

CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR PROPOSAL

Zamboni Advertising Opportunity

OPPORTUNITY

The City of Enderby (“the City”) invites proposals for sponsorship advertising on the Zamboni located in the Enderby Arena, located at 1605 Kate Street, Enderby BC. The Zamboni operates during the ice season from late September to early March.

SPECIFICATIONS AND SCOPE OF WORK

- The term of the contract will be for the remainder of the 2021/22 ice season through to the end of the 2026/27 ice season (five years plus the remainder of the 2021/22 ice season).
- The dimensions of the advertising area of the Zamboni are provided on Appendix A.
- All materials and/or labour associated with the designing, production and installation of advertising will be at the sole expense of the successful proponent.
- The advertising must be approved in advance by the City.
- The City will be responsible for keeping the Zamboni in a good state of repair and will take reasonable steps to keep the advertising clean and visible.

PROPOSAL SUBMISSION

All proponents intending to submit a proposal must submit the application on Appendix B.

The City shall receive proposals in accordance with the instructions herein.

All proposals must be delivered to the City no later than November 30, 2021 at 3:00pm

All proposals must be clearly marked with the name and address of the Proponent and the title “Zamboni Advertising Opportunity”. Proposals are to be submitted to:

City of Enderby
619 Cliff Ave (PO Box 400)
Enderby BC, V0E 1V0

Email: info@cityofenderby.com

EVALUATION CRITERIA

While revenue to the City is a very important factor, the City may consider non-financial, qualitative, values in evaluating the proposals.

INQUIRIES

Please direct all inquiries to:

Tate Bengtson, Chief Administrative Officer
250-838-7230
tbengtson@cityofenderby.com

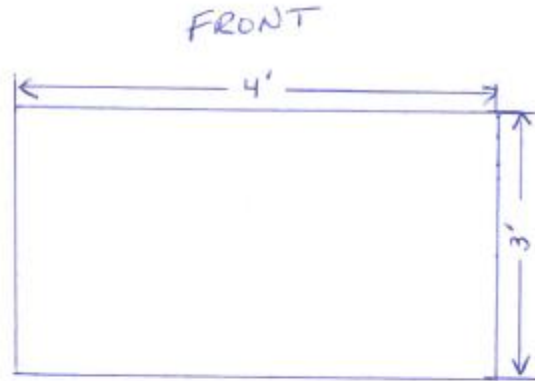
TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

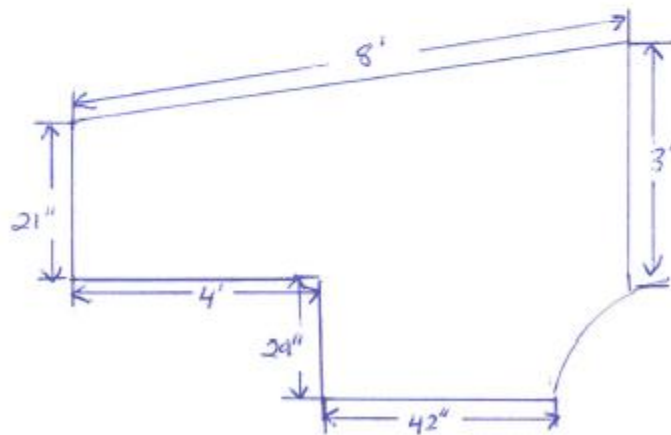
1. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the RFP unless confirmed by written addendum.
2. Responses to inquiries may be distributed to all Proponents at the City's option.
3. The City may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
4. The City may reissue, amend, cancel, or extend this RFP at its sole discretion, and reserves its right to defer, postpone, or phase awarding of the contract.
5. As part of its evaluation process, the City may request further information from a Proponent at its sole discretion.
6. Under no circumstances shall this RFP be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a Proposal.
7. The City does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
8. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the RFP or with a view to influencing the outcome of this process.
9. Proponents agree to advise the City immediately of any conflict of interest or perceived conflict of interest with an employee or officer of the City.
10. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the City become records in its care and custody for the purposes of the Act.
11. All Proponents and the City acknowledge that all Proposals are supplied in confidence and may reveal technical information of a third party.
12. The City will debrief a Proponent on the detailed score for their Proposal upon request.
13. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such information confidential. This requirement will persist after the RFP process has concluded. Such information must not be disclosed without written authorization from the City.

APPENDIX A

ZAMBONI ADVERTISING AREA



LH + RH SIDES ARE THE SAME



APPENDIX B

CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR PROPOSAL – ZAMBONI ADVERTISING OPPORTUNITY

Proponent Information

Name of Proponent:			
Address:			
Phone:		Email:	
Contact Name:		Title:	

Financial Proposal:

Annual advertising fee: \$ _____ excluding taxes.

Note: Annual advertising fee will be pro-rated for the beginning of the sponsorship term.

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.

Authorized Signature: _____

Name and Title: _____

Date: _____