

City of Coquitlam

Request for Expressions of Interest

RFEI No. 25-070

2026 – 2027 Street Vending Program
Operators

1 KEY DATES

RFEI Issue Date	Tuesday, November 18, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFEI name and number.	2:00 PM (local time) Tuesday, February 24, 2026
Submission Deadline	2:00 PM (local time) Friday, February 27, 2026

Please Note: The Purchasing Department at City Hall will be closed at 12:00 PM on Wednesday, December 24, 2025 and reopen at 08:00 AM on Friday, January 02, 2026. Questions will not be reviewed until Friday, January 02, 2026. City Service Operations will remain in full service.

2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFEI, are available on the city’s website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFEI, listed in order of preference are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFEI Submission. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Provide evidence to the City (e.g., Lower Mainland Food Vendor decal) that the street vending cart or street vending vehicle is in compliance with the Fire Code as determined by the City of Coquitlam Fire Department (refer to **Appendix C - City Inspection Policy – Food Vending Vehicles**)
- d) Commercial General Liability (CGL) insurance \$2M coverage provided on the [City's Standard Insurance Form](#)
- e) Provide evidence to the City (e.g., Permit to Operate and decal) that the street vending cart or street vending vehicle is in compliance with the requirements of the Fraser Health Authority or Vancouver Coastal Health Authority
- f) Provide evidence to the City of Automobile Liability Insurance providing coverage for death, bodily injury, property loss and damage arising out of or in connection with the Street Vending Vehicle in an amount not less than \$2,000,000 per occurrence for the street vending cart or street vending vehicle proposed for use in the Street Vendor Program

- g) Pay to the City the applicable licence fee and taxes
- h) Pay to the City a \$1,000 damage deposit
- i) Enter into **Appendix B – Street Vending Licence of Occupation Agreement** with the City once all other requirements have been met

3 DEFINITIONS

In this RFEI, the following terms will have the meaning set out below:

“Agreement” “Contract” means **Appendix B - Street Vending Licence of Occupation Agreement** that will be issued to formalize with the successful Proponent through a negotiation process with the City based on the Submission and will incorporate by reference the Submission, Specifications, Appendices, any additional subsequent information, any addenda issued, the Proponents response and acceptance by the City

“City” “Owner” means City of Coquitlam

“Proponent” means responder to this Request for Expression of Interest

“Provide” shall mean provide and pay for

“RFEI” means this Request for Expression of Interest

“Services” means and includes anything and everything required to be done by the successful **Proponent** for the fulfillment and completion of the Contract as described in this RFEI

“Submission” means the submission by the Proponent

4 REQUEST FOR EXPRESSIONS OF INTEREST

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́m (HUN-kuh-MEE-num) word kʷíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the ǵíćə́y (kat-zee), and other Coast Salish Peoples.

4.2 Introduction

The City of Coquitlam (“City”) is seeking expressions of interest from businesses interested in operating as street vendors (“Operators”) on designated City owned properties. The successful Operator(s) will provide food services and/or sell other products from self-contained street vending vehicles or street vending carts, which reflect the needs and desires of the diverse community. The street vending program will provide an attractive amenity for the residents of and visitors to Coquitlam at a reasonable cost.

4.3 Purpose

The City is intending to continue its Street Vending Program that will:

- Enhance a vibrant community environment
- Provide a reliable and consistent level of service to residents and visitors
- Provide a variety of quality food and beverages at reasonable prices
- Ensure that the community's right of choice is recognized and preserved

The City is primarily interested in entering into agreements with Operators providing food services. However, the City will consider applications from Operators who are interested in selling products other than food (e.g. Flower Vendors).

The intention of the City is to enter into up to ten (10) separate licenses of occupation with Operators; one licence of occupation per Site.

4.4 Applicant Requested Sites

Applicant Suggested Sites: City owned and controlled property, excluding parkland.

The City may issue up to two (2) more street vending licenses for vending vehicles or street vending carts on City owned or controlled streets, sidewalks and boulevards. Additional information is required to apply for these sites and is outlined in the Application Requirements and Evaluation and Selection Process section of this document. Please note that the proposed vending sites must be at least 30 meters from any existing restaurant business, or, in the case of a non-food operator, 30 meters from any existing business selling similar products.

4.5 Current Approved Sites

Site	Location	Eligibility
1	West side of Pinetree Way – front of Douglas College	Street vending vehicles or street vending carts .
2	West side of Pinetree Way – front of Douglas College	Street vending vehicles or street vending carts .
3	East Side of Pinetree Way adjacent to Town Centre Park/Evergreen - Sky Train Plaza	Street vending vehicles or street vending carts .
4	East Side of Pinetree Way adjacent to Town Centre Park/Evergreen - Sky Train Plaza	Street vending vehicles or street vending carts .
5	Evergreen Sky Train Plaza	Street vending carts
6	Southwest Corner of Guildford Way & Pinetree Way in the Park & Ride Parking lot	Street vending vehicles or street vending carts .
7	Southwest corner of Poirier St & Foster Ave	Street vending vehicles or street vending carts .
8	Northeast side on Hartley Ave east of Schooner Street (outside of Home Depot parking lot)	Street vending vehicles or street vending carts .

4.6 Detail of Each Site

The approximate location of each pre-approved Site in relation to City streets is shown on the maps included in **Appendix A - Vending Locations - Maps**.

These are approximate locations. The exact locations will be set out in **Appendix B – Street Vending Licence of Occupation Agreement** between Operators and the City.

4.7 Term

The City intends to enter into one (1) year Agreements at all sites from April 1, 2026 to March 31, 2027 (the Street Vending Program Operators year). While the licenses may be renewed on mutual agreement between the parties, the City will conduct a yearly intake and evaluation of applications to the Street Vending Program.

The City may enter into a less than one (1) year agreement at any site at its sole discretion. Any mid-year licenses will be for the remainder of the Street Vending Program year.

The agreement shall not be effective during the following blackout dates, which are excluded from the term with respect to the specified locations:

- Site 1, 2, 3 & 4: June 27 – July 2 2026

4.8 Application Timeline

The City will accept applications to the **2026 - 2027 Street Vending Program Operators** year until the **Submission Deadline** noted in the **Key Dates**. After licenses and sites have been assigned through the selection process, applications will be accepted on an ongoing basis until all of the remaining available licenses and sites have been awarded for the **2026 - 2027 Street Vending Program Operators** year.

5 SCOPE OF SERVICES

5.1 Application Requirements

Interested businesses and entrepreneurs are requested to provide the following information which will be evaluated by the City:

a) For City Approved Sites:

- I. **Corporate** - Company profile, number of years of relevant experience in similar or other successful operations
- II. **Sites** - Indicate which Site(s) you are interested in **and** which Site(s) are preferred
- III. **Equipment** - Indicate whether you are interested in operating a street vending cart or street vending vehicle. Provide dimensions, pictures, description and indicate the power source of the street vending equipment. Proponents are encouraged to check the actual size of the available sites to ensure their equipment will fit the area
- IV. **Schedule and Commitment** - Indicate the number of days per week and hours of operation during the term that you would commit to operating at the Site. Indicate any seasonal variances
- V. **Marketing** – Provide a brief summary as to why your business would be well suited as an Operator to provide the street vending services to the community for each site. Share your vision and operating principles including, but not limited to:
 - Menu planning, course offerings and quality, or other products if food and beverages are not being sold
 - How you would connect with and involve the community
 - Appearance and presentation
 - Promotion, marketing and placement of services
 - Value Added – what is exceptional about the service, products and Operator(s)
 - Other relevant information

- VI. **Sustainability** – Describe your ability to minimize environmental impact and provide social and economic benefits to the community:
- Manage and minimize waste
 - Use of compostable supplies
 - Sourcing local products
 - Energy efficient equipment
 - Minimize environmental impact and improve economic and social benefits

VII. **References and Experience** - Including contact information

b) For Applicant Suggested Sites:

- I. **City Approved Sites** - Provide all of the information required for City Approved Sites other than the preferred City Approved Site (i.e., part a) noted above
- II. **Sketch Plan** – Provide a description of the desired operating location including nearest street address, the vending vehicle or vending cart proposed for use, and include a diagram (may be hand drawn) showing the proposed location and orientation of the vending vehicle or vending cart at the operating location
- III. **Operation Plan** – Provide a description of the proposed flow of customers to and from the vending vehicle or cart and the expected mode of transportation of those customers to the site

5.2 Evaluation and Selection Process

The City will evaluate the information provided in the application and rank the applications based on their total evaluation score. The City reserves the right to consider other criteria that may become evident during the evaluation process to provide best value and meet community objectives. The City will give preference to Proponents which are business ready. The City may consider whether an applicant fulfilled its commitments made in its application to the Program in previous years (e.g., attended its site, followed the City's bylaw requirements, etc.).

Sites and licenses will be offered and assigned based on the ranking of the application evaluations. The highest ranked applicant will be offered its preferred site as noted in its application. The next highest ranked applicant will be offered its preference of the remaining sites available noted in its application. This pattern is followed until the remaining sites and licenses have been assigned. If all of an applicant's preferred sites are assigned, the next highest ranked applicant with a preference for an available remaining site will be offered the available site.

If an applicant notes an applicant suggested site within its list of preferred sites, the applicant will retain first priority for that site pending City approval but the next highest ranked Proponents with City Approved site preferences that remain available will be offered a City Approved Site.

After licenses and sites have been assigned through the selection process, applications will be accepted on an ongoing basis throughout the **Street Vending Program Operators** year until all of the available licenses and sites have been assigned. All licenses will expire prior to the beginning of the next **Street Vending Program Operators** year (April 1).

For the **Applicant Suggested Sites**, the City will consider the following:

Physically adequate to accommodate a cart or truck. For vehicles, there must be a safe and lawful parking spot that can be occupied for an extended period without detriment to the surrounding facilities and parking availability. For carts, the spots need to be separated from the travelled portions of the sidewalk and road to allow safe passage for pedestrians.

Sufficient space for patrons. Consideration of whether customers will be walking or arriving by vehicle (or both) factor into determining whether there is sufficient sidewalk/boulevard area for lining up and eating and/or on-street parking for drive-by customers.

Availability of public trash cans. Although vendors are required to provide a garbage container and keep their immediate area clean, impact on other City sanitation services is considered. It is preferable to find sites with public trash cans within walking and eating distance from the site, particularly for vendors relying largely on walk-up customers.

Adequacy of street lighting. As the program becomes more robust it is hoped that vending may extend into hours of darkness. For vendor and patron safety, proximity to street lighting is considered.

Minimal parking impacts. For vending vehicles, it is important that the vendor be accommodated within the existing street parking allowance, without significant impact on others. Vending vehicles need to be sited in ways that will not increase the likelihood of others, such as customers, committing parking violations.

Compatibility with neighboring businesses selling similar products. Operators should be aware that:

- Vending vehicles and carts **must** be located at least 30 meters away from an existing restaurant business
- In the case of non-food Operators, vending vehicles and carts **must** be located 30 meters from any existing business selling substantially similar products

We thank all Proponents for their interest; however, only those short listed will be contacted.

The evaluation will be confidential and no totals or scores will be provided to any of the Proponents.