

# Robert A. Steen Community Centre

REQUEST FOR PROPOSAL (RFP)  
Rink Installation and Maintenance

## RINK CONTRACT

Robert A. Steen Community Centre  
980 Palmerston Avenue  
Winnipeg, R3G 1J9  
Phone: 204-783-5616 | Fax: 204-775-4538  
rasteengm@shaw.ca

**RFP ID: 001**

**Prepared By: Steven Bemrose**

**Date: June 10, 2019**

REQUEST FOR PROPOSAL  
RINK CONTRACT  
Winnipeg

**RFP ID:** 001

**SUBMISSION DEADLINE:** August 1, 2019, 3:00pm

**BIDDERS' MEETING:** August 1, 2019

**QUESTION SUBMISSION DEADLINE:** July 1, 2019

Questions can be submitted prior to the Bidders Meeting on August 1, 2019 however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form no later than July 1, 2019 to:

**RFP Contact Name:** Steven Bemrose  
**Contact Address:** 980 Palmerston Avenue  
Winnipeg, R3G 1J9  
**Telephone Number:** 204-783-5616  
**Email Address:** [rasteengm@shaw.ca](mailto:rasteengm@shaw.ca)

#### **INTRODUCTION**

Robert A. Steen Community Centre invites and welcomes proposals for their Rink Contract project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

#### **PROJECT AND LOCATION**

The bid proposal is being requested for Rink Contract which is or shall be located at Robert A. Steen Community Centre.

#### **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding any questions, contact:

**Name:** Steven Bemrose  
**Title:** General Manager  
**Phone:** 204-783-5616  
**Fax:** 204-775-4538 **Email:** [rasteengm@shaw.ca](mailto:rasteengm@shaw.ca)

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the contractor agrees to:

- 1) install rinks by December 1, 2019 (based on weather conditions) and maintain hockey rink(s) and pleasure ice rink surface(s) thereafter.
  
- 2) flood all ice, pleasure and hockey rink surfaces once a day except in snow fall conditions. Snow clearing will be done in lieu of flooding. Flooding to be completed each day before 4:00 pm or after 9:30 pm Monday to Friday and before 12:00 pm or after 8:00 pm Saturday and Sundays. All flooding to be hose flooded. The rinks must be cleaned and flooded each morning and at least one hour before any ice booking as communicated by the general manager or hockey coordinator. Must be on-site between 7:15 am and 8:15 am on Saturdays if snow maintenance is required. This is to ensure rinks will be clear of snow.
  
- 3) snow clearing of the ice, pleasure and hockey rink surface(s) daily, to be completed by no later than 4:00 pm Monday through Friday and no later than 10:00 am on Saturday and 11:00 am on Sunday. Contractor must be on site the morning for our winter carnival on February 8th, 2020. Removal of the ice buildup along the boards must be done once a week. Failure to meet objective #2 or maintain a safe project site by following the best practices described in the appendix could result in the cancellation of the contract.
  
- 4) provide all inclusive, 3rd party liability and property damage insurance, in the amount \$2,000,000.00, to insure against all loss, costs and damages incurred arising out of, or in any way connected to this agreement. The said policy shall include a cross liability clause and name the City of Winnipeg and the community centre as an additional named insured's. The Contractor will also maintain WCB coverage.
  
- 5) all community centre equipment used in the maintenance and service of the hockey, pleasure ice rink surfaces including but not limited to: snow blowers and ice edger's will be the sole responsibility of the community centre if repairs are required. However, the Contractor agrees to properly maintain all of the equipment at all times and will advise the community centre of equipment requiring maintenance. The contractor will supply fuel for equipment. The community centre will re-imburse the contractor for fuel costs upon receiving receipts.

## **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

## **MILESTONE DATE**

The R.A. Steen CC outdoor ice program prides itself in providing the residents of the Wolseley area outdoor ice surfaces that brings the community together in Winnipeg's winter months December 1, 2019.

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Robert A. Steen Community Centre shall award the contract to the proposal that best accommodates the various project requirements. Robert A. Steen Community Centre reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Robert A. Steen Community Centre or to any Bidder offering or submitting a proposal.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than July 1, 2019 informing Robert A. Steen Community Centre of their intent to either submit or decline to submit a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Robert A. Steen Community Centre no later than 3:00 pm on August 1, 2019 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections.

Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Robert A. Steen Community Centre.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Robert A. Steen Community Centre shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed.
- Description of Bidder's company in terms of size, range and types of services offered and clientele.

- Evidence of legal authority to conduct business in (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Robert A. Steen
- Community Centre.

#### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

#### **Proposed Outcome**

- Summary of timeline and work to be completed.

#### **Equipment or Service**

- List any or equipment or services required of a subcontractor, along with a brief explanation.

#### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

#### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

#### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

#### **References**

- Provide 3 references.

Bidder agrees that Robert A. Steen Community Centre may contact all submitted references to obtain any and all information regarding Bidder's performance.

**Appendix #1**  
**ICE HOCKEY RINK MAINTENANCE**

1. The Ice Contractor must be alert to any unsafe conditions that may lead to accidents and notify the centre to determine what action is to be taken.
2. The snow banks along the outside of the rink boards must be cleared back at least three feet. **DO THIS DAILY AFTER YOU CLEAN THE ICE SURFACE!!**
3. If there are large cracks in the ice, patch them with a mixture of snow and water.
4. Snow banks along the outside of the rinks must be cleared to at least 3 feet below top of the board level.

**FLOODING PROCEDURES**

1. **Preparing Rink Surface**

Remove all debris from rink area, sticks, stones, paper, leaves, etc. Also, remove snow. Do not attempt to flood over or melt snow with water. You cannot form a good base over snow.

2. **Flooding Equipment**

Check hose for leaks, washers, tight connections, valve shuts on and off properly, spray nozzles free of rust or dirt, etc.

3. **Forming a Base**

A solid base is very important in building an ice surface - it will help prevent cracking, heaving, frost boils and shell ice.

Start flooding at the farthest point of the rink using a spray nozzle; spray enough water to saturate the ground, but not enough to form puddles; keep your nozzle moving, constantly, work from one side of the rink to the other. To move hose back, place nozzle off ice area, pull back the hose and then resume flooding; repeat this procedure until the entire rink area has been wetted down. Never set the hose down and allow the water to run; this will take the frost out of the ground.

Do not flood again until the ground is completely frozen. Flood as often as possible in this way until enough ice has formed for a levelling flood (usually 1/4" x 1/2" of ice).

Wet down sand banks around outside of boards to form a seal.

4. **Leveling Flood**

For a leveling flood, remove spray nozzle and use the open hose method of flooding. Use the same procedure as before to pull back your hose. Never set your hose down and let the water run in one spot, keep moving quickly from side to side allowing the water to flow to form a smooth ridge free surface. Repeat as often as conditions allow, to build a level ice surface at least one inch thick.

Your ice surface will be ready for the painting of lines. After the lines have been painted, flood 4 or 5 times with a spray nozzle to build at least 1/4" of ice on top of the lines to prevent chipping out. Hold spray nozzle in an up position to prevent washing out of painted lines.

## **MAKING ICE SURFACES**

1. **Level Area**

If possible, ensure that the area you are going to flood is level. It is admitted here that a completely level surface is ideal. In many instances, we have flooded areas which were not level, but it is a frustrating experience in that this type of surface takes more time and water that would pay for a grader to give you a level surface.

2. **Surface**

The matter of surface is a debatable one. Can you flood a sandy area? Can you flood a gravel area? Can you flood a blacktop area or concrete? In every instance, the answer is YES, if you flood properly.

3. **Temperature**

It goes without saying that you must wait for freezing weather before you start flooding. We have been impatient and we have seen others get impatient and have flooded areas before the winter actually sets in. We have gone so far as to get full ice surface and, before it is actually used, watched it melt away on a warm day with the consequent waste of time and water.

4. **Open House**

In the spraying process, which we advocate, it may be assumed by those of you who have flooded rinks by the “open house” method that the spraying will be more costly. I well realize that as workmen approach a flooding job, they can see themselves putting down a hose and letting the water flood while they perform some other task - feeling that this is the proper and cheapest method of flooding. I assure you that the “open house” flooding will ALWAYS give trouble and the remedying of the trouble will, in the final analysis, add up to more time than if time is taken to “spray flood”.

5. **Spray Nozzle**

When the time is right get out your hose which, incidentally, should be at least a one inch hose, and ensure that you have a SPRAY NOZZLE. Walk back and forth SPRAYING the area. If the spraying does not freeze by the time you come to the area on the “second run” you are flooding in too high a temperature, so stop working. The advantage of spraying is that you are building an ice surface on TOP of the ground and not in the ground. This is why we say that the area, so far as consistence is concerned is not important.

Another advantage of spraying is that as your hose moves around the area, it doesn't gather earth, etc., into ridges which may have to be chopped up later.

If the weather is cold enough, spraying can be continuous, by using swing shifts, until a total surface is obtained.

In the foregoing, we have suggested SPRAYING. We realize that many places do not use this method and, in consequence, have much difficulty in obtaining a good ice surface early in the season.

6. **Open Hose**

If an “open hose” is used for flooding a rink, there is a danger of putting too much water on the area. It must be remembered here that the water coming from a main, or a tank, would have a temperature of 40 degrees or more. The ground upon which the water is placed could have a temperature anywhere below freezing. The water that is down does not immediately accept the ground temperature but does the reverse and, in consequence, the water tends to draw the frost out of the ground and the ground accepts the water. The result is that no ice surface is obtained.

What usually happens, if the air temperature is low, is that the top of the water freezes, but before the lower water freezes, it thaws the ground and the ground absorbs it. Therefore, you get a thin shell ice surface which retards surface



making. We have seen a rink being flooded by placing the hose on the ground, turning the water on and then occasionally being moved. If the hose is moved frequently, it will appear that the area is flooded, but later on the water thaws the ground and you will have shell ice explained in the preceding paragraph.

It could also be that the next day all the water has disappeared into the ground. We have heard it said that if you do this often enough, the earth will be saturated with water, not turned to ice and eventually the water will have no place to go so will stay on top of the area and form an ice surface. It has been proven time and time again that this does not happen, in fact, for the “warmer” water always seems to find a place to go.

It should be emphasized here that by open flooding the operator is making trouble for himself during the whole winter. In this province, generally speaking, we have to contend with “heaving” (read article on drainage). Heaving only takes place in ground full of moisture. When an extremely cold spell arrives, the area below the ice surface heaves and your ice, in spots, will be pushed as much as 6 inches. Before the ice can be used, the heaved areas may have to be used to chop out to bring the surface back to a level. If an ice surface can be produced without wetting the earth below it, heaving will not take place. It must be realized here that the foregoing is not a completely affirmative statement for there may be a lot of moisture in the area prior to an ice surface being constructed. In this instance, your rink would be subject to heaving and this then would be beyond your control.

If you must stop spraying for some reason, be sure you drop your hose over the fence so that the water does not cut into your surface during the interval of turning it off.

In flooding rinks ensure that your connections are tight and your hose does not leak. It is surprising how fast a leaky hose or joint can build up if the weather is very cold.

Always try and keep your hose on dry ice. If the hose is dragged over wet ice it will push ice and water with it and ridges will be found.

#### 8. **Crack Filling**

The best method of filling cracks is to fill them with snow or cleanings and then dampen them lightly. If you flood the cracks, you will again be tending to thaw the lower surface and you will find later on that you have cracks covered with shell ice.

In severely cold weather, the ice will crack if flooded with water. Give ice a very light spraying and this, in most instances, will stop ice from cracking. If, in some way, the water can be raised to a warm temperature, this application will not crack the ice.

## **MAINTENANCE OF THE ICE SURFACE**

The first thing to do in preparing a sheet of ice for flooding is to sweep the snow and chippings away from the boards for a distance of not less than one foot. The reason for this is that the scraper will not get all the snow away from the boards' edge. If this snow is left, it will build up and form a concave edge and when a puck is played against it, it will cause the puck to bounce up in the air.

The ice surface should be as clean as possible before flooding, if the weather is really cold, care should be taken not to get too much water on it at any one time as it will run and freeze in ripples. During an abnormally cold spell, the ice will crack. To help offset this, any cracks that do occur should be filled with wet snow, smoothed over, then sprayed.

Fences around the rink should be checked every day for protruding nails or broken boards and slivers. Loose nails should be hammered in or relocated, slivers should be removed and broken boards replaced. We recommend one inch full lumber for fences and boards placed vertically. To have a neater looking fence and prevent slivers, etc., cover with 1/4" plywood.

A good straight sharp metal scraper is best when preparing ice for a flood. A 36" or 40" sidewalk scraper is best for this.

## **Locations of Ice Sheets**

Sheet #1 – Robert A. Steen Community Centre-980 Palmerston Avenue (west rink)  
Sheet #2 – Robert A. Steen Community Centre-980 Palmerston Avenue (east rink)  
Pleasure rink – Robert A. Steen Community Centre-980 Palmerston Avenue