
Request for Proposal: Broadview Facility Operation Services

Calgary United Soccer Association (CUSA) is seeking Request for Proposal (RFP) from Independent Contractors that can provide Facility Operation Services located at Broadview Athletic Park 2005 Broadview Road, Calgary NW. Respondents are expected to take pride in quality service, client satisfaction and willing to work evenings, and weekends. A normal week has games five days a week – Tuesday, Wednesday, Thursday, Saturday and Sunday. This can change based upon the season and the weather.

Closing Date/Time: April 24, 2023 at 14:00 hours local Calgary time

Term: May 15, 2023 to October 15, 2026.

RFP Information: Patti Newfield, Office Manager

Instructions for submitting Request for Proposal

Proponents must submit their proposals electronically in MS Word or Adobe PDF format via email to patti@cusa.ab.ca

Introduction:

We – CUSA provide an unmatched adult soccer league experience to registered players, officials, and coaches. Our inclusive community brings individuals from all walks of life to the field to engage in competitive play and celebrate a shared passion for sport. We pride ourselves on taking care of the heavy lifting empowering our members to play structured and quality games with ease. Beyond the action, we provide opportunities for meaningful growth and development. As a leader in organized sport, we approach the future of CUSA with bold determination while honoring our rich heritage. We believe soccer is far more than a game. It's a platform for physical challenge, personal enrichment, and meaningful connection that we are dedicated to reinforcing. Our association exists to foster belonging and build community on and off the field. Welcoming all.... Together for the love of the game.

Background:

CUSA assumed operations of the Broadview Athletic Park with soccer being played at this location since the early 1930's. In 2019 CUSA undertook a total replacement of the existing Facility which had reached the end of useful lifespan. CUSA, owner of the Facility, is responsible for the care and maintenance of all buildings and lands under a long-term license of occupation with the City of Calgary, owner of the Lands.

1. THE BROADVIEW FACILITY

The Broadview Facility is a mix use building consisting of the sport field axillary facilities including team change rooms, public washrooms, and referee room. The building's gross area is 1,756 sq ft above grade, with a total of 700 sq ft of upper viewing deck area.

The Contractor will be responsible for the cleaning and maintenance of the interior and exterior of the building, excluding the garage. This includes the ensuring access for game days, securing premises following games and supervision of the viewing deck during game times.

2. Emergency Escalation Procedures

The procedure for dealing with specific emergencies like fire, power failure and equipment breakdown or shutdown.

3. Scope of Work

- 3.1. Ensure the park gates are open at minimum 60 minutes prior to the game start and are locked within 60 minutes of the completion of the final game of the day, unless otherwise noted on the booking schedule.
- 3.2. Ensure all rooms are accessible and lights are on in the team change rooms, public washrooms, and referee room. Ensure all rooms are locked up and lights are turned off at the end of each night.
- 3.3. Ensure field lights are on for later games (8:15PM) also turn off field lights at the end of each night.
- 3.4. Maintain facility cleanliness but not limited to shower cleaning with disinfectant, cleaning toilets, mopping floors daily, cleaning windows, re-stocking owner supplied papers good, changing light bulbs, cleaning all counter tops and sinks, washing waste bins, cleaning all benches inside and out, cleaning and sweeping the outside upper & lower decks.
- 3.5. Facility supervision, protecting property, players, and guests. Viewing deck monitoring and supervision as per assigned schedule. When the deck viewing area is open for public use the venue must be supervised.
- 3.6. CUSA will provide Contractor with up to seven (7) days advance notice for any special booking requirements. If a booking presents itself with shorter notice than seven (7) days, CUSA must discuss with Contractor prior to accepting the booking.
- 3.7. Garbage pick-up and put out into the black bin at the end of the night.
- 3.8. Regular checks for vandalism or damages throughout the facility.
- 3.9. Undertake minor repairs as needed under \$1,000.00 with reimbursement to CUSA.
- 3.10. Coordinate major repairs with approval from CUSA with 3 estimates for back up to meet non-profit procurement requirements.
- 3.11. Ensure all fire extinguishers are inspected and signed off monthly with logbook.
- 3.12. Check the heating thermostats to ensure all are set at desired operating temperature.
- 3.13. Ensure any game sheets left behind in the facility at the end of the night are put in the game sheet box.
- 3.14. In coordination with the Grounds Crew adjustments to the opening and closing of the venue may be made prior to kick off or by an official during the match.
- 3.15. A recommended schedule of inspection, cleaning, maintenance, and repairs shall be provided. As per OEM (Original Equipment Manufacturer).
- 3.16. Coordinate Spring Start-Up and Fall Shutdown.

4. Spring Start-Up

- 4.1. Following the requirements outlined in the Operations and Maintenance Manual ensure water and gas for hot water tank are turned on and operating correctly.
- 4.2. Complete cleaning of facility prior to inaugural games.
- 4.3. Coordinate scheduling and overseeing utilities (water, gas, and garbage) and related trades.

5. Fall Shutdown

- 5.1. Coordinate scheduling and overseeing utilities (water, gas, and garbage) and related trades.

Our mandate is to operate a minimum – impact system into which has been incorporated proven methods enabling us to be environmentally responsible while producing cost-efficient grounds maintenance techniques.

6. Term

- 6.1. Either party may terminate this Agreement by providing the other party with 90 days written notice of such intent.
- 6.2. One (1) year starting in May 2023 and concluding in October 2026, with an annual end of season review. The payment schedule and length of this contract is based upon a six-month per year working agreement. Each year begins May 15 and runs through October 15 unless otherwise agreed upon by both parties.
- 6.3. Breach of any or all terms of this agreement may result in immediate termination, at the sole discretion of CUSA. The amount due to The Contractor on termination shall be determined on a pro-rated basis of the existing pay period.
- 6.4. Both parties, by mutual agreement, renew this agreement for additional terms.
- 6.5. The Term shall be negotiated to minimize the impact on soccer schedules.
- 6.6. The Contractor agrees to indemnify CUSA against any loss of liability arising from and any damages, costs, charges, and expenses, including legal fees, incurred in connection with any act of omission, negligence or willful misconduct by The Contractor, its officers, agents, employees, customers or invitees or anyone permitted by The Contractor to be on the Lands and Facility. This obligation will apply to all matters excepting a "bona fide" action by The Contractor against CUSA or an action arising from the negligence or willful misconduct of CUSA, its officers, agents, or employees.
- 6.7. CUSA agrees to indemnify The Contractor against any loss of liability arising from and any damages, costs, charges, and expenses, including legal fees, incurred in connection with any act of omission, negligence, or willful misconduct by CUSA, its officers, agents, employees, customers or invitees or anyone permitted by CUSA to be on the Lands and Facility. This obligation will apply to all matters excepting a "bona fide" action by CUSA against The Contractor or an action arising from the negligence or willful misconduct of The Contractor, its officers, agents, or employees.

7. Proponents Requirements

- 7.1. Contractor will supply CUSA with a copy of their current City of Calgary Business License, Certificate of Insurance and current WCB papers. This must be completed prior to the beginning of each contractual year.
- 7.2. Contractor must carry a minimum of \$5,000,000.00 Liability Insurance and \$2,000,000 Vehicle Insurance, with CUSA written in as a guarantee against any legal action brought on by negligence or carelessness by the Contractor.
- 7.3. Contractor must meet all Provincial and Municipal regulations.
- 7.4. Contractor will supply at least one employee as required to complete the tasks listed in the term agreement.
- 7.5. Contractor to be local to the City of Calgary or within 30 mins surrounding area.
- 7.6. Contractor to provide 3 written Letters of Reference for review.