

City of Coquitlam

Request for Proposals

RFP No. 25-094

Lights at Lafarge Food Vendor
Management

TABLE OF CONTENTS

1. KEY DATES	3
2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS	3
3. DEFINITIONS	4
4. INSTRUCTIONS TO PROPONENTS	5
4.1. Acknowledgement	5
4.2. Purpose	5
4.3. Proposal Submission	5
4.4. Requested Departures	5
4.5. Evaluation Criteria	5
4.6. Term	7
5. SCOPE OF SERVICES.....	8
5.1. Background	8
5.2. Scope of Work	8
5.3. Site Details	9
5.4. Location and Dates	9
5.5. Fee Schedule	10

[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Thursday, August 21, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Monday, September 8, 2025
Submission Deadline	2:00 PM (local time) Thursday, September 11, 2025

2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services
- c) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services

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

3. DEFINITIONS

“Agreement” “Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

“City” “Owner” means City of Coquitlam;

“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.

“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.

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

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

4.2. Purpose

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

4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

4.4. 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.

4.5. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City’s needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	40
Financial	20
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Successful completion of relevant projects referenced within the last 5 years
- Value added benefits
- Staff qualifications and experience

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Challenges, risks and opportunities
- 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.

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

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

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.

i) Disclosure of Information

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.

4.6. Term

The term of the Contract is one (1) year with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

5. SCOPE OF SERVICES

5.1. 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 500,000 people over the course of the four-month display. 2024’s attendance:

- a) November 2024 - 70,000 people
- b) December 2024 - 275,000 people
 - o Sing-along night 13,000 people on December 23rd
 - o Lights stay on past midnight on December 31st
- c) January 2025 - 115,000 people
- d) February 2025 - 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 two to three food trucks has proven to be successful.

5.2. Scope of Work

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

- a) **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
- b) **Vendor Selection Criteria:** Ensuring that selected food trucks comply with all relevant health and safety regulations and hold necessary permits and licenses.
- c) **Coordination:** Arrange for food trucks to be scheduled for event dates, excluding the kick-off event on November 28. The dates are as follows:
 - i. **November 28 – Kick-Off Event**
 - ii. The final day in February will be determined by the City, considering weather and attendance factors, with an expected closure in mid-February, after Family Day.
- d) **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
 - o 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
- e) **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.
- f) **Management:** Oversee food truck operations during event, including setup, breakdown, and addressing any operational issues.
- g) **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.
- h) **Reporting:** Submit detailed reports on food truck participation, including daily sales broken down by each food truck, issues encountered, and customer feedback.
- i) **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.
- j) **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.

5.3. 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.

5.4. Location and Dates

Date: November 29, 2025 – February, 2026

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



5.5. 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).



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-094

Lights at Lafarge Food Vendor Management

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.

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 Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES

a) CONTRACT - I/We have reviewed the City's Standard Terms and Conditions - Purchase of Goods and Services (per Section 2 of the RFP) and would be prepared to enter into in an agreement that incorporates the City's Standard 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)

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. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:

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:

iv. Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

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	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:
Reference No. 2	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:
Reference No. 3	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

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

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

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

I. 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:
II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
IV. What policies does your organization have to support reconciliation with indigenous peoples:

4. TECHNICAL

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

b) CRISIS and CONTINGENCY PLANNING - Detailed plan for managing unexpected challenges, such as inclement weather, vendor cancellations, or health and safety emergencies.

c) FOOD TRUCK SATISFACTION - State your approach to ensuring vendor satisfaction, including clear communication channels, support services, and feedback mechanisms.

5. FINANCIAL

a) FEE STRUCTURE - Provide a clear breakdown of how the Contractor plans to charge food trucks, including the base fee, any additional charges, and the payment schedule.

b) REVENUE MODEL - Description of the revenue model, including the Contractor's approach to sharing revenue from food trucks.

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** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) 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.

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