

**EXPRESSION OF INTEREST
District of Squamish
Temporary Commercial Vending**

1. BACKGROUND

Modelled after the Food Truck Program, the District is launching a Temporary Commercial Vending Program! This Program will allow temporary commercial vendors to operate on District land (including roads, parking spaces, parks, fee simple land) alongside Food Trucks with the District's approval.

Key location info:

- Each temporary commercial vendor chooses 1 Primary Spot;
- If a temporary commercial vendor would like to be at another operator's Primary Spot they will coordinate directly with the other operator;
- Everyone can move to any of the other available spots (non-primary spots) on a first come first serve basis;
- Must be a minimum buffer of 100m from an existing premise / another operator that offers the same type of products;
- Operators can change their Primary Spot at any time to another spot that is available by providing a written request to the District.

2. PROJECT CONTACT (for inquiries, clarification, submission):

Nav Gill
Portfolio Administrator
Municipal Hall
PO Box 310
37955 Second Avenue
Squamish, BC
V8B 0A3
Phone: 604-815-5024
Email: ngill@squamish.ca

3. DISTRICT REQUIREMENTS

The following will be required by the selected operator(s):

- Operators must have a mobile, self-contained unit that shall be removed at the end of each day.
- No permanent structures and/or accessories to the temporary commercial vending unit will be allowed.
- Signage must be in accordance with the Sign Bylaw.
- Operators must have all valid permits and licenses required. This includes a District of Squamish Business Licence (\$300).
- Operators need to have \$5 million Commercial General Liability coverage and \$2 million Automobile Insurance. The District of Squamish needs to be named as an additional insured on both.
- Operating hours must be in compliance with the Noise Bylaw.
- A Licence fee of \$1,000 for 1 Primary Spot and use of all non-primary spots (subject to capacity and other restrictions in certain locations – see attached maps in Appendix B).
- Locations
 - See Appendix A for Excluded Locations
 - See Appendix B for Primary Spot Options
- Term
 - 1 year
- No services provided

4. EOI SUBMISSION REQUIREMENTS

Respondents to the EOI should include the following information in their submission:

- Contact Details
- Primary Spot Selection
 - Provide a list of 3 possible Primary Spots in order of priority (cannot select those at maximum capacity already – see Appendix B)
 - Square footage required
- Detailed summary of the product offering, please include items, descriptions, prices, etc.
- Qualifications/History of the business
- Pictures of the Temporary Commercial Vending unit
- 2 References

The successful respondent(s) will be required to enter into a licence with the District and demonstrate it has the financial resources and appropriate insurance to fulfill the requirements of the agreement.

5. SUBMISSION FORMAT

Three (3) copies of the Proposal must be submitted by hard copy to the following address or one (1) copy by email.

District of Squamish
Attn: Nav Gill, Portfolio Administrator

Email: ngill@squamish.ca

By hand or mail:
Municipal Hall
37955 Second Avenue
Squamish, BC
V8B 0A3

6. FINAL TIME AND DATE FOR RECEIPT OF SUBMISSIONS

Thursday February 28, 2019 at 4:30PM

7. EOI EVALUATION CRITERIA

EOI submissions will be evaluated based upon, but not limited to, in any particular order, the following:

- Quality of the Submission
- Competence/Experience
- Product offering
- Fit with the location
- References

Please indicate how your submission meets the evaluation criteria.

8. CONFIDENTIALITY

The District will receive all submissions to this EOI in confidence, including for the purposes of section 21 of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. However, due to the right of access to records created by that Act, the District cannot, and does not guarantee that information contained in any submissions will remain confidential if a request for access in respect of any submission is made under the Act.

If a respondent considers that any part of its submission is proprietary, including by reason of it being copyright, the submission must clearly identify those portions that are considered proprietary.

On receipt of expressions of interest, the District 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 expressions of interest.

APPENDIX A
EXCLUDED LOCATIONS

1. Adventure Centre Main Parking Lot and Adventure Centre Gravel Lot



2. Smoke Bluffs Parking Lot



APPENDIX B
PRIMARY SPOT OPTIONS