



## Curling Rink Ice Maintainer - Contract Proposal

The Town of Niverville is seeking contract proposals for an Ice maintainer for the Niverville Curling Rink for the 2024 season. The Niverville Curling Rink is a three-sheet facility with natural ice, operating 3 evenings per week (Tuesday – Thursday) from January 2<sup>nd</sup> through March 6<sup>th</sup>. Additional curling events may include the following: one Friday night curling activity, one weekend bonspiel, one weekend playoffs, and high school daytime curling slots. Depending on weather conditions, the service contract may be either reduced or extended to meet recreational service expectations.

Proposals should include the following information:

- Previous ice making experience
- Weekly time commitment required for optimal ice conditions
- Plan for special events or additional ice bookings, functions and rentals
- Weekly cost to be charged to the Town of Niverville for the service proposal

Proposals will be evaluated on the basis of both quality of service delivery and cost for the service. A contract for services will be offered to the candidate who best meets the Town's objectives in both ice services and costs. A detailed job description is available on the Town website at <https://whereyoubelong.ca/town-administration/latest-news/301-curling-rink-maintenance-contract> (Latest News) or can be picked up from the Town Office at 329 Bronstone Drive, Niverville.

Contract proposals may be mailed to the Town of Niverville, Box 267, Niverville, MB R0A 1E0, or dropped off at the Town Office, 329 Bronstone Drive, Niverville.

**Deadline for submitting proposals is 5:00 p.m. on December 13, 2023.**

Questions on the service requirements can be forwarded to [recreation@whereyoubelong.ca](mailto:recreation@whereyoubelong.ca)

# Curling Rink Ice Maintainer

## Duties and Responsibilities

- Ensure maintenance of facilities and equipment are completed on a regular basis;
  - Inspect and maintain all curling equipment and materials to ensure they are in proper operating and safe condition as per Standard Operating Procedures (Appendix C);
  - Empty garbage cans, remove garbage from inside curling rink and place in garbage bin at arena. Other janitorial duties, unless described herein, to be completed by Recreation staff;
  - Ensure all fire exit doors are accessible, operational and free of obstructions before and secured after every shift;
  - Ensure the furnace exterior vent is free of any snow accumulations;
  - Ensure ice surface is ready for regular league curling, youth curling, high school curling, bonspiels and rentals and other functions as required. In the event of sickness or other unforeseen events, contractor is to arrange for an alternate person who will complete the work.
- Upon the signing of this Agreement, the contractor shall provide the name and contact information for alternate person to the Recreation Facility Manager;**
- Scrape, clean, pebble, clip or drag ice prior to draws, clean ice surface including rocks, rock beds, hacks and non-playing areas;
  - Provide prepared on-time curling ice as scheduled for rentals. Hours of work to be determined by contractor;
  - Prepare and support the rink playing area ensuring curlers have a clear, clean and safe rink to curl in. Deficiencies (e.g. burned out lights) are to be reported to the Recreation Facility Manager or designate;
  - Participate in mid-season flood/scrape with curling rink volunteers;
  - Provide monthly invoices for services to:
    - Town of Niverville, Box 267, Niverville R0A 1E0
  - Contractor must carry personal (or if applicable, corporate) coverage with WCB and provide proof of same to the Town within one week of signing contract agreement and prior to beginning of service. Failure to comply renders the Agreement null and void.