

City of Coquitlam

Request for Proposals

RFP No. 24-079

Lights at Lafarge Food Vendor
Management

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KEY DATES

RFP Issue Date	Friday, August 16, 2024
Deadline for Questions	2:00 PM (local time) Friday, September 6, 2024
Deadline for Issuing Addenda	Monday, September 9, 2024
Submission Deadline	2:00 PM (local time) Wednesday, September 11, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-079 Lights at Lafarge Food Vendor Management
Overview of the Opportunity	The City invites Proposals from experienced and qualified companies to manage food vendor operations for the "Lights at Lafarge" event. The Consultant will be tasked with sourcing, coordinating, and overseeing food trucks and vendors throughout the event.
Instructions for Proposal Submission	Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 and "Send Files" (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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	The City's Standard Terms and Conditions - Consulting and Professional Services are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” means City of Coquitlam;

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

“Evaluation Team” means the team appointed by the City;

“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 Consultant;

“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 INTRODUCTION

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́nqə́míhə́m (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 q̓íćə́y (kat-zee), and other Coast Salish Peoples.

1.2 Purpose

The City is seeking Proposals from qualified companies to manage food trucks operations during the "Lights at Lafarge" event. The selected company will be responsible for sourcing, coordinating, and managing food trucks throughout the event.

This RFP is intended to invite qualified Consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services.

1.3 Instructions for Participation

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

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

1.4 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. The City may not consider any departures not stated in the Proponent's Proposal Submission

1.5 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

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

Corporate

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members
- Corporate Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project

Social Responsibility

- Reconciliation
- Social Responsibility

Technical

- Proposed methodology, work plan and approach, including breakdown of tasks necessary to complete the project;
- Contingency planning
- Food truck satisfaction;

Financial

- Revenue Model: Fairness and competitiveness of the proposed fee structure charge to food trucks including the percentage of revenue to be shared with the City.

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.

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

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

1.6 Eligibility

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

- a) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- b) Business License - A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

2 GENERAL CONDITIONS

2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#), the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3 SCOPE OF SERVICES

3.1 Background

Lights at Lafarge is Metro Vancouver's largest free outdoor lights display, featuring over one million seasonal lights and festive displays around a 1.2 KM loop of Lafarge Lake.

Expected Attendance: This significant and unique resident and tourist attraction is expected to draw more than 540,000 people over the course of the four-month display. Last year's attendance:

- November 2023- 50,000 people
- December 2023- 275,000 people
 - Sing-along night 13,000 people on December 23rd
 - Lights stay on past midnight on December 31st
- January 2024- 115,000 people
- February 2024- 100,000 people

Every Friday, Saturday and Sunday for duration of the event, an estimated 45 themed activities, ranging from fairytales and scavenger hunts to frozen fun, disco, festive sweaters, pirate parties, and more are planned.

Historically having three to four food trucks has proven to be successful

3.2 Scope of Work

In consultation with the City, the Services shall include, but will not be limited to:

- **Vendor Identification:** Identifying and recruiting a diverse range of food trucks that offer various cuisines and meet the event's dietary and cultural requirements.
 - i. Maintaining the same set of food trucks throughout the event is preferred
- **Vendor Selection Criteria:** Ensuring that selected food trucks comply with all relevant health and safety regulations and hold necessary permits and licenses.
- **Coordination:** Arrange for food trucks to be scheduled for event dates, excluding the kick-off event on November 22. The dates are as follows:
 - i. November 23 – Opening day
 - ii. The final day in February will be determined by the City, considering weather and attendance factors, with an expected closure in mid-February.
- **Minimum Expected Hours of Operation:**
 - i. **November 23 to December 5:**
 - Friday, Saturday, Sunday (peak days): 4:00 PM to 10:00 PM
 - Minimum 2 food trucks on-site
 - ii. **December 6 to January 5:**
 - Friday, Saturday, Sunday: 4:00 PM to 10:00 PM
 - All food trucks on-site
 - Monday to Thursday: 4:00 PM to 10:00 PM
 - Minimum 2 food trucks on-site
 - iii. **January 6 to Event Closure:**
 - Friday, Saturday, Sunday (peak days): 4:00 PM to 10:00 PM
 - Minimum 2 food trucks on-site
- **Promotion of Food Truck program:** The City will make efforts to widely promote the availability and schedule of food trucks. The Consultant is required to provide the City with a detailed schedule of operation for each food truck prior to November 23.

Any changes to the schedule during the event must be communicated to the City in writing.

- **Management:** Oversee food truck operations during event, including setup, breakdown, and addressing any operational issues.
- **Revenue Model:** The Consultant's revenue will be derived solely from fees charged to food trucks for their participation. The City will not provide any payment for this service.
- **Reporting:** Submit detailed reports on food truck participation, including daily sales broken down by each food truck, issues encountered, and customer feedback
- **Availability:** a minimum 3 food trucks is required on peak days. To ensure financial viability for all vendors, it is recommended to limit the number of food trucks to a maximum of four.
- **Competitiveness:** To maintain a fair competitive environment with the existing park concession stand, food trucks are not permitted to sell ice cream or hot chocolate.

3.3 Site details

A maximum of 17 parking stalls will be allocated for the food vendor program. Food trucks are required to provide their own water and electrical supply, as the City will not offer any utility connections.

3.4 Location and Dates

Date: November 23, 2024 – February, 2025

Location: Lafarge Lake - 1299 Pinetree Way, Parking Lot D



3.5 Fee Schedule

- a) The Proponent shall include fees it will charge and state City's percentage.
- b) The successful Consultant will not be able to claim any additional cost as a result of changes to the Schedule
- c) All fees to include business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST)



PROPOSAL SUBMISSION FORM

RFP No. 24-079

Lights at Lafarge Food Vendor Management

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 and "Send Files"**

(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 - Consulting and Professional Services \(PDF\)](#) 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) SERVICES - I/We have reviewed the Scope of Services as described 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)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. Insurance - Professional Errors and Omissions Liability and Commercial General Liability as outlined on the City's Certificate of Insurance - Consultant Form	
ii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

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	
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) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

(use the spaces provided and/or attach additional pages, if necessary)

3. SOCIAL RESPONSIBILITY

i. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

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ii. What policies does your organization have to support reconciliation with indigenous peoples:

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4. TECHNICAL

a) APPROACH and METHODOLOGY - Description of how the Consultant will source, manage, and coordinate food trucks.

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b) Crisis and Contingency Planning: Detailed plan for managing unexpected challenges, such as inclement weather, vendor cancellations, or health and safety emergencies

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c) Food Truck Satisfaction: State your approach to ensuring vendor satisfaction, including clear communication channels, support services, and feedback mechanisms.

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5. FINANCIAL

a) Fee Structure: Provide a clear breakdown of how the Consultant plans to charge food trucks, including the base fee, any additional charges, and the payment schedule.

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b) Revenue Model: Description of the revenue model, including the Consultant's approach to sharing revenue from food trucks..

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Attention Purchasing Manager:

6. **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.
7. **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 - Consulting and Professional Services \(PDF\)](#) and will accept the City’s Contract as defined within this RFP document.
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.