

Expression of Interest

Midtown Community Club Operator

Clearly marked sealed Responses will be received by the City of Prince
Albert, Purchasing Department until **2:00pm, Saskatchewan Time,**
FRIDAY, MAY 29TH, 2026.



City of
Prince Albert



City of Prince Albert Expression of Interest #25-26

Midtown Community Club Operator

1 Objective(s)

The City of Prince Albert is requesting Proposals for:

1. A club, organization, association to manage the Midtown Community Club as a tenant and operator for purposes of delivering social, cultural, recreational and educational programming to the local community and the community at large. The successful Proponent will enter into a Lease and Operating Agreement with the City of Prince Albert.
2. The successful Proponent will utilize the facility to generate revenues to sustain the day to day operations and secure program and staff funding for future programming/operations of the facility in accordance with the following principles and objectives.
 - The facilities will be utilized to elevate the appreciation of the opportunities in and the presentation of social, cultural, recreational and educational activities for all members of the local community and community at large.
 - The facility will be accessible and affordable to the community.
3. The successful Proponent will work closely with the City of Prince Albert to allocate financial resources towards capital improvements for the facility which will facilitate the enhancement of social, cultural, recreational and educational activities for the local community and Community at large.
4. The successful Proponent will be responsible for the day-to-day operations of the Midtown Community Club and all operating and maintenance costs associated with the same.
5. The successful Proponent will establish an annual budget for the operation of the facility.

6. The successful Proponent will establish and maintain a Capital Reserve Fund for purposes of undertaking capital improvements relating to structural and mechanical systems for the facility and other future site improvements

2 Instructions to Bidders

Expressions of Interest (EOI) must be received by **2:00pm, FRIDAY MAY 29TH, 2026, Saskatchewan Time.**

Inquiries, interpretations, and questions regarding this EOI are to be directed through the VendorPanel software.

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Expression of Interest* Process, including executed contracts and agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1)(a) of the Cities Act states the following:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

(a) *Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the City”*

3 Process and Timelines

EOI received by the Purchasing Department **after 2:00pm, Saskatchewan Time, FRIDAY, MAY 29TH, 2026** will not be considered.

PROJECTED TIMELINES

EOI Release Date: Monday, April 13, 2026.

Site Visit: Tuesday May 12, 2:00PM Sask Time

EOI Closing Date: Friday, May 29th, 2026.

Anticipated City Council Approval: Monday, June 22nd, 2026.

Transfer of Operation: Monday, August 17th, 2026.

NOTIFICATION

Upon closing of the EOI, the City of Prince Albert may contact potential Proponents to request additional information prior to final selection. Only the selected Proponent will be notified of the award.

REJECTION OF SUBMISSIONS

The City of Prince Albert reserves the right to accept or reject in whole or in part any or all Proposals submitted.

NON-DISCRIMINATION

The City of Prince Albert does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

4 Requirements | Scope

BACKGROUND

The City of Prince Albert has Lease & Operating Agreements with the following Community Clubs:

<u>Community Club/Centre</u>	<u>Amenities Offered</u>
Bernice Sayese Community Centre	Gymnasium, hall, meeting facility with kitchen, community preschool and playground, spray park
Carlton Park Community Club	Hall, meeting room, daycare, playground, outdoor rink and pleasure skating ice surface
Crescent Acres Community Club	Gymnasium, outdoor rink, soccer pitch, ball diamonds, concession, basketball courts, tennis
Crescent Heights Community Club	Indoor arena, outdoor rink, basketball court, playground, paddling pool
East End Community Club	Indoor arena, outdoor rink, curling rink, hall, daycare and meeting rooms
East Hill Community Club	Indoor arena, outdoor rink and hall
Hazeldell Community Club	Outdoor rink, hall, playground and paddling pool
Midtown Community Club	Outdoor rink, hall, meeting room, tennis courts, basketball court, playground, spray park
Nordale Community Club	Outdoor rink, hall, baseball diamonds, playground
West Hill Community Club	Indoor arena, outdoor rink, meeting room, playground, spray park

All Community Clubs are operated by non-profit organizations. The activities offered at each Community Club vary between locations based on the amenities that are available. Some facilities such as the Bernice Sayese Centre operate as Community Associations offering recreation and cultural outreach programming while others are more geared toward the delivery of organized sport.

Tournaments, wedding receptions, funerals, family gatherings, and special events are also hosted at the facilities and attract visitors to the City which contributes significantly to the local economy.

The City's Summer Playground Program operates from five (5) of the eleven (10) locations with the Midtown Community Club being one of these locations.

MIDTOWN COMMUNITY CLUB FACILITY INFORMATION

540 9 Street E has a legal land description of: **Lot 49, Block 10, Plan 80PA05853 Ext 0**, and that the building currently on site was constructed in 1980.

540 9th Street East

Amenities

- Outdoor Rinks
 - There is a large rink for shinny and skating, as well as a pleasure ice surface and beginner ice surface.
- Multi-Purpose Hall with Kitchen and Bar
 - Maximum capacity is 300
- Meeting Room
- Basketball Court
- Tennis/Pickleball Courts
 - 2 regulation tennis courts, with nets adjustable for pickleball
- Midtown Community Park Playground
- NEW **Midtown Community Centre Spray & Play Park.**

Programs

- Summer **Playground Program**

Lists of upcoming maintenance requirements and furniture/equipment inventories are available upon request. Please contact Curtis Olsen for further information.

TERM OF THE LEASE

The term of the lease is continuous but subject to an annual review by the City.

CITY COMMITMENTS

- To provide the Operator quiet use and enjoyment of the leased premises;
- To review the delivery of services provided by the Operator and cooperatively work with the Operator to provide assistance, leadership and resource materials to ensure that an acceptable level of service delivery is maintained at the facility;
- To work with the Operator in reviewing and setting annual rental fees with the objective of generating sufficient revenues through the facility in a manner consistent with the City's rates and fees structures at similar facilities;
- To provide regular maintenance inspections and assist with the coordination of day to day preventative maintenance within the facility;
- To assist with mechanical repairs and preventative maintenance for the Zamboni;
- To maintain the spray park and work in coordination with the Operator on repairs to the playground area, basketball courts and general site maintenance; and,
- To coordinate annual fire extinguisher and kitchen suppression system inspections.

OPERATOR COMMITMENTS

- To operate in a manner that promotes activities and initiatives relating to the provision of social, cultural, recreational and educational programs for residents of Prince Albert;
- To comply with all regulations, codes, licenses, bylaws, statutes, laws or ordinances by federal, provincial, municipal or order with respect to the condition, equipment and use of facilities;
- To keep and maintain the leased premises, at its own expense, in a clean and tidy condition and to ensure all work of a janitorial nature is properly and consistently executed;
- To keep the buildings, grounds, fixtures, installations, improvements and equipment in good and safe state of repair, normal wear and tear only excepted, and to comply with the reasonable directions from the City with respect to maintenance of such general repairs;
- To obtain prior authorization in writing by the City for any construction, remodeling, alterations, or additions of or to the said facilities, excepting repair of normal wear and tear that are deemed necessary by the Operator. All such changes shall be performed to such reasonable standards as set forth by the City;
- To comply promptly, at its own expense, with all fire and health code regulations in which mandatory inspections will be coordinated through the City as part of the insurance requirements;
- Not to, nor permit to be done upon the facilities or surrounding land anything which might reasonably be deemed to be a nuisance, annoyance, inconvenience or damage to the City, or to the owners or occupiers of any neighboring lands or premises;
- To give prompt notice of any occurrence arising from the use of operation of the facilities to the City and assist the City by every means in order to obtain payment for damages to property, or assist in the investigation of any occurrence from the use or operation of said facility, in the event of any loss or damage occurring to or arising from the use of the facilities or the complex thereon;
- Not to sublet any portion of the leased premises without prior approval of the City;
- To maintain such other agreements between the Operator and third parties relating to use of the facilities specifically including the delivery of day care services.
- To permit the City access to any and every part of the leased premises for inspection purposes subject to reasonable notice;
- To provide the City with a Community Club Facility Year End Report of their year's operation in a format provided by City administration; and,

- To maintain an incorporated status under The Non-Profit Corporation Act of Saskatchewan, as it may be amended from time to time and to provide the City with a copy of the registration of the Community Club under The Non Profit Corporation Act on an annual basis.

CITY FINANCIAL SUPPORT

- To provide the Operator with an “Operating Grant” in an amount determined annually by City Council for the operation of its facilities and programs. The current annual grant amount is \$12,750;
- To provide the Operator with a “Maintenance Grant” in an amount determined annually by City Council for the cost of annual maintenance, repair and retrofit expenses incurred by the Operator. The “Maintenance Grant” shall be payable following the submission of a fiscal year-end financial statement and Community Club year-end report. The current annual grant amount is \$5,000;
- To pay the cost of heating, light, power and water used for the Community Club provided that the Operator exercises reasonable economies in the use of the utilities so provided; and,
- To provide the “Recreation Facility Grant Program” which is available exclusively to the Community Clubs on an annual basis.

The grant has two (2) annual intakes and the criteria are as follows:

- All applications shall be subject to approval by City Council;
- Projects must occur in the calendar year of the grant application and must be accompanied by supporting documentation. (Invoices, receipts etc.);
- The cost of each qualifying project shall be shared on a 50% City / 50% Community Club basis;
- The minimum cost for any one (1) project to qualify shall be \$5,000.00; and,
- The maximum RFP Grant to any Community Club in a given year shall not exceed \$10,000.00.

The program shall be applicable for the replacement of or the repair to the following:

- Repair or replacement of mechanical and electrical systems including heating, ventilation, lighting and air conditioning;
- Roofing repairs or replacements;
- Repair or replacement of structural components of the building including foundations, windows and doors; and,
- Replacement of arena board structures, puck-board and glass.

OPERATOR FINANCIAL COMMITMENTS

- To operate the facilities without cost to the City except for costs assumed by the City described above;
- To keep full and accurate accounts of all its financial transactions, cash or non-cash based, including separate accounting of the financial activities of the Operator;
- To provide the City with an annual unaudited financial statement for the Operator's year-end operations. The financial statement will consist of a statement of financial position, statement of operations, statement of changes in net assets, and a statement of cash flows and will be completed in accordance with Canadian generally accepted accounting principles;
- To provide the City other information from the Financial Statement, specifically including breakdown of revenues and expenses as may be requested;
- To provide audited financial statements within six (6) months from the date of such request in the event that the City is not satisfied with the unaudited financial statements received from the Operator;
- To not sell or dispose of any property belonging to the Operator without consent of the City, it being understood and agreed that any approved improvements or upgrades added to the facilities shall form part of the property owned by the City; and,
- To operate the Community Club without profit to the individual members thereof and to use any grants obtained or revenue generated from the said operation for maintenance to the facilities, operation of the facilities and promotion or provision of program opportunities for the residents as may be decided by the Operator.

INSURANCE COVERAGE PROVIDED BY THE CITY

- To insure all property attached to or forming part of the buildings, fixtures and chattels against loss of fire and other perils, and other coverage that may be available under its main insurance policy with such coverage extending to the Operator with respect to property claims subject to the Operator being responsible for the deductible portions on any such claims; and,
- To maintain a public liability insurance policy with respect to the City's interests as they appear in this agreement.

INSURANCE REQUIRED BY THE OPERATOR

- To maintain public liability coverage as well as Director and Officer Liability coverage for any special programming or event that is not covered by the City's liability coverage in an amount of not less than five million dollars (\$5 million) per occurrence. A Certificate of Insurance will be provided to the City annually as proof of compliance;

- To maintain tenants legal liability coverage for all facilities occupied by the Operator in an amount of not less \$500,000.00. A Certificate of Insurance will be provided to the City annually as proof of compliance; and,
- To maintain throughout the term of the agreement such insurance coverage, through an insurer or insurers satisfactory to the City, at the sole cost and expense of the Operator, for the contents owned by the Operator and located in the facility. A Certificate of Insurance will be provided to the City annually as proof of compliance.

ANNUAL TIMELINES FOR COMMUNITY CLUBS

<u>Item</u>	<u>Annual Deadline</u>
City will conduct a maintenance inspection	March 30
Submissions for 1 st Intake of Rec Facility Grant Due	June 30
City will coordinate a Kitchen Suppression System Inspection	April 30
Operator Receives Operating Grant from the City	June 30
City will coordinate fire extinguisher inspection	October 31
City will conduct a 2 nd maintenance inspection (if necessary)	October 31
Submissions for 2 nd Intake of Rec Facility Grant Due	December 31
Unaudited Financial Statement and Year End Report Due	December 31
City will coordinate a Kitchen Suppression System Inspection	December 1
Proof of Non Profit Registration	December 31
Proof of Public Liability and Director and Officer Insurance	December 31
Proof of Tenants Legal Liability Insurance (\$500,000 policy)	December 31
Proof of Insurance for Club Owned Contents	December 31
Operator Receives Maintenance Grant from the City	December 31

5 Submission Requirements

Proposals shall include ALL of the following:

1. A listing of the Executive and Board members including a detailed profile of each individual which indicates their relevant experience and roles within the organization.
2. A copy of the Constitution and Bylaws for the organization.
3. A copy of its non profit status.
4. A copy of the most recent Annual Financial Statements.

5. A conceptual plan of the proposed facility area usage and programming. The plan should include the staffing model and detailed information on the programming that is suggested as well as the proposed time periods for the programming.
6. A copy of the proposed annual operating budget for the Parkland Community Club including the amount expected to be set aside in the Capital Reserve.
7. A Proposal of potential future Capital Projects that would enhance Community access to the facility. Capital Projects should include both indoor and outdoor amenities.
8. Three (3) references that can speak to the ability of the club, organization, association ability to provide programming and/or operate a facility.

Please contact Curtis Olsen for inquiries about budgets for previous years.

6 Proposal Evaluation

	Maximum Points
Completeness of Proposal – Submission of all required documentation	25
Qualifications, Experience, and Expertise in facility operation	25
Conceptual plan of the proposed facility area usage and detailed programming information including staffing model	25
Proposal of potential future Capital Projects that would enhance Community access to the facility	15
References	10
Total Points	100

7. Terms and Conditions

1. The EOI provides for the **Receipt of Proposals for: Midtown Community Club Operator** in accordance with the Terms and Conditions of this Expression of Interest.
2. The EOI must be signed in the space provided on the *Authorization Form* with the signature of a signing officer of the Proposal.
3. The City of Prince Albert reserves the right to cancel the EOI without notice.

4. The City of Prince Albert reserves the right to delete any portion of the work from the contract should it be deemed in the interest of the City to do so.
5. The proposals shall be open and irrevocable for forty-five (45) days from the EOI closing date and time.
6. Should a dispute arise from the Terms and Conditions of this EOI regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.
7. Any EOI Proposal is not necessarily accepted.
8. The obligations and rights of Proposals shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written terms of this EOI. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
9. The City reserves the right to give preference to the Proposal which includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other.
10. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
11. City determination of the successful Proposal shall be final.
12. The conditions outlined herein shall be part of the EOI and future Lease and Operating Agreement.

AUTHORIZATION FORM

ORGANIZATION NAME **(please print)**

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE#

EMAIL

NAME AND TITLE **(please print)**

AUTHORIZED SIGNATURE

DATED THIS, _____ DAY OF _____, 2018