



## *City of White Rock*

Request for Expressions of Interest (EOI) & Vendor Qualifications  
for White Rock Promenade food and beverage cart operators.

**Please submit responses by 4:30pm:**

**Friday March 22, 2019**

Submissions to be received at:

The Corporation of the City of White Rock  
Attention: Dianne Sawicki c/o Recreation and Culture Department  
15322 Buena Vista Avenue  
White Rock, BC V4B 1Y6

## **The City of White Rock**

The City of White Rock is a beautiful seaside community located in the southwest corner of the Lower Mainland. The City, which was incorporated in 1957, surrounds an eight kilometer sandy beach and the warm shallow waters of Semiahmoo Bay. With a population of about 20,000 residents, White Rock is poised for growth with a well-planned mix of single family dwellings, town homes, apartment buildings, and mixed retail/residential high density developments.

For more information about the City of White Rock, please visit [www.whiterockcity.ca](http://www.whiterockcity.ca).

### **Objective**

The City of White Rock ("the City") is inviting interested and qualified proponents ("the Vendor") to submit expressions of interest to manage and operate food and beverage (including ice cream) cart concessions at four (4) specified locations along the White Rock waterfront promenade.

This service will be operated at the proposed promenade locations as approved by the City. The successful proponents will have non-exclusive rights to use the designated food cart pad area to set up a cart/concession during approved dates/times.

### **1.0 Background**

The City of White Rock is conducting an Expression of Interest process to advertise, then select and issue permits to four (4) food and beverage Vendors to establish concessions along the oceanfront promenade. Vendor will be limited to carts only, no motorized vehicles, and will be limited to food and beverage vendors ( no souvenirs or novelty items).

Vendors will be limited to existing business license holders in the White Rock Business Areas and/or food cart Vendors that are affiliated with established White Rock based businesses. The intention is to permit White Rock businesses to supplement their current business, not create additional competition for existing restaurants.

**Attachment B shows the four designated food cart pad locations.**

### **2.0 Project Scope**

The submission shall include a preliminary conceptual business plan for a food, beverage and/or ice cream cart/concession, including: scale of operation, scope of food/beverage products offered, preferred location(s), experience and qualifications, compliance to all laws and regulations and ability to meet and/or exceed our minimum required business operation dates and times as indicated below.

2.1 The **Vendor** will fulfill their commitment to provide the following service to the City:

- (i) provide a food cart at White Rock Beach, at the designated site on the following minimum required business operation dates and times:
  - **Non-prime time:** April 1 - June 14, 2019 minimum Saturdays and Sundays from 10am-5pm and September 16, 2019 – March 31, 2020 (weather permitting).
  - **Prime Time:** June 15 – September 15, 2019 from 10am – 5pm, minimum Monday through Sunday i.e. seven days/week (weather permitting).

*\*Note: failure to operate the food cart concession on 3 or more days in any week (of the minimum required prime time business operation dates and hours as outlined above), may result in cancellation of the food cart vendor permit, and the designated location will be reassigned to another food cart concession vendor.*

- (ii) pay for any parking permits for any vehicles used for transporting or storage of staff and/or equipment;
- (iii) provide the City with a certificate of insurance (minimum \$5 million dollar liability insurance coverage naming the City of White Rock as added insured.);
- (iv) have a valid City of White Rock business license;
- (v) have a valid temporary food permit from Fraser Health;
- (vi) obtain a City of White Rock business license specific to the operation of a food cart on the White Rock Promenade;
- (vii) meet and comply with certifications and regulations with the following agencies:
  - a. Fraser Health Authority
  - b. City of White Rock Recreation and Culture Department
  - c. City of White Rock Bylaw Services Department
  - d. City of White Rock Business Licensing Department

2.2 The Vendor shall provide the following services:

- (a) Food, beverage and/or ice cream only; souvenirs and novelty items are not permitted

2.3 The Vendor shall comply with the following site, storage and fee payment requirements:

- (a) Non-motorized carts or temporary/moveable kiosks only; set-up, removal and storage to be provided by the Vendor, and to be removed over-night at the end of each business day.
- (b) The Vendor has the right to use the designated food vendor pad area provided (adjacent to the waterfront promenade) during approved operating hours and days.
- (c) The Vendor will make payment to the City of White Rock a parking fee (amount to be determined) if pay parking space(s) are required. There is no base fee or % of sales fee required for the 2019/20 season.

### **3.0 Expectations - Application Process - Instructions to Prospective Vendors**

#### **3.1 Delivery of Application**

Interested vendors must submit an original Food Cart Application(see Attachment A ) along with a Letter of Application (outlining your responses to the information requested in 3.3 Form of Application below) in sealed envelopes, delivered either by hand or by courier **by 4:30pm on Friday March 22, 2019: The Corporation of the City of White Rock. Attention: Dianne Sawicki c/o Recreation and Culture Department, White Rock City Hall, 15322 Buena Vista Avenue, White Rock, BC V4B 1Y6**

#### **3.2 Late Applications**

The City may reject and return unopened any application received after the closing time.

### **3.3 Form of Application**

Each application shall consist of a Letter of Application outlining the following information:

- 3.3.1 Complete the Food Cart Application form (Attachment A) and provide a copy of an existing business license from White Rock business area that you own, operate or are affiliated with.
- 3.3.2 Description of food and beverage products to be offered for sale.
- 3.3.3 Method and type of equipment to be used for sales of products and services i.e. non-motorized cart or temporary/moveable kiosk.
- 3.3.4 Method to be used for transporting, moving and storage of equipment.
- 3.3.5 Ability to obtain all necessary permits, licenses and credentials for compliance to the described services and operation on such site.
- 3.3.6 Ability to meet insurance requirements (minimum \$5 million dollar liability insurance with the City of White Rock named as added insured).
- 3.3.7 Parking requirements for storage or transportation of equipment if necessary (parking fee to be determined).
- 3.3.8 Power requirements.
- 3.3.9 Ability and willingness to meet the City's required business operating dates and time as specified in 2.1 (i) of this Expression of Interest document.
- 3.3.10 Ability and willingness to conform to Fraser Health guidelines for mobile food vending carts.

***\*NOTE: To qualify your application must demonstrate the ability to meet the above criteria as described in your Letter of Application.***

### **4.0 Interviews/Site Meetings and Additional Information**

The City of White Rock may request that Vendors participate in an in-person interview to discuss the information submitted, and to ask any additional questions. Additional information may also be requested by the City via mail or email as well.

Should Vendors require a site visit, this can be arranged by contacting. Dianne Sawicki c/o Recreation and Culture Department at 604-541-2236 or [dsawicki@whiterockcity.ca](mailto:dsawicki@whiterockcity.ca).

### **5.0 Dates**

The successful Vendor(s) shall provide food and beverage cart concession operations within the period of April 1, 2018- March 31, 2020.

**Please submit responses by 4:30pm Friday March 22, 2019.** The City of White Rock may choose to not consider any submissions received after this time and date.

All submissions become the property of the City of White Rock and are subject to the Freedom of Information and Protection of Privacy Act.

Please return completed Expression of Interest applications to:

**The Corporation of the City of White Rock**  
**Attention: Dianne Sawicki c/o Recreation and Culture Department**  
**15322 Buena Vista Avenue, White Rock, BC V4B 1Y6**

The City of White Rock accepts no responsibility for submissions which have not been received, either by mail, fax or electronically. It is recommended that respondents confirm with the person named above that their submission has been received by the date listed above.

### **6.0 Review of Applications**

#### **6.1 Evaluation by the City of White Rock**

The City will review the Applications submitted to determine whether, in the City's

opinion, the Vendor applicant has demonstrated that it meets the requirements as outlined. The City will select from the applications received a list of qualified Vendors ("qualified Vendors"); provided that:

- 6.1.1 The determination of which applicants are designated as qualified Vendors shall be at the sole discretion of the City; and
- 6.1.2 The City reserves the right to limit the number of applicants designated as qualified Vendors.
- 6.1.3 The City will strongly consider the past performance of previous food cart operators as a criteria for issuing licenses for food cart concession vendors.

## **6.2 Inquiries**

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Application and may seek clarification from the Vendors bankers and clients regarding any financial and experience issues.

## **6.3 Non-Conforming Applications**

Applications which fail to conform to the format requirements set forth in 3.3 Form of hereto or which fail to conform to any other requirement of these Prequalification Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Prequalification Documents, the City may at its sole discretion elect to retain for consideration applications which deviate either materially or non-materially from the format requirements set out in Schedule 1 hereto or which otherwise fail to conform to any other requirement of these Prequalification Documents except the requirement of delivery of applications prior to the closing time.

## **7.0 Next Steps**

This current process in no way is intended to form a contract between the City of White Rock and any third parties. This is a request for information and Expressions of Interest, Vendor Qualification only.

If the City of White Rock decides that one or more of the submissions is worth pursuing in an effort to establish a contract, the City of White Rock reserves the right to negotiate terms, scope, timelines, costs and any other matter of the contract with any or all respondents independently without having any duty to advise any other respondent who submits through this process, and without liability to any respondent not awarded a contract. The City may also choose not to proceed further with this process.

Sincerely,

Eric Stepura, Director of Recreation and Culture  
City of White Rock  
Phone 604-542-7589

Attachment A: Food Cart Application Form  
Attachment B: Map of four (4) Designated Sites