

Expression of Interest

Concession/Food Services Provider at the Westlock Rotary Spirit Centre

Key Dates:

Issued:	June 24, 2025
Site Viewing:	Available upon request
Submission Deadline:	2:00 pm MST on Thursday, July 31, 2025
Review of Applications:	August 1 – 8, 2025
Awarding of Contract:	August 15, 2025
Concession Opening Date*:	September 15, 2025

*Estimate only and will be negotiated upon award of contract.

REQUEST FOR EXPRESSION OF INTEREST

The Town of Westlock invites Expressions of Interest (EOI) from individuals, businesses, or organizations for the opportunity to enter into a multi-year agreement to operate the concession stand at the Westlock Rotary Spirit Centre.

This is an exciting opportunity to become an integral part of a key community hub. We are seeking a motivated and visionary operator who will elevate the concession space, transforming it into more than just a food service outlet—a welcoming place where people gather, connect, and enjoy high-quality offerings in a friendly, inclusive environment.

Background:

The Westlock Rotary Spirit Centre is the community's premier indoor recreation facility, serving residents, regional users, and visitors year-round. It features a range of amenities including an ice arena, fieldhouse, curling rink, walking track, weight and fitness rooms, meeting spaces, a children's play area, and a concession stand. The Centre also hosts a variety of programs such as drop-in sports, fitness classes, and youth activities, making it a vibrant hub for physical activity, wellness, and social connection.

As part of the Town's broader commitment to enhancing recreation services, the Westlock Rotary Spirit Centre plays a central role in supporting community health, engagement, and quality of life. The facility is poised for continued growth and development, making this concession opportunity a key part of Westlock's evolving recreational landscape.

Deadline:

Expression of Interest submissions are due by **2:00 pm on Thursday, July 31, 2025.**

Contact Person and Inquiries:

All inquiries/questions related to this Expression of Interest are to be directed to:

- Courtney Fedrau, Westlock Rotary Spirit Centre Supervisor
cfedrau@westlock.ca
Ph: 780-349-6654

Submission Requirements:

- Interested applicants should submit their EOI response in the form of a letter to the contact person listed above, along with the following information:
- Quote "Expression of Interest – Concession/Food Services" on your submission.
- A clear and innovative vision for the space.
- A plan to expand on current concession offerings.
- A focus on creating a warm, inclusive, and elevated community experience.



- The ability to manage daily operations in a professional and sustainable manner.
- Company or group profile. This includes name, products, market reach, location(s), and length of time in business.
- Company credentials/certifications/official recognitions.
- Any additional information you would like the Town to consider.

The successful proponent will agree to provide the Town of Westlock with the following services:

- The hours of operation will be set based on scheduled activities in the facility. The successful bidder shall adequately staff, supply and operate the concession at all times. The times will be reviewed with the Westlock Rotary Spirit Centre Supervisor (or designate) and subject to fair sales being achieved.
- All equipment presently contained in the concession from the time the Vendor takes over the concession is and shall remain the property of the Town but shall be available for use by the Vendor in the operation of the concession. Any service or repairs or general maintenance to any concession equipment shall be borne by the Vendor. Any additional equipment required will be the provided by the Vendor.
- The Vendor shall provide the Town with a certificate of insurance for a minimum two million dollar (\$2,000,000) general liability insurance coverage and Bodily injury and/or property damage sustained by third parties for one million dollars (\$1,000,000) inclusive per occurrence.
- Valid Town of Westlock business license.

Review of Applications:

- The Town of Westlock will review the Applications submitted to determine whether, in the Town's opinion, the Vendor applicant has demonstrated that it meets the requirements as outlined. The Town will select from the applications received a list of qualified Vendors provided that:
 1. The determination of which applicants are designated as qualified Vendors shall be at the sole discretion of the Town; and
 2. The Town reserves the right to limit the number of applicants designated as qualified Vendors.
- This request for EOI is not intended to create, and will not create any formal legally binding contract or bidding process. The issuance of this request for EOI does not constitute any obligation on the part of the Town of Westlock to enter into an agreement with any respondent to this request for EOI or to issue a competitive bidding opportunity. The Town may determine, at its sole discretion, to proceed or not proceed with negotiations in relation to any areas discussed within the EOI.

