



ARCTIC WINTER GAMES
WHITEHORSE 2012

2012 Arctic Winter Games Host Society

EXPRESION OF INTEREST

Providing Concessions for Spectators at Competition Venues

Issue date: January 4, 2012

SECTION 1: INSTRUCTIONS TO PROPONENTS

1. Quotes must be submitted to:

Mailed to:	OR	Hand Delivered to:
2012 Arctic Winter Games Host Society 308 Wood Street, Main Floor (B) Whitehorse, Yukon Y1A 2E6		2012 Arctic Winter Games Host Society 308 Wood Street, Main Floor (B) Whitehorse, Yukon Phone: (867) 393-2012

2. Questions regarding the submission of quotes may be directed to the 2012 Arctic Winter Games Administrative Office at (867) 393-2012 prior to:

**4:00 p.m. Local Time
January 27th, 2012**

SECTION 2: SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS

1. Direct all questions in reference to the work on this contract to the Project Manager at:

**Keri Rutherford
Operations Coordinator
Whitehorse 2012 Arctic Winter Games Host Society
308 Wood Street, Main Floor (B) Whitehorse Yukon, Y1A 2E6
867-393-2103
Email: keri@awg2012.org**

SECTION 3: SPECIFICATIONS

Operating Spectator Concessions in Competition Venues–REVENUE OPPORTUNITY

The 2012 Arctic Winter Games will take place in Whitehorse Yukon from March 4 to March 10. It is the World’s largest northern multi-sport and cultural event. The Games include participation from Alaska, Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik, Greenland, Yamal and Sapmi. The AWG involves over 2000 participants and up to 3000 volunteers.

The Arctic Winter Games are a celebration of athletic competition, culture, friendship and cooperation between northern contingents. Athletic competition features sports that enjoy worldwide popularity alongside traditional Arctic Sports and Dene Games. A significant cultural component featuring visual arts, dance, ceremonies and galas with participants from across the circumpolar region is a pillar of the Games.

Through this Expression of Interest, the Host Society is seeking an interested group that can provide spectator concession at the venues and times listed in the chart below.

1. Purpose of providing Spectator Concessions:

- Enhance spectators experience by providing concessions at competition venues.

- Provide opportunity for a school/community team/group to generate funds for their club/cause
- Provide additional opportunity for AWG staff, volunteers, coaches to have access to food & beverages
- Provide additional opportunity to promote sponsors

2. Considerations of Concessions:

- Must be mindful of and incorporate aspects of AWG Play Your Part Waste Reduction Plan (*see below 'Green Guidelines for Vendor'*)
- Must have a healthy food and beverage options
- Food and Beverages that require onsite cooking/heating must be done according to health and safety guidelines and available food prep/service facilities.
- Concession operating dates and hours of operation will vary depending on competitions as set out in the Sporting Schedule and indicates in chart below
 - Opening: No later than one (1) hour prior to the first competition of the day
 - Closing: No earlier than thirty (30) minutes after the end of competition
- Concession locations have been indentified and are listed in the chart below
- Concession pricing must be established based on providing fair and reasonable prices to concession customers. Prices should be set at no more than 15% above those found in the surrounding area.
- FH Collins and Vanier are also Accommodations venues where athletes will be staying. Athletes will have food services at Yukon College.

3. Responsibility of vendor

- Provide personnel to operate concessions (must register as AWG Contractor in the Volunteer Registration System)
- Provide own equipment/supplies (i.e. napkins, plates, utensil, serving dishes)
- Provide and take care of the cash control system, including handling procedure/equipment
- Setup/take down that does not impact/interfere with venue operations
- Adhere to food serving guidelines
- Food Serving Permits must be obtained in accordance with the guidelines established by Yukon Governments, Environmental Health Services (<http://www.hss.gov.yk.ca/tempfoodpermit.php>)
- Comply with all sanitation/waste removal requirements as described in the AWG Play Your Part Waste Reduction Plan (*see below 'Green Guidelines for Vendor'*)
- Personnel must wear appropriate AWG Identification through either clothing or pins at the expense of the vendor.
- *Purchase all beverages through Whitehorse Beverages – Coca Cola Products.*

4. Evaluation Criteria

- Ability to provide service at the venues and times listed in the chart below
- Demonstrated experience and success in providing spectator concession at multi-sport venues.
- Demonstrate ability to meet needs as outlined in the Concessions considerations above
- Demonstrate ability to meet needs as outlined in the responsibilities of vendor above
 - *The AWG host society reserves the right to award spectator concessions contract based on part or entire job required.*
 - *AWG host society will allow first right of refusal to existing venue concessions and contracts.*
 - *AWG host society will allow first right of refusal to 2012 Arctic Winter Games sponsors*

2. Spectator Concession Locations and Operating Times

The chart below outlines the details and specifications provided by the sport chairs to be considered by the spectator concessions provider.

Venue	Sport	Competition Dates/Times	Spectator Seating Numbers	Comments and Considerations
Canada Games Centre	Figure Skating, Hockey, Speed Skating, Soccer, Volleyball, Ceremonies	March 4th: 10-6pm March 5th: 8am-9pm March 6th: 8am-9pm March 7th: 8am-9pm March 8th: 8am-9pm March 9th: 8am-9pm March 10th: 8am-3pm	350+	This will be an outdoor concession situated at the front entrance close to the staff parking lot. There are two established indoor concessions (Birdhouse, Subway) and vending machines
FH Collins	Basketball	March 5th: 12-6pm March 6th: 12-6pm March 7th: 12-6pm March 8th: 12-6pm March 9th: 3-5pm March 10th: 11-3:30pm	400	
Vanier Secondary	Arctic Sports	March 5th: 9:30-6pm March 6th: 9:00-9:30pm March 7th: 10-10pm March 8th: 10:00-9:30pm March 9th: 10-10pm	200	The location for this concession is in the location that the school currently uses as a tuck shop
Polarettes Gymnastic Club	Gymnastics	March 6th: 10:00-3:00pm March 8th: 10:00-3:00pm	50	The location for this concession is next to the spectator seating on the mezzanine
KDFN Cultural Centre	Dene Games, Cultural Ceremonies	March 5th: 10-6:30pm March 6th: 10-5pm March 7th: 10-6:30pm March 8th: 10-5:30pm March 9th: 10-5pm		The location for this concession is in the established food serving area

2. Additional Comments

Guidelines for Vendors – Play Your part – Waste Reduction

- Bulk purchases reduce waste
- Consider re-useable items such as plates, cutlery and cups, where possible
- Use only paper or certified compostable implements (e.g.):
 - Paper plates, paper napkins, paper hot-dog trays, paper french fry boxes
 - Compostable cutlery including stir sticks (wood or certified compostable)
 - Compostable take-away containers
 - Compostable cups and lids (hot and cold)
 - Wax paper and paper bags
- No foam plates or cups
- Use bulk pump bottles with mini paper cups for condiments such as ketchup and mustard
- Use thermos for milk/cream dispenser
- Separate and flatten cardboard and boxboard
- Sort your waste into the appropriate carts during operations – consider setting up 3 mini bins behind your concession
- Games will have one waste sorting station close to your concession and Green Team Members will be emptying the carts routinely
- Green Team Volunteers can help you identify the proper way to sort your waste