

Notice

Advertisement

**RFP HAM-TH-2025-04 Skate Sharpening Room
Operator**
MU, TOWN OF HAMPTON



Issuing Agency Address

Town of Hampton
648 Main Street
P.O. 1066

HAMPTON, N.B. E5N 8H1

Contact Richard Malone
Phone 1 (506) 832-6400
Fax

Notice # HAMTH202504
Closing Date & Time 2025/04/28 14:00:00
Time Zone Atlantic Time

All dates are yyyy/mm/dd

Date Issued
2025/03/13
Delivery Required

Attachments Exist

Notice Details

The community of Hampton is seeking proposals for the operator of the skate sharpening room in its new Multipurpose Facility. This RFP represents an exciting opportunity to provide an essential service for a facility that will be the sport, wellness and cultural hub for the community. Interested parties are asked to submit a proposal by April 28th, 2025, at 2:00 pm local time, that includes timeline, cost, and deliverables, with more details below that outline our criteria for selection. Please submit proposals to the attention of Richard Malone, CAO/Clerk, via email to tenders@hampton.ca.

The intent of this project is to obtain a dedicated year-round operator for the skate sharpening room of the Multipurpose Facility. It will be the operator's option to also sell sport related merchandise if they so desire, with the exclusion of food/drink. Preference will be given to multi-year operation proposals.

Effective Date: 2025/03/13 **Expiry Date:** 2025/04/28

Item #	Description
1	Commodity # N78 RECREATIONAL AND ATHLETIC EQUIPMENT



HAMPTON
It's our nature!

**REQUEST FOR PROPOSAL
HAM-TH-2025-04
SKATE SHARPENING ROOM OPERATOR**

**CLOSING DATE & TIME
MONDAY, APRIL 28, 2025
AT 2:00 P.M. ADT**

Hampton, 648 Main Street, P.O. Box 1066, Hampton, NB, Canada E5N 8H1
Tel (506) 832-6065 • Fax (506) 832-6098 • e-mail: info@hampton.ca



Request for Proposal (RFP)
HAM-TH-2025-04
SKATE SHARPENING ROOM OPERATOR
MARCH 2025

The community of Hampton is seeking proposals for the operator of the skate sharpening room in its new Multipurpose Facility. This RFP represents an exciting opportunity to provide an essential service for a facility that will be the sport, wellness and cultural hub for the community. Interested parties are asked to submit a proposal by **April 28th, 2025, at 2:00 pm local time**, that includes timeline, cost, and deliverables, with more details below that outline our criteria for selection. The following RFP includes background on our community and the more than 10-year effort to bring this facility to the residents of Hampton.

The Community

Hampton is a community with a population of approximately 9000, located along the scenic Kennebecasis River. In 2023, the community grew in population and geographic area as part of local governance reform and now includes all of the former Town of Hampton and Local Service District of Hampton, along with portions of the former Local Service Districts of Norton, Upham and Kingston. These areas were engaged over the last ten years as part of the effort to secure funding for a regional facility and are long-standing users of Hampton's existing Community Centre facility. The Multipurpose Facility is an opportunity to deliver a new center of excellence for sport, wellness and cultural activities for all of these users, helping to build a new sense of community in this dramatic location.

The Opportunity

The Multipurpose Facility is a significant economic investment at an important moment in the community's evolution. Residents take great pride in their community and want this facility to represent all members of the new entity, celebrate the region's "can do" spirit, highlight our

respect for the natural environment, and demonstrate our belief that sport, wellness and cultural opportunities should be available to all. Hampton prides itself on promoting physical well being and active living for everyone and this site will be a cornerstone for those initiatives. Hundreds of community members and volunteers have worked toward this project and thousands will engage with the facility. As such, we would like the skate sharpening room for this facility to be a reflection of this community, sport, and wellness outlook.



The Scope

The intent of this project is to obtain a dedicated year-round operator for the skate sharpening room of the Multipurpose Facility. It will be the operator's option to also sell sport related merchandise if they so desire, with the exclusion of food/drink. Preference will be given to multi year operation proposals.

Key Deliverables

The selected operator will be expected to fulfill the following deliverables, in close collaboration with the Director of Recreation and Director of Parks & Facilities:

1. Merchandise: Merchandise items suitable for the space and audience.
2. Hours of operation: Hour of operation as agreed upon with the Director of Recreation – it is desired that the skate sharpening room be open during all prime times, with the requirement to be open during games and special events;

3. Operations: staffing, stocking, cleaning, garbage removal from the building, and all other aspects of the operation of the space;
4. Compliance with all local, provincial, and federal regulations with regards to use, sales/service, and operations are required.

Mission

Our new skate sharpening room needs to be:

- Accessible – open for public use at prime times and as often as possible
- Inclusive - options for a range of audience
- Motivating physical well being and active living
- Reflective of Hampton’s focus on the natural world, and the careful stewardship of its environment – environmentally friendly wherever possible (It’s our nature!)

Proposed Timelines and Key Milestones

1. RFP issued: March 13th, 2025
2. RFP deadline: April 28th, 2025
3. Operator selection: May 14th, 2025
4. Operator acceptance: May 21st, 2025
5. Planning: May 22-June 27th, 2025
6. Tour of the space: May 30th, 2025
7. Final consultation meeting for Deliverables: June 27th, 2025
8. Finalization of deliverables: August 29th, 2025
9. Final preparations in the space by the operator: August-September 2025* pending facility completion
10. Facility Opening: Pending facility completion

Proposal Next Steps

We request that you submit a proposal to the attention of Richard Malone, Chief Administrative Officer/Clerk, at tenders@hampton.ca, via mail, or in person at town hall located at 648 Main Street, Hampton, NB, by April 28th, 2025, at 2:00 pm local time. In your proposal, please include: company overview, biographies of the main employee(s) who will operate the space, budget, hours of operation and term of lease, examples of past work and references from clients, and any additional information that showcases why you are the right operator for this space. Any questions can be directed to tenders@hampton.ca.