

City of Coquitlam

Request for Proposals

RFP No. 22-022

Concession Services at Blue Mountain Park

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Appendix A - City of Coquitlam Facility Use Licence

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 22-022</p> <p align="center">Concession Services at Blue Mountain Park</p>
Overview of the Opportunity	The purpose of this RFP is to select a Proponent to provide Concession Services at Blue Mountain Park .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Wednesday, March 02, 2022</p>
Instructions for Proposal Submission	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Facility Use License as Appendix A and Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Facility Use License any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“City” “Owner” means City of Coquitlam;

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The purpose of this **RFP 22-022 Concession Services at Blue Mountain Park** is to provide quality food services that reflect the needs and desires of the diverse community. The Service will provide an attractive amenity for the diverse users of the park.

1.2 Non-Mandatory Site Visit

A non-mandatory site visit is scheduled for:

NON-MANDATORY SITE VISIT	
PROCESS	Due to COVID 19 the City will be following mandatory Provincial Health Guidelines for carrying out the site visit.
DATES:	Thursday, February 17, 2022.
LOCATION:	Blue Mountain Park Concession 975 King Albert Ave Coquitlam, BC **Proponents are to meet onsite **
TIMES:	10:00 AM
RSVP & ATTENDANCE:	Limit of 1 (one) representative per prospective Proponent.

The City of Coquitlam will adhere to proper provincial Covid-19 measures and ensure physical distancing and minimal sized gatherings are in place.

**** Proponents are asked to bring a mask to adhere to provincial COVID-19 measures while on-site****

No questions will be answered during the site visit; questions are to be submitted to bid@coquitlam.ca and an addendum will be issued to answer all questions and ensure consistency between meetings.

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents.](#)

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5 Term of Agreement

The initial term of the Contract is for service provision over the course of two (2) years, operating in the spring and summer only (Victoria Day weekend to the Labour Day weekend),

with the agreement term ending on September 15, 2023, subject to the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them

1.7 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Technical	30
Financial and Value Added	40
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Proponent's qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- Financial Strength
- References

Technical

- Demonstrated Understanding of the Community, and Park and Facility Operations
- Menu sample - Food and Beverage Service Offering (intended menu options, including a variety of healthy food options)
- Quality control
- Fraser Health Food Permit
- Methodology
- Quality

Financial and Value Added

- Menu prices
- Value Added / Sustainable benefits

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions – Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Fraser Health Food Permit.
- f) Accept Appendix A - City of Coquitlam Facility Use Licence

1.9 Examination of Proposal Documents and Worksite

The Proponent must carefully examine the Proposal Documents and worksite. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional Work requirements due to unforeseen circumstances.

All information in this RFP Document, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), Appendix A - City of Coquitlam Facility Use Licence as attached to this RFP, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, and sublet or transfer any subsequent Contract or any part thereof.

3 SCOPE OF SERVICES

3.1 Service Expectations

- Provide non-exclusive food and beverage services with healthy menu options
- Provide a reliable and consistent level of service to patrons
- Provide a variety of quality food & beverages at affordable and reasonable prices
- Provide an appropriate & sustainable commercial return to the City without the need for operational and/or capital contributions by the City.
- Provide the service in a manner which minimizes the administrative time and cost to the City
- Recognize and embrace the recreation and social values of the community
- Support of sports, culture and community groups hosting events at the site
- Ensure that the community's right of choice, access and equity is recognized and preserved
- Ensure that all activities undertaken as part of providing food services are in the public interest

3.2 Location details and operating hours:

a) Location:

**Blue Mountain Park
975 King Albert Ave
Coquitlam, BC**

b) Hours:

At a minimum, Proponents will be expected to provide food services from the location(s) during the following hours:

- Monday to Sunday and Holidays: 11:30 a.m. to 6:30 p.m. from the start of the Victoria Day weekend to the end of the Labour Day weekend in each of the contract years. These base hours will be subject to adjustments as approved in writing by the City.

3.3 Infrastructure

Services/Equipment available are:

- | | |
|----------------------------|--------------------------------------|
| • Power 100 AMP | • Dishwashing sink: Two compartments |
| • Gas: No | • Countertops: Melamine |
| • Venting hoods: No | • Service window |
| • Heat: Electric wall unit | • Sewer connection |
| • Lighting: Fluorescent | |
| • Water: Hot and Cold | |

3.4 Site Conditions / Restrictions

- No gas, coal, charcoal or similar portable cooking equipment is permitted inside or outside the Premises.
- The City will provide power to the site. Check the existing electrical capacity of the concession site to make sure there is sufficient electrical capacity for your equipment.

Do not use multiple extension cords or multi-plug adapters to attempt to use too much electrical equipment. If uncertain of the electrical capacity available at the site, the Proponent is advised to seek the opinion of a qualified electrician.

- No lottery tickets, tobacco products, alcoholic beverages, or controlled substances may be sold.
- A designated parking site for your vehicle will not be provided.
- You will be responsible for picking up any trash dropped within the site location by your customers. You must keep the site neat and in tidy condition with all garbage to be removed from the site at the end of each day. Garbage disposal bins are available at the north side of the park, near the corner of Floyd Ave and MacIntosh Street. The Proponents will be responsible for paying the City a garbage disposal fee of \$100 per month.
- The City expects that concession operations will utilize biodegradable and environmentally friendly products where possible.
- The City takes no responsibility for the security of concession unit(s) or equipment.
- The successful Proponent must keep up, maintain, repair and service its equipment at its own expense and provide own janitorial services & supplies.
- The successful Proponent must ensure that all staff engaged in concession operations are trained and qualified in accordance with any applicable Federal, Provincial and Municipal laws, bylaws and regulations affecting the work.
- The successful Proponent must ensure that all staff engaged properly supervised, wear the appropriate personal protective equipment and all work is performed in compliance with the latest WorkSafe BC regulations.

3.5 Proponents Rent

Rent for the first year is \$350 per month and will be subject to an inflationary measure approved by the City in the second year. In addition to the base rent, the proponent will pay the City a garbage disposal fee of \$100 per month. All rent and fees will be subject to applicable taxes.

A security deposit in the amount of \$520.00 (\$500 building deposit and \$20 key deposit) will be payable to the City upon execution of an agreement. The security deposit will be returned to the proponent at the end of the agreement period subject to any amounts deducted for costs incurred by the City in repairing or restoring the concession space to a condition suitable for a continuing operation, as a result of the Concession Operator's activities.

3.6 Termination

The City reserves the right to immediately terminate the Service Agreement of any Proponent who fails to comply with these terms, or generates public complaints. The agreement may also be terminated by either party, at any time, for any reason upon 30 days' written notice.

3.7 Customer Service

The Proponent is expected to:

- Deliver excellent customer service and resolve any customer disputes or complaints that might arise in a timely manner.

- Provide a reliable and consistent level of service to patrons
- Provide a variety of quality and nutritious food & beverage options at affordable and reasonable prices
- Recognize and embrace the recreation and social values of the community

3.8 Maintenance.

The City will perform all major and minor repairs to the concession building and will, in its sole discretion, make any such repairs as are necessary for the preservation of the said building. Proponents shall promptly notify the City of any needed repairs immediately and within 24 hours of breakdown or damage found.

Proponent is responsible for equipment maintenance.

Appendix A - City of Coquitlam Facility Use Licence

FACILITY USE LICENCE – TERMS AND CONDITIONS

1. **Grant of License** - The Licensor hereby grants the Licensee the non-exclusive right to use the License Area during the Use Period for the approved Purpose and for no other purpose, subject to compliance by the Licensee with all the terms of this Agreement. The Licensee covenants and agrees that the Licence Area will not be used for any purpose other than the approved Purpose and that the number of people in the Licence Area during the Use Period shall not exceed that identified on page 1 of this Agreement. Despite any other provision in this Agreement or any rule of law to the contrary, this Agreement does not create any interest in land.
2. **Termination** - The Licensor may terminate this Agreement at any time upon 24 hours written notice to the Licensee, except in the case of an emergency or breach of this Agreement, as determined by the Licensor in its sole discretion, in which case lesser or no notice may be given.
3. **Payment of Fees** – The Licensee shall pay to the City a fee in the amount set out in the City's *Fees and Charges Bylaw* in force at the time the Licence Area is being used. Fees shall be paid without deduction or set-off.
4. **Security Deposit** - The Licensee will, upon execution of this Agreement, provide the Security Deposit, fee in the amount set out in the City's *Fees and Charges Bylaw* in force at the time the Licence Area is being used, as security for the performance by the Licensee of its obligations under this Agreement. Upon default, the Licensor may, in addition to any other rights it may have, retain the Security Deposit.
5. **No Obstruction, Interference or Nuisance** - The Licensee shall ensure that its use of the License Area does not obstruct or interfere with the Licensor's operations or create any nuisance. The Licensee shall promptly rectify any such obstruction, interference or nuisance at its sole cost and expense.
6. **Equipment and Improvements** - The Licensee may, with the Licensor's prior written consent, place equipment or improvements on the License Area. The Licensee shall be solely responsible for the cost of placement, removal and operation of its equipment and improvements. Placement and removal shall be done at such times and in such manner as approved by the Licensor. The Licensee shall keep its equipment and improvements in a first-class state of repair and shall be responsible for the safety and security of its equipment and improvements. The Licensee shall promptly remove or repair any improvements and equipment that has been defaced, vandalized, damaged or poses any risk to the safety of the Licensor's staff or operations.
7. **Condition of the License Area** – The Licensee acknowledges that the Licence Area is being provided by the City "as is" and that the City has not made any warranties or representations with regard to the condition of the Licence Area. The Licensee shall keep the License Area in a clean, sanitary and safe condition and shall, at the end of the Use Period, return the License Area to its original condition. The Licensor has the right, at any time, to enter the License Area for any purpose, including inspection. The Licensee may, on reasonable notice to the Licensor, inspect the Licence Area prior to use at a time approved by the Licensor.
8. **Damages** - The Licensee shall, within 10 days of a demand from the Licensor, pay all reasonable costs or expenses incurred by the Licensor to repair any damage to the License Area or the Licensor's facilities or equipment caused by the Licensee's use of the License Area.
9. **Licenses and Permits** -The Licensee warrants it holds, or shall obtain prior to its use of the Licence Area, all municipal, provincial and federal licenses or permits required for the conduct of its operations in the License Area including, without limitation, a City of Coquitlam business licence if applicable.
10. **Signage** - Any and all signage or other written material placed in the License Area shall be of high quality, visually appealing and professional. The Licensee will immediately remove any signage or written material deemed unacceptable for any reason by the Licensor.
11. **Conduct of Business** - The Licensee shall conduct itself in a professional manner and will not do or omit to be done anything that will in any way (a) impair or invalidate any policy of insurance that the Licensee maintains or (b) increase the risk of loss at the License Area or increase the premiums payable by the Licensor for any policy of insurance that the Licensor maintains.
12. **Insurance** – Unless otherwise provided in any additional conditions attached hereto, the Licensee shall maintain at its sole cost general liability insurance in an amount of no less than \$5,000,000 against claims for bodily injury, death or property damage or loss howsoever arising out of the operations of the Licensee, which insurance policy shall include the Licensor as an additional insured. The Licensee shall provide the Licensor, on the Licensor's request, a certificate of insurance evidencing the required coverage prior to commencement of the Use Period.
13. **Liability and Release** - The Licensor shall not be liable for any damage or injury caused to the Licensee or any person claiming through or under the Licensee or its or their property while in the License Area. The Licensee hereby releases the Licensor and its officers, employees, agents, consultants, and contractors (the "Licensor's Representatives") and waives any rights, including rights of subrogation, it may have against them for compensation for any loss or damage occasioned by the Licensee or any person claiming through or under the Licensee.
14. **Indemnity** - The Licensee hereby irrevocably undertakes to indemnify, defend and save harmless the Licensor and the Licensor's Representatives from and against all losses, claims, suits, costs, actions, damages, liabilities and expenses arising out of any act or omission of the Licensee, whether occurring in and about the License Area or arising out of any breach by the Licensee of any provision of this Agreement.
15. **Compliance** - The Licensee will comply with all statutes, bylaws, regulations, ordinances or other laws in force during the Use Period pertaining to the Licensee's operations or use of the License Area. The Licensee will abide by the Special Conditions on page 1 and all rules, regulations and directives made by the Licensor from time to time pertaining to the use, operation, safety, care or cleanliness of the Licensor's facilities or the License Area. The Licensor will not be responsible for the non-observance or violation of any rules, regulations or directives by any other person.

TERMS AND CONDITIONS

16. General

- (a) Any notices shall be personally delivered, sent by facsimile or forwarded by mail to the addresses on page 1. Any such notices delivered, faxed or mailed, shall be considered legally served and shall be sufficient notice effective from the day of delivery or facsimile transmission or from the 5th calendar day after mailing.
- (b) The Licensee shall not assign this Agreement or sublet any part of the License Area in whole or in part.
- (c) This Agreement may not be amended except with the written agreement of the parties.
- (c) This is a licence agreement and nothing contained in it shall be considered to constitute a landlord/tenant relationship.
- (d) Time is of the essence.
- (e) The Licensee acknowledges the Licensor has made no representations or warranties whatsoever concerning the License Area.
- (f) This Agreement may be executed by the Parties by electronic signature and may be transmitted by facsimile or other electronic means and if so executed and transmitted, this Agreement shall be for all purposes as effective as if the Parties had delivered an executed original Agreement.
- (g) This Agreement, including the Facility Use Licence, these Terms and Conditions and any additional conditions attached hereto, constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.

The Licensor and Licensee, by signing this Agreement, agree to be bound by all the terms and conditions contained in it.

Signed by the Licensor:

Signed by the Licensee:

CITY OF COQUITLAM, by its authorized signatory(ies)
on this day of , 2014:

_____, by its authorized signatory(ies) on this _____ day
of _____, 20XX:

Print Name & Title

Print Name & Title

Sign Name

Sign Name



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 22-022

Concession Services at Blue Mountain Park

Proposals will be received on or before 2:00 pm local time on

Wednesday, March 02, 2022

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) Facility Use License - I/We have reviewed the City's **Appendix A - City of Coquitlam Facility Use Licence** and would be prepared to enter into in an agreement that incorporates the Lease Agreement, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

c) SERVICES - I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

d) AWARD - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
v. Fraser Health Food Permit	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii. A brief summary as to why your firm would be well suited as an operator to provide the food services to the community at the site:
iii. Proponent relevant experience and qualifications in delivering Services similar to those required by the RFP :
iv. How do you see your service enhancing the park/facility visitor experience? How would you connect and involve the community:
v. Describe your vision for the appearance and presentation of the operation/staff:
vi. Proponent's financial strength (with evidence such as financial statements, bank references):

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):

Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) FINANCIAL STRENGTH	
Attach Proponent's financial strength (with evidence such as financial statements, bank references):	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

d) HEALTH AND SAFETY	
I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. TECHNICAL

a) Demonstrated understanding of the community, and Park and Facility Operations – A narrative that illustrates an understanding of the City’s requirements, Services and community:

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b) Food and Beverage Service Offering – attached Menu Sample.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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c) Fraser Health Food Permit – attached.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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d) A description of the general approach and methodology that the Proponent would take in performing the Services including specifications:

--

e) A narrative that illustrates Proponent’s philosophy and approach to quality assurance and quality control:

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4. FINANCIAL

a) Attach Menu Sample with prices - that provide competitive pricing, strategic pricing to encourage sales of healthy choices, .

☐ **Yes**

☐ **No**

a) VALUE ADD

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City

b) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent		
Signature(s) of Authorized Signatory(ies)	1.	
	2.	
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.	
	2.	