

**PARKSVILLE COMMUNITY PARK**  
**OFF-SEASON MOBILE FOOD CONCESSION REQUEST FOR PROPOSALS**  
**2240-20-CON - RFP: ADM22-01**

**Request for Proposals ("RFP") Submissions will be received at the Administration Department of the City of Parksville, located at 100 Jensen Avenue East in Parksville BC, prior to the Closing Date and Time of 4 pm, Pacific Standard Time, on Friday, August 19, 2022.**

**Instructions to Applicants:**

1. Submissions are to be marked with the applicant's name, the RFP title and reference number indicated at the top of the cover page.
2. Closing Time will be conclusively deemed to be the time shown on the clock on the computers located at the City of Parksville, Administration Department.
3. The City's Administration Department is open, from **8 am to 4 pm**, Pacific Standard Time and is closed Saturdays, Sundays and holidays.
4. Submissions, preceded by a cover page clearly identified as set out in Note #1 above, may be made by:
  - By hand to: Administration Department  
100 Jensen Avenue East, Parksville
  - By mail: PO Box 1390, Parksville BC V9P 2H3
  - By email to: [administration@parksville.ca](mailto:administration@parksville.ca)
5. All queries related to this RFP should be submitted to the attention of the City's Contact Person:

**Contact Person:**  
**Amanda Weeks, Corporate Officer**  
**250 954-3070 | [administration@parksville.ca](mailto:administration@parksville.ca)**

6. Copies of the RFP documents will be available from the Administration Department, 100 Jensen Avenue East, Parksville as of 8 am on Tuesday, June 21, or may be downloaded from the City's website.
  7. ***The City of Parksville reserves the right to reject any or all submissions or to accept the submission deemed most favourable in the interests of the City.***
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## 1. Overview

The City of Parksville is looking to provide concession services through mobile vendors in the Parksville Community Park.

The City of Parksville is seeking contractor/s to operate a mobile food concession for the period **October 1, 2022, through April 30, 2023**. The location for the two concession pads in the Parksville Community Park are shown on the attached map (Schedule B).

Bids will be received for one or both of the food concession pads. If an applicant wishes to occupy both pads, separate proposals must be submitted for each pad. If multiple proposals are submitted, each proposal must reference the appropriate pad number as shown on Schedule B.

## 2. General Scope of Services of the Contractor

The successful Contractor will operate the mobile food concession within the designated pad(s) as per Schedule B.

The following applies to the concession area:

- a) The City will provide one (or two) concession pad(s), serviced with one 30-amp single-phase electrical service and water.
- b) The vehicle(s) must be fully self-contained and not exceed 10 metres (32.8 feet) in length. Applicants must provide a description and include photos of the mobile food concession to be used.
- c) The term Contractor is used to refer to the successful bidder, selected by Council. The term Applicant refers to any person or corporation who submits a bid through this RFP process.
- d) The Contractor is required to supply the mobile food concession service for the period of **October 1, 2022, to April 30, 2023**.
- e) The City may place additional mobile food concessions in additional locations determined at the City's sole discretion in the Parksville Community Park at any time. The Contractor must acknowledge this and submit consent as part of their bid submission.
- f) In accordance with the City's **Business Licence Bylaw, 2018, No. 1550**, the Contractor will remove the vehicle / trailer from the site each day prior to park closure. The City will not provide additional parking for the Contractor's personal vehicle if the Contractor tows a concession trailer. The Contractor will coordinate with the other concession operators for a smooth daily transition in and out of the concession area. No Contractor may block access or egress to and from the concession site. The successful Contractor shall move the vehicle without delay when requested by City staff for any reason.

- g) The Contractor shall comply with all regulations regarding fire, traffic, safety and sanitation and shall acquire all necessary permits. The Contractor must also comply with all COVID-19 regulations and Provincial Health Orders.
- h) The Contractor will pay for and obtain all permits, taxes and licences required by any agency having jurisdiction.
- i) Rent shall be submitted in monthly instalments, due and payable in advance of the first day of each month of said season.
- j) The Contractor is required to supply a bid deposit in the form of a certified cheque made payable to the City of Parksville in the amount of \$1,000. The deposit of the Contractor will be retained as a "performance deposit" and the City will place it into an interest-bearing account with the interest accruing to the depositor.
- k) The Contractor may not sublet or assign the occupation licence to another party without prior written approval from the Manager of Administrative Services or designate.
- l) The Contractor will provide a menu of items which will be offered for sale at their concession.
- m) Except where directed, required or permitted by health authority or other senior governmental regulations, use of individually packaged condiments is prohibited.
- n) All food and drink serving containers used shall be clearly identifiable with the Contractor's operation and, as far as practical, will be recyclable and environmentally friendly products.
- o) The Contractor will clean and maintain the premises to the satisfaction of the City, including picking up of litter within a 30-metre radius of the concession unit(s). The Contractor shall be totally responsible for the removal and disposal of the garbage from the identified containers as frequently as business dictates, and to supply and insert plastic liner bags in these containers at the end of each business day.
- p) The Contractor shall be allowed to display one professionally made sign within 30 metres of the food concession vehicle. The sign and its location are subject to approval of the Manager of Administrative Services or designate prior to posting.
- q) No outside advertising is permitted without the prior consent of the Manager of Administrative Services or designate.
- r) No food concessions shall be permitted in the Parksville Community Park during the operating period of any existing Concession Occupation Licence except when they are specifically associated with and have been authorized by the organizers of an approved special event or expressly permitted by the City of Parksville. Any such concession must have a valid "Temporary Food Concession Permit" issued from the Island Health Authority and must not be located within a radius of 100 metres from the Concession Occupation Licence site(s) unless they have received prior permission in writing from the Concession

Occupation Licence Contractor(s). The Contractor(s) will be responsible to communicate with such events organizers and review the outdoor events calendar to determine the dates of the special events.

- s) All electrical equipment utilized in the Province of British Columbia must bear a recognized electrical certification prior to use. Application for approval may be made to the BC Safety Authority.

### **3. Request for Proposals Process**

- a) Applicants are required to respond to this Request for Proposals in accordance with the terms of the Instructions to Applicants, using the response form provided as Schedule A.
- b) All communications are to be directed only to the Contact Person as identified on the cover page. Inquiries are to be directed to the Contact Person before the deadline for submission.
- c) It is the responsibility of the Applicant to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. If deemed required by the City, addenda, amendments, and / or questions and answers will be posted on the City's website.
- d) It is the sole responsibility of the Applicant to monitor the City's website at [parksville.ca](http://parksville.ca) regularly for amendments, addenda and questions and answers related to this RFP.
- e) Proposals will not be accepted after the final closing date and time for receipt of proposals.
- f) Any one party may submit only one proposal per pad. Any party submitting alternate proposals for each pad shall be disqualified. Conditional proposals will not be considered.

#### **3.1 Notification of Selection**

- a) The Request for Proposal is not a public opening. Following the Closing Time, the City of Parksville will review the submissions and will notify only those Applicants who are selected as the providers for this Contract. The City of Parksville hereby thanks all other Applicants for their interest.

#### **3.2 The City of Parksville Rights**

- a) The City may unilaterally take the following actions, and shall not be liable for any such actions:
  - (i) reject or accept any or all Applications;
  - (ii) cancel the RFP process and reject all applications;
  - (iii) terminate the licence of occupation with 30 day's written notice.
- b) The Applicant acknowledges and agrees that these RFP documents are, in no way whatsoever, an offer to enter into an agreement and submission of an Application by any

Applicant does not in any way whatsoever create a binding agreement. The Applicant acknowledges that the City has no contractual obligations whatsoever arising out of this RFP process.

**3.3 Prior to commencing work, the Contractor(s) will be required to submit:**

- a) Proof of a current City of Parksville Business Licence (or current Inter-Community Business Licence);
- b) Letter of WorkSafeBC Proof of Good Standing; and
- c) Proof of a minimum of two million liability insurance, with the City of Parksville named as an "Additional Named Insured".

**4. Mandatory Criteria**

The following are mandatory requirements. Proposals not clearly demonstrating that they meet the requirements will receive no further consideration during the evaluation process.

<b>Mandatory Criteria</b>
<p>Complete Request for Proposal Response including:</p> <ul style="list-style-type: none"> <li>• Response form provided as Schedule A.</li> <li>• A bid deposit in the form of a <b>certified cheque</b> made payable to the City of Parksville in the amount of \$1,000.</li> <li>• List of menu items as laid out in Item 2 (I).</li> </ul> <p>To be received prior to Closing Date and Time of <b>4 pm (PST), Friday, August 19, 2022.</b></p>

**5. Desirable Criteria**

Proposals meeting the mandatory requirements will be further assessed against the following criteria. The relative weighting for each criterion is also given.

<b>Criteria</b>	<b>Weight</b>
Relevant experience, qualifications and successes	/ 30
Proposed food items and proposed prices	/ 35
Overall proposal for operating a high quality, service oriented venture	/ 20
Total value of proposal to the City	/ 15
<b>TOTAL</b>	<b>/ 100</b>

**SCHEDULE A - REQUEST FOR PROPOSAL RESPONSE FORM**

In submitting this response to PARKSVILLE COMMUNITY PARK **OFF-SEASON** MOBILE FOOD CONCESSION REQUEST FOR PROPOSAL (2240-20-CON RFP: ADM22-01), the undersigned hereby agrees to the aforementioned terms and conditions of this RFP and its process, and specifically to the following terms:

**THIS AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_, 2022

**BETWEEN:**

CITY OF PARKSVILLE  
100 Jensen Avenue East  
PO Box 1390  
Parksville, BC V9P 2H3

[hereinafter called the "City"]  
OF THE FIRST PART

**AND:**

Company Name: \_\_\_\_\_

[hereinafter called the "Contractor"]  
OF THE SECOND PART

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

**WHEREAS:**

1. The City is the registered owner of those lands and premises having a civic address of the Parksville Community Park, 193 Island Highway East, Parksville, BC.
2. The Contractor wishes to occupy the concession pad(s) shown in Schedule B for the purposes of operating a mobile food concession for the period of **October 1, 2022, to April 30, 2023.**
3. The City will provide one or two concession pad(s) serviced with one 30-amp single-phase electrical service and water service.
4. The Contractor is required to supply a bid deposit in the form of a certified cheque made payable to the City of Parksville in the amount of \$1,000. The deposit of the successful Contractor will be retained as a "performance deposit" and returned at the end of the rent term subject to meeting terms and conditions.
5. The City may place additional mobile food concessions in locations determined at the City's sole discretion in the Parksville Community Park at a later date.
6. The Contractor will be required to enter into a Licence of Occupation agreement with the City and abide by additional terms not expressly included in the RFP.
7. Terms of the Licence of Occupation; at a minimum, the core operating period will be from **October 1, 2022, to April 30, 2023.**

**RENT:**

Request for Prices; The Contractor shall pay rent to the City and shall be received in monthly instalments (plus applicable taxes), due and payable in installments as follows:

<b>October 1, 2022</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>
<b>November 1, 2022</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>
<b>December 1, 2022</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>
<b>January 1, 2023</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>
<b>February 1, 2023</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>
<b>March 1, 2023</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>
<b>April 1, 2023</b>	\$ _____	+ GST \$ _____	<b>Total: \$ _____</b>

### **SCHEDULE B - PREMISES**

The premises are those lands legally described as that portion of land, located at 193 Island Highway East, Parksville, commonly known as the Parksville Community Park. The two food concession pads are located in the vicinity of the washroom building and playground area as shown in the drawing below

