games by the concessions/Vendors operating within the Regina 2014 North American Indigenous Games venues.

Application Evaluation:

The Regina 2014 North American Indigenous Games reserves the right to: (NOTE: There is *no* preference suggested or implied in the order of evaluation criteria listed.)

- Reject in whole or in part any or all application submissions.
- Select and award a contract to the most responsive application.
- Verify to the validity of the information supplied.
- Completeness of required Application documents.
- Adherence to policy, conditions and instructions as outlined in the Invitation to Application.
- Proof of Insurance that meets or exceeds our expectations as outlined.

Please Note:

- Vendors will be required to be self-sufficient, and are to supply their own water, supply and properly dispose "Gray" waste water and cooking oil, (however the Games will provide assistance with a disposal unit on site) and to supply their stand-alone structure. Power accessibility can be obtained for an additional nominal charge, though use of generators is preferred.
- Payment Terms – **In recognition of the Games' role in providing these concession opportunities, all successful Concessionaires will be required to pay the Games \$1,000.00 for each concession.** A deposit of \$500.00 per desired venue is due within 30 days of acceptance, with the balance of fees received on or before June 10, 2014. Failure to submit fees on time will void the Agreement and the venue will be offered to another Vendor.

After acceptance, the Games will issue a written notice of acceptance to the successful Vendor(s).

I / We, the undersigned, having examined and read the application documents as issued by the Regina 2014 North American Indigenous Games. I / We agree to supply the goods, materials or services for the unit prices stated herein; which include cost of delivery, for the specified times and duration of the Games. By signing, I/We acknowledge my/our requirements under this agreement and ensure that all information given is accurate.

_____ dated this _____ day of _____, 2014
Signature of Authorized Company Official

_____ dated this _____ day of _____, 2014
Witnessed by



Appendix B

Official Core Menu and Pricing

Subject to Sponsorship Agreements.
Prices are to be adhered to in Canadian funds.

Core Menu Price Recommendations:

Sport Venues

Hot Dogs	
Regular (8 count)	\$4.00
Jumbo (5 count)	\$4.75
Hamburger	\$5.00
Cheeseburger	\$5.50
Assorted Coca-Cola Beverages (600 ml plastic bottles)	\$3.00
Powerade	\$3.00
Minute Maid juice	\$3.00
Dasani Bottled water	\$3.00
Milk/Chocolate Milk (small)	\$2.25
Coffee (unbranded)	\$2.00
Chips / Chip type	\$2.00
Ice Cream	
Drumstick /Ice Cream Sandwich type	\$3.00
Rolo type	\$2.50
Popsicle/Fudgsicle type	\$2.00
Nutri-Grain/Granola Bars	\$1.50

Cultural Village

(Please note: aside from beverages and their price points specified in the Sport Venues above, **ONLY** Indigenous Food is to be served at the Cultural Village)

Indian Tacos	\$5.00
Wild meat Stew and Bannock	\$5.00
Soup and Bannock	\$4.00
Extra Bannock with meal	\$0.50
Bannock (one piece)	\$1.00

It is the responsibility of the Vendor/Concessionaire to supply all common condiments and utensils for patrons.

It is strongly recommended that sunscreen and insect repellent be available for purchase.

Alternative/Additional Product Request

Item	Description	Suggested price

I / We, the undersigned, having examined the Official Core Menu and Pricing document agree to supply the goods, materials or services for the unit prices stated herein; and request permission to have the additional products added to the Menu for our concession.

_____ dated this _____ day of _____, 2014
Signature of Authorized Company Official

_____ dated this _____ day of _____, 2014
Witnessed by



Appendix C

Available Concession Locations

Sport/Events	Location of Venue	Desired Venue (please indicate in order of preference)
Athletics	Canada Games Athletic Complex	
Canoe/Kayak	Wascana Lake South Shore (adjacent to Pine Island bridge)	
Softball - Ladies	Douglas Park Softball Diamonds	
Softball – Ladies	Kaplan Field	
Softball – Mens	Rambler Park	
Cultural Village	First Nations University of Canada grounds	

Please indicate the location and number of concessions you wish to operate in the right-hand column. Be sure to list all locations of interest in order of preference (1-6 etc.). Six concessions will be operated at the Sport Venues and ten concessions will be operated on the First Nations University of Canada grounds. Please note: preference will be given for vendors with traditional Indigenous food for the Cultural Village.