



EXPRESSION OF INTEREST

EOI NO. P&R 17- 01

Mobile Food Services – Pilot Project

DATE OF ISSUE: June 8, 2017

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1 BACKGROUND

The Township of Esquimalt is embarking on a pilot project to allow Mobile Food trucks to operate in select Township Parks for the period of July 1 – September 30, 2017. The parks currently being considered for food truck operation are Esquimalt Gorge Park (Appendix A) and Fleming Beach (Appendix B). Available hours of operation will be from Dawn to Dusk.

This is an Expression of Interest (EOI) only. This EOI is issued solely for information and planning purposes and does not constitute a Request for Proposals (RFP), a Tender or a promise to issue either a RFP or Tender in the future.

Responders are advised that the Township will not be responsible or pay for any information or administration costs incurred in responses to this EOI. All costs associated with responding to this EOI will solely be at the interested party's expense.

2 PROJECT CONTACT

Dan Henderson
Parks & Recreation Coordinator
1151 Esquimalt Rd
Esquimalt BC, V9A 6H6
250-412-8507
dan.henderson@esquimalt.ca

3 TOWNSHIP REQUIREMENTS

All Operators will be expected to adhere to the following requirements:

- All Food trucks must be mobile, self-contained units that shall be removed at the end of each day.
- No permanent structures and/or accessories to the mobile unit will be permitted
- Signage must be in accordance with the Sign Regulation Bylaw
- Operations must be in compliance with the Maintenance of Property and Nuisance Regulation Bylaw
- Operations must be within park operating hours of Dawn to Dusk
- All Food Trucks must have a business license to operate within the Township, appropriate insurance, appropriate Fire Safety equipment, and all permits required by the Vancouver Island Health Authority
- All Food Trucks must adhere to the Township Recycling/Green Event Guidelines found at: <https://www.esquimalt.ca/municipal-hall/sustainability-environment/green-event-guide>
- A Food Truck Vending Fee of \$200 will be required for the duration of the pilot project
- Locations
 - Gorge Park (Appendix A)
 - Fleming Beach (Appendix B)

4 EOI SUBMISSION REQUIREMENTS

The Operator is requested to provide the following information in their submission:

- Contact Information including:
 - Company/Truck Name
 - Contact Name
 - Address
 - Phone
 - Email

- The type of vehicle used
 - Food Truck, towed trailer or food cart
- The size of vehicle used
- Detailed Menu including:
 - Food Items
 - Descriptions
 - Healthy Options
 - Prices
- Number of Staff
- Food Safety Program
- Waste Management Plan & Program
- Insurance and WorkSafe BC Status
- Qualifications/Number of Years in Operation
- Pictures of the Food Truck, Towed Trailer or Food Cart
- 2 References provided with names, phone number and email address

The successful respondent(s) will be required to enter into an agreement with the Township and demonstrate it has the financial resources, permits, and appropriate insurance to fulfill the requirements of the agreement.

5 SUBMISSION CLOSING DATE AND SCHEDULE

All responses to this Request for Information should be submitted to Dan Henderson by **June 22, 2017, 4:30 pm Pacific Time**.

The following is the schedule the Township will be following:

- EOI release June 8, 2017
- EOI close – June 22, 2017, 4:30 PM Local Time (PST)
- Review of Submissions – June 23, 2017 to June 27, 2017

It is up to the respondents to check the Township Website for any addenda that may be posted (Esquimalt.ca).

On receipt of the expressions of interest the Township may enter into negotiation with some or all of the respondents; or choose not to continue with this process. No contractual obligations to any party will result from this request of expression of interest.

Appendix A



Appendix B

