

Request for Tender (RFT)

Alix Arena Caretaker Position (Independent Contractor)

Issued by: Alix Arena Association (AAA)

Tender Open: June 8, 2026

Tender Close: July 20, 2026

1. Overview

The Alix Arena Association (AAA) is inviting tenders from qualified individuals or contractors for the position of **Arena Caretaker** for the Alix Arena in Alix, Alberta.

The Caretaker will be responsible for the **day-to-day operations, maintenance, and management** of the facility, ensuring a safe, clean, and welcoming environment for all users.

2. Contract Term

- Approximate term: **September 15, 2026 – April 15, 2027**
 - Arena operational season: **October 1 – March 31** (weather dependent)
 - Renewal: Subject to mutual agreement
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3. Scope of Work

The successful contractor will perform services including, but not limited to:

Operations & Management

- General oversight and daily operation of the arena
- Ability to work independently, taking initiative, problem solving and managing responsibilities effectively without the need for daily supervision or oversight.
- Scheduling support and coordination of user groups

- Maintaining positive public relations with all users, vendors, contractors and service providers.

Maintenance & Facility Care

- Ice maintenance and Zamboni operation
- Regular cleaning of all areas (dressing rooms, washrooms, stands, etc.)
- Monitoring and minor repair of equipment, ice plant, plumbing, heating, and electrical systems

Cleaning & Safety

- Daily cleaning and sanitation of high-traffic areas
- Snow and ice removal at entrances
- Ensuring safety protocols are followed and emergency procedures are understood.

Administrative Duties

- Submit **monthly reports** on operations, repairs, and safety concerns
- Maintain records and coordinate with the Association
- Invoice users and track payments as required

Seasonal Responsibilities

- Fall start-up (ice installation, system checks, facility preparation)
 - Spring shutdown (ice removal, deep cleaning, final reporting)
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4. Hours of Work

- Arena open **7 days per week** during season
 - Minimum:
 - **1 hour before first booking**
 - **1 hour after last booking**
 - Flexible schedule required based on bookings and maintenance needs
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5. Compensation

- **\$6,200 per month** (contract rate)

- Paid **semi-monthly upon invoice submission**
 - Additional:
 - Reimbursement for approved supplies
 - Income from skate sharpening (less consumables)
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6. Contractor Requirements

The successful applicant must:

- Provide:
 - Appropriate liability insurance and coverage for both the independent contractor and any subcontractors or employees engaged by the independent contractor.
 - Criminal record checks for both the independent contractor and any subcontractors or employees engaged by the independent contractor, vulnerable sector is required.
 - Hold valid certifications:
 - First Aid / CPR
 - WHIMIS
 - Demonstrate:
 - Arena or facility maintenance experience
 - Strong organizational and communication skills
 - Ability to work independently and with the public
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7. Proposal Submission Requirements

Tenders must include:

1. Contractor name and contact information
 2. Relevant experience and qualifications
 3. Description of approach to arena operations and maintenance
 4. Proposed staffing (if applicable)
 5. References (minimum of 2)
 6. Confirmation of ability to meet insurance and certification requirements
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8. Evaluation Criteria

Submissions will be evaluated based on:

- Relevant experience and skills
 - Understanding of arena operations
 - Ability to meet contract requirements
 - References and past performance
 - Overall value and reliability
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9. Additional Information

- The Caretaker will be considered an **independent contractor**
 - The Association reserves the right to:
 - Accept or reject any tender
 - The Association is not obligated to accept the highest or any tender.
 - Request additional information
 - Modify scope if required
 - The successful proponent will be required to enter into a formal **Caretaker Operator Agreement** consistent with the terms outlined above.
 - Tenders will be opened and reviewed by the Alix Arena Association hiring committee, only the successful candidate will be contacted following the review.
 - Tender will be awarded by August 7th, 2026
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10. Submission Details

Deadline: July 20, 2026

Submissions can be sent to:

 alixarena2025@gmail.com

11. Contact Information

For questions or clarification, please contact:

Alix Arena Association

Joe Lovell – Alix Arena Association Board, Vice President

1 403 392 6932

12. Community Vision

The Association is committed to:

- Increasing arena usage and programming
- Enhancing youth and school involvement
- Expanding community engagement and partnerships