



REQUEST FOR EXPRESSION OF INTEREST

EOI 2025-01

Watson Lake Recreation Centre Concession

Close Date: August 26, 2025

1 Introduction

The Town of Watson Lake (the “Town”) invites individuals, businesses, or organizations for the opportunity to submit an Expression of Interest (EOI) to enter into a single or multi-year lease agreement to operate the concession at the Watson Lake Recreation Centre.

This is an exciting opportunity to be an integral part of a key community hub. We are seeking a motivated operator who will create a welcoming environment for people to gather and connect and who will provide healthy hot and cold food and beverage options for patrons.

2 Background

The Watson Lake Recreation Centre serves residents, regional users and visitors year-round and features a range of amenities such as the ice arena, curling rink, weight room, bowling alley, squash courts, toddler playroom, concession, and various event and meeting spaces. The Recreation Centre hosts a wide range of community activities and programs, making it a hub for indoor physical activity, wellness and social connection.

3 Scope of Expression of Interest

This Request for Expression of Interest is issued for gathering interest. Without limiting the generality of the foregoing, this Request for Expression of Interest may result in subsequent negotiations leading to a mutual contract/lease arrangement.

The Town reserves the right to proceed with concession services at the Watson Lake Recreation Centre by contacting only parties deemed to be most effective in meeting the needs of the facility. The Town may ultimately decide not to proceed with entering an agreement based on the interest received and reserves the right to cancel the Expression of Interest process at any time.

4 Instructions – Expression of Interest Process

4.1 Estimated Timeline

The Town’s intended schedule for this Request for Expression of Interest is as follows:

Action	Estimated Date*
RFEOI Release	August 12, 2025
Deadline for inquiries/site visits	August 22, 2025 3:00:00 PM YT
Closing Date and Time	August 26, 2025 3:00:00 PM YT
Award of Contract (Tentative)	September 15, 2025
Concession Opening Date (Tentative)	October 1, 2025

**The dates listed above are estimates and the Town reserves the discretion to change any of the above dates.*

4.2 Request for Expression of Interest Submission

Submissions must be received by email in a password protected format to csrec@watsonlake.ca or by way of a sealed envelope delivered to the Watson Lake Recreation Centre, located at 912 Lakeview Avenue. Upon closing an email will be sent requesting the password for any electronic submissions.

Submissions must be received by the Town **before 3:00:00 P.M. Yukon Time, Tuesday, August 26, 2025**. Submissions received after this time will not be considered regardless of the reason for being late.

Submissions received by fax or any other method other than what is described above will not be accepted or considered further for evaluation and will be returned to the Proponent, respectively, upon receipt.

4.3 Submission Requirements

The Town must receive the following information in the Expression of Interest submission:

- a. Name of individual or business
- b. Brief description of individual or business
- c. Relevant experience in food and beverage or concession operations or similar or relevant experience
- d. Proposed menu with pricelist
- e. Proposed hours of operation (year-round – winter and summer hours may differ)
- f. Credentials, if applicable
- g. Any additional information you would like the Town to consider

4.4 Inquiries and Site Visits

All inquiries related to this Request for Expression of Interest should be directed to the following person (the “Town Representative”) on or before **3:00:00 P.M. Yukon Time, August 22, 2025**.

Town Representative: Shannon Bergeron, Director of Community Services

E-mail: csrec@watsonlake.ca

Phone: 867-536-8020

Site visits may be scheduled during regular hours of operation of the Watson Lake Recreation Centre by emailing or calling the Town Representative and arranging for a mutually agreed upon date and time.

Information obtained from any unauthorized source may not be relied upon. It is the responsibility of the Proponent to conduct inquiries or site visits with the Town Representative.

5 Special Requirements

5.1 Lease Requirements

The Successful Proponent will agree to provide the Town with the following:

- a. The Successful Proponent shall have or obtain a valid Yukon business license, registered with the Town of Watson Lake.
- b. The Successful Proponent must meet all Yukon Environmental Health standards and shall be responsible for obtaining a permit to operate a food premise.
- c. The Successful Proponent is responsible for providing a telephone for the concession.

- d. The hours of operation shall be based on the hours of the Recreation Centre and scheduled activities and events. The Successful Proponent shall adequately staff, supply, and operate the concession on a mutually agreed upon schedule that best serves the community and Recreation Centre users.
- e. The concession menu must be mutually agreed upon by the Successful Proponent and Town and must provide healthy food and beverage options.
- f. All equipment presently contained in the concession from the time the Successful Proponent takes over the concession is and shall remain on the property of the Town but shall be available for use by the Successful Proponent during concession operations. Any additional equipment required shall be provided by the Successful Proponent.
- g. The Successful Proponent shall be responsible for janitorial duties within the concession and main eating area and shall supply all janitorial and cleaning supplies.

5.2 Safety Regulation Requirements

The Successful Proponent must be WCB compliant.

The Successful Proponent must have a minimum of two million dollars (\$2,000,000.00) general and third-party liability insurance coverage and must provide the Town with the certificate of insurance upon request.

The Successful Proponent must follow all relevant public health requirements, as set out by the Yukon Government, Environmental Health Services.

5.3 Inspection and Testing

The Town of Watson Lake reserves the right to inspect the concession area and/or test concession equipment at any time by giving the successful proponent twenty-four (24) hours' notice.

6 Lease Terms

The lease amount shall be \$954.16 plus GST (\$1.001.87) per month. This amount is based on a rate of \$25.00 per square foot of the concession area. This monthly lease amount shall include electricity, heat, and internet.

Propane costs for the concession will be the responsibility of the Successful Proponent. Concession propane expenses will be billed by the Town of Watson Lake on a monthly basis and will include the monthly usage information for the Successful Proponent's information.

The term of the Lease Agreement will be a minimum of 1 years to a maximum of 3 years. This shall be agreed upon by the mutual parties and written into the Lease Agreement.

For more information or to schedule a site visit, please contact Shannon Bergeron by mail to csrec@watsonlake.ca or by telephone at 867-536-8020.