

Request for Proposal: Ice making services March 7, 2025

Issued by: Fort Rouge Curling Club Inc (FRCC)

FRCC Representative: Kara Balshaw

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Introduction

FRCC, a non-profit Recreational Curling Club, is in search of a new head ice technician and is accepting proposals to find a qualified individual to fill this role. Our goals for our new head ice technician:

- Install and maintain excellent ice for the duration of a curling season.
- Engage and interact with our membership and the curling community.
- Assist the Board of Directors and Club Manager with running a successful club.
- Hire and train staff as required to ensure these goals are met.

This request for proposal's objective is to find a Head Ice Technician that will provide the best overall value and results for our organization. Ideally ice is ready to use by early October 2025 and removed in late April 2026.

Background

The Fort Rouge Curling Club began an affiliation with the Manitoba Curling Association in 1915. The present six sheet building located at 750 Daly Street South between Morley and Kylemore is two blocks northwest of the original building. It opened on December 5th, 1959. We have a loyal and dedicated membership, and for many years have had close to 1,000 members. We are looking for an ice technician to join our family and provide high quality ice surface for all to enjoy.

Contract summary

We would like our Head Ice Technician to adopt our "Home of Friendly Curling" philosophy. This includes promoting our club to beginners and experienced curlers alike. The Head Ice Technician will be a leader in improving the curling experience for members and visitors to the club. Some of our expectations are:

1. *Assist FRCC in creating metrics to analyze ice conditions with key performance indicators (KPI).*
2. *With the establishment of KPI's, be active in improving the bottom metrics and work with the Board to achieve continuous improvements.*
3. *Assist FRCC with improving the efficiency of the curling club's ice plant, use of utilities, and overall effectiveness of the club owned equipment.*
4. *Attend three Board meetings annually to provide updates and foster the partnership with FRCC.*
5. *Provide an overview of how you select and train your employees.*
6. *Outline what you have experienced in your past ice tech positions and identify what is needed from FRCC to support you while you ensure the best product possible.*

Compensation is commensurate with experience and qualifications. We would like to employ a head ice technician who has worked in curling clubs previously, ideally ones that have a sand base.

Proposal guidelines

Your proposal should follow the format below:

- *Executive summary*
- *Background information about your business*
- *Note why we should choose your proposal over others*
- *Note relevant experience that would help you deliver our expectations*
- *Proposed services or deliverables*
- *Note the equipment and resources you intend to use and why you believe they are a good choice*
- *Certified as a National Ice Technician would be considered an asset, or your detailed plans to become one.*
- *Note fixed price for the contract with an itemized costing. Also, note the number of hours you expect installation and removal to take.*
- *Confirmation of your liability insurance.*
- *References*
- *Any terms and conditions for working with you*

Please submit your proposal in .pdf format to kara.balshaw@curlfortrouge.ca by April 11, 2025.

Selection criteria

FRCC will evaluate the proposals based on the following criteria:

- Responsiveness to the required outlined in this RFP
- Relevant experience and performance
- Testimonials from past employers
- Quoted cost of the contract

FRCC reserves the right to award the contract to the individual that represents the best value to the business, as determined by FRCC.

RFP and project timelines

FRCC's timeline for RFP and contract is as follows:

Request for proposal issuance

03/07/2025

Deadline for proposal submission

04/11/2025

Selection of individual

05/01/2025

Ice is ready for play

10/01/2025

Ice is maintained in EXCELLENT playing condition for the curling season

Approx 10/01/2025 - 04/30/2026

* Note the possibility of summer ice – August 2026