



A. INTRODUCTION

The Prince Albert Golf and Curling Club (PAGCC) is seeking proposals for a Head Ice Technician (Contractor) for the 2022-2023 curling season from October 1st, 2022 to April 1st 2023. The PAGCC reserves the right to negotiate the contact for any additional terms consisting of a period of one season up to 2 seasons.

The successful proponent must demonstrate the ability to meet the criteria outlined in the statement of work in this Request for Proposal (RFP). The Successful proponent will be expected to enter into a contractual agreement with the PAGCC.

B. BACKGROUND INFORMATION

The Prince Albert Golf and Curling Club is located at 900 22nd Street East Prince Albert, Saskatchewan, S6V 1P1.

The PAGCC is an eight-sheet rink with a fully licensed lounge, dining and banquet facilities and a complete schedule of recreational and competitive curling for men, ladies, mixed, seniors and juniors. Membership for the 2022-2023 season totaled approximately 280 members.

The PAGCC's season normally runs from the 2nd week of October thru the 4th week of March. Ice preparation must be sufficiently early to make sure the ice is ready for playing prior to league commencement with exact start and finish dates to be decided by the Board of Directors on an annual basis.

In addition to a full schedule of league play, the PAGCC also runs approximately 12 bonspiels and rents ice to individuals. The PAGCC also hosts a variety of events at the request of various curling associations. The contractor is expected to prepare the ice for all such use.

The PAGCC runs 11 leagues per week, the schedule can be found on the PAGCC website with details about start time of draws, please reference this at [LEAGUE SCHEDULES | Mysite \(pagcc.ca\)](#)

C. PRINCE ALBERT GOLF AND CURLING CLUB FACILITY

The ice pad at the PAGCC is made of concrete. There is a mix of dividing boards and foam which must be put into place during various phases of flooding. Sheets (end to end) are available so no painting is required. Hog, center, tee lines and Sponsorship decals do need to be placed in the ice as well as hacks.

At the end of the curling season the ice is removed by raising the brine and building temperature and when fully melted, the dividers are removed and stored and the sheets are rolled up and the water is

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directed to the home end and pushed into drains. The concrete pad is then rinsed and cleaned for summer rental usage.

D. STATEMENT OF WORK

Duties:

The Contractor shall be considered as an Independent Contractor who reports to the General Manager.

All requests, recommendations, and concerns that directly involve the ice playing surface fall under the responsibilities of the Contractor. The Contractor is an integral part of the operation of the PAGCC. The Contractor will devote the required time and energy to ensure that the playing conditions for the members is maintained at the highest level possible throughout the season, using proven techniques and maintenance of the equipment and building. The PAGCC expects the Contractor to take a position of leadership in the daily operation of the PAGCC with the best interests of the PAGCC being the first priority. Any PAGCC business knowledge and information received by the contractor must be treated as private and confidential.

The contractor is responsible for the ice surface and associated facilities and equipment from clean dry floor to clean dry floor.

Responsibilities:

1. To install and make ready the ice surface of the eight sheets of ice so that it will be ready for play as determined by the Board of Directors and communicated to the Contractor but no later than the second last week of October each year, including but without limiting the generality of the foregoing, inspecting the surface prior to the start-up of the ice plant, initial sealing and flooding, installation of sheets, installation and sealing the wood dividers, installation of markings and lines including a centre line, installing hacks and final flooding and installing any decals into the ice as required. If, due to no fault on the part of the Contractor or his employees, all or part of the installation process must be repeated, this work shall be considered to be over and above the regular contract. The cost of the added installation procedures and the time frames for completion shall be negotiated with the General Manager of the PAGCC on a case-by-case basis;
2. With approval from the GM, ordering all tapes, in ice logos and all related materials required for ice surface. (All costs will be covered by the PAGCC);
3. To power scrape the ice surface at least prior to the start of play for each league and during bonspiels as time permits. Circumstances may require that the ice be scraped more frequently. These times will be communicated to the Contractor by the General Manager or the Curling Co-ordinator in a timely manner, as the circumstances arise;
4. To carry out major maintenance, that is, surface removal and re-flooding as required and at least once per curling season, if a major maintenance window is provided in the curling schedule. This window will normally be during the Christmas break. Major maintenance scheduling will be established between the Curling Co-ordinator the General Manager and the Contractor prior to the beginning of the curling season.
5. To carry out major power scraping and shaping, mopping/torching, hand scraping around hacks, all corners and other areas, at least every Thursday and as required to maintain the playability and cleanliness of the ice.

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6. Daily ice maintenance, including cleaning and pebbling for all draws, bonspiels and curling rentals;
7. Monitoring the ice plant and ice making equipment, and recording any information that is required for the effective operation of the PAGCC's ice making equipment to ensure optimal ice quality;
8. The Contractor may be required to maintain additional logs at the request of the General Manager.
9. Maintain the facility to provide the cleanest ice surface as can be reasonably expected for the facility overall;
10. Maintain the facility to provide the safest conditions and environment for those using the facility;
11. Maintain the ice cleaning equipment (i.e., mops, brooms, hand scrapers, etc.), the walkways around the curling sheets etc., in a clean and unobstructed condition, and to vacuum the carpets on the walkways daily. Refill and maintain the water coolers and the tissue dispensers on a daily basis;
12. Monitor condition of the blade on the Ice scraper and arrange for sharpening and/or replacement of the blades as required;
13. To clean the lobby and viewing windows, between the PAGCC rooms and the playing area immediately following the ice installation and at other times as reasonably requested.
14. To keep the compressor room clean, tidy and free of all combustible material and also maintain the storage area in a tidy and orderly condition;
15. To respond promptly to emergency calls regarding the temperature alarm of the ice plant;
16. To provide trained, competent and courteous staff dressed in a neat and presentable fashion to carry out the duties herewith contained. It is also understood that if any person employed by the Contractor to perform the duties herewith contained is a playing member of the PAGCC and such person is participating in a game while on duty, such person shall leave their game and assume his or her duties as soon as one or more sheets is in need of maintenance or becomes available, or ten (10) minutes before the next draw, whichever shall first occur. The Contractor must obtain approval from the Board of Directors for all subcontractors that the Contractor may employ over the course of the contract;
17. To ensure that the handles on all rocks are rotated one-quarter (1/4) turn clockwise at the beginning of each season;
18. To ensure that the handles on all rocks are tightened and the rocks are cleaned at the beginning of each season;
19. To take full control and responsibility for the rocks including maintenance in accordance with approved Canadian Curling Association practices and procedures. The Contractor is to consult in writing with the General Manager before any alterations or modifications, including sanding are performed on the running surface of any and all rocks. Sanding of the rocks will be done at least twice per season and more often if required for special events. PAGCC will supply all necessary materials to perform this work;
20. To maintain a written log of all rock maintenance providing as much detail as possible;
21. To ensure that during the non-curling season, all rocks are stored appropriately
22. Supervising any work being done in the facility so as to protect the integrity of the ice, related equipment and the facility's environment;
23. Report directly to the PAGCC's General Manager any identifiable deficiencies that will or can compromise the safety and cleanliness of the facility overall;
24. Provide recommendations to the General Manager on ways and means to improve operating and playing conditions;

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25. Report directly to the PAGCC's General Manager any abuse or damage to the facility, inside or out, by any person(s);
26. To exhibit professional behavior at all times when interacting with staff, members and volunteers and abide by the PAGCC's Code of Conduct and Policies; and,
27. The Contractor is obligated to ensure that the ice facilities and equipment are properly maintained. All deficiencies are to be reported to the General Manager. All expenses related to the facilities and equipment will be paid for by the PAGCC. All tools & equipment will remain the property of the PAGCC.

Qualifications:

The Head Ice Technician shall have:

1. CCA training and industry certification (CCA Ice Technician level II minimum, higher desirable);
2. Prior training and experience in making and maintaining the ice for the purpose of curling;
3. Experience with scraper blade, nipper blade and other ice making equipment and maintenance procedures;
4. Training and experience in the installation of ice sheets. In addition to demonstrated experience in preparing the playing surface, the Contractor must have experience in installing decals into the ice - as well as removing them at the end of the season, employing required storage techniques (i.e. drying and storing) ensuring that the decals are reusable the following season (i.e. free of creases, wrinkles and mould);
5. Sufficient knowledge to operate a refrigeration system designed for the purpose of making ice for the sport of curling;
6. Training and qualifications to operate water treatment and filtration systems as it relates to curling playing surfaces;
7. The Saskatchewan Ministry of Labour Worker Health and Safety Awareness Certification and make sure all of his/her staff have this certification as well;
8. Contacts and relationships with:
 - a. Scraper blades conditioner;
 - b. Jet Ice to be able to properly maintain the Jet Ice water treatment system; and,
 - c. Ice Scraper and other vendors to be able to properly maintain the ice equipment
 - d. Other individuals who can provide, if required, additional required services, for example, curling ice maintenance, etc.
9. Experience in curling rock conditioning procedures to maintain the rocks in combination with great ice conditions for the best curling conditions possible.

E. REFERENCE(S)

Prospective candidates must provide (2) written references from:

1. A board member of a curling club where the candidate has been an Ice Technician; and/or,
2. A curling club Manager where the candidate has been an Ice Technician.

F. PROPOSAL REQUIREMENTS

Submitted proposals must include:

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1. Background and experience, certificates, etc.
2. A detailed breakdown of how the applicant meets or exceeds the statement of work qualifications stipulated in section D.
3. References should include detailed information containing the name, title, email address and telephone number for the person providing the reference so the PAGCC selection board can follow up
4. A detailed breakdown of the requested remuneration to be paid on a per season basis, based on the information provided in the Statement of Work, Section D. (Remuneration should be submitted for the initial contract as well as the 2 option periods).
5. The contractor may submit as part of the proposal an option to use PAGCC supplied volunteer help to install and removes the ice and any other duties the contractor believes the volunteers can help with.

G. PROPOSAL DEADLINE

Proposals must be submitted to Darcy Myers by email (gm.pagcc@sasktel.net) no later than August 15, 2022 by 2:00 pm (EDT). If the candidate does not have email, alternate arrangements can be made by contacting Darcy by telephone at (306) 763-2502.

H. EVALUATION PROCESS

The PAGCC selection board, comprised of representatives from the BoD and members at large, will evaluate all submissions to establish a short list of candidates.

The short list of candidates will be invited to present themselves, their skills and additional information to the PAGCC selection board for an interview. The successful candidate will be invited to finalize a signed contract to complete the process.

The hopes and aspirations of the BoD is to have this process completed before the 31 of August 2022.

I. ENQUIRIES DURING THE SOLICITATION PROCESS:

All enquiries shall be submitted as early as possible within the bidding period. Enquiries must be received by August 15, 2022 by 11:00 am (EDT). Questions received after this time will not be answered.

Enquiries should be submitted to:

Darcy Myers

General Manager, Prince Albert Golf and Curling Club

Tel: (306) 765-5201

Email: gm.pagcc@sasktel.net

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