



THE CORPORATION OF THE TOWN OF
GRAVENHURST

Request for Proposal (RFP)

Sanctioned Ice Sport Team

Issue Date:	March 31, 2025
Closing Date & Time:	April 23, 2025 at 4:00 pm
Mandatory Site Visit	Not Applicable
Primary Contact	Shawna Patterson Director of Recreation and Culture 3-5 Pineridge Gate Gravenhurst, Ontario P1P 1Z3 shawna.patterson@gravenhurst.ca
Notice:	Late submissions will not be accepted

EMAIL SUBMISSIONS ONLY

1. Introduction

Known as the “Gateway to Muskoka”, the Town of Gravenhurst (the “Town”) is a progressive growing urban and rural municipality located in the District Municipality of Muskoka. The Town is seeking a new sanctioned ice sport team for the Centennial Centre Graeme Murray Arena. The Gravenhurst Centennial Centre, located at 101 Centennial Drive, Gravenhurst is home to the best ice in Muskoka at the Graeme Murray Arena. The ice rink features heated bleacher seating for over 700 people, two heated viewing areas, one 190’ by 85’ ice pad, six dressing rooms and one Club Room. Located within the facility is the YMCA with a swimming pool, a fitness and workout floor and a gymnasium.

Gravenhurst is home to over 13,000 permanent year-round residents and a seasonal population of approximately 18,300 residents, spread amongst approximately 528 square kilometers divided over five wards.

Gravenhurst offers both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, culture, heritage, sights, sounds and attractions, making it a great place to live, work and play.

2. Intent of RFP

The intent of this RFP is to receive proposals from sanctioned ice sport teams to operate in the Centennial Centre at the Graeme Murray Arena.

This RFP does not constitute an offer by the Town and is not intended to be a formal legally binding bid process. The RFP does not bind the Town to proceed with any subsequent bid process, negotiations, or contract.

3. Submission of Response

The RFP process shall be email only. All submissions shall become the property of the Town.

It is the responsibility of each Respondent to submit all required information as outlined in this RFP.

The Town is not responsible for submissions not being received.

4. Questions and Answers

To ensure fairness to all Respondents all questions related to this RFP are to be submitted to the Primary Contact through email. Responses will be shared with all interested parties if applicable.

5. Town's Rights

In addition to all other rights, the Town specifically reserves the following rights:

- a. to accept or reject any or all submissions;
- b. to cancel the RFP at any time for any reason without any liability;
- c. to seek subsequent information or initiate discussions with any Respondent or potential supplier, including those that did not respond to this RFP;
- d. contact a limited number of potential organizations, which may include organizations that did not respond to this RFP, for the purpose of a competitive process;
- e. to elect not to procure the good or service that is the subject of this RFP.

6. Requested Information

Respondents are to include at minimum the following information in their response:

- Contact information
- Team information (new, re-locating, league information, sanctioned sport (ie. Hockey (women's), Ringette etc.)
- Ice Requirements - approximate hours of ice required for practices and games and potential timing for each of those (note daytime practices will be easily accommodated)