



Background

The Vancouver Board of Parks and Recreation runs an annual Summer Food Truck Program from May – October each season. There are a variety of Park and Beach sites that permits are issued for each year as listed below. Permits are issued through a Request for Expressions of Interest that goes out in the spring. Any proponents interested in retaining a summer permit for one of the sites needs to submit a response to this RFEOI. A selection committee reviews the proponent submissions and selects the winning submissions based on the completeness of the information in the submission, the suitability of the products and menu for the desired location and the readiness of the proponent to be up and running for the summer season.

The program capacity is limited by the number of sites and vendors at each site. Currently there is 5 truck site and 3 push cart or bike sites available for the 2021 season at the standard sites. If you are interested in an alternative site as noted below please indicate that in your proposal. Due to capacity issues only the successful proponents will be issued permits. Permits are mandatory for vending in any park sites across the city.

Standard Sites

- Stanley Park Info Booth – Truck or Cart
- Queen Elizabeth Park adjacent to Bloedel Conservatory – Truck or Cart
- Kits Beach Sites – Cart without Generator
- English Bay Beach Sites – Cart without Generator
- Roaming Seawall/Stanley Park Vending – mobile bike or push cart
- 2nd Beach Concession – Complimentary Food Item Truck, Cart or Stand
- 3rd Beach Concession – Complimentary Food Item Truck, Cart or Stand

Alternative Sites

- Victory Square, David Lam Park, Creekside in Olympic Village, Vanier Park, Spanish Banks, Yaletown Park etc. Please reference <http://vancouver.ca/parks-recreation-culture/parks-gardens-and-beaches.aspx> for a listing of all the parks and beach in Vancouver.

Attached is a view of the general areas and the exact location of the sites will be finalized with the operator once the size of the vehicle has been determined. Please see notes below on additional site options.

2021 Permitting Dates & Fees

Fees are as follows: \$2500.00 + tax for trucks; pull carts or stands and \$1500.00 + tax for push carts and bikes. Permits will run from May 21 through Oct 11, 2021. Permit fee payment due in full May 14, 2021.

Expected Hours of Operation

All sites require a weekly minimum of 5 days of operations with a daily minimum of 4 – 6 hours a day – weather permitting.

Operational Dates

The desire is that all sites will be fully operational by May 14, 2021 so applicants will have to already have an existing cart or truck ready for operation. Trucks must be fully contained as power and water is not available at sites.

Timeline

Issue Request for Proposals	March 5, 2021
Submission closing with application attention to: Mark Halyk, Food & Beverage Operations 2099 Beach Avenue Please provide 1 copy of all documents.	April 16 , 2021 at 4pm
Selection completed and applicants notification	April 30, 2021
Permits Issued - Payment Due	May 14, 2021
Operational Season	May 21 – Oct. 11, 2021

Applicants can request specific sites in their proposal however the final decision of site allocations will be made by the selection committee to ensure that the location and product offerings are a good fit.

Required Documentation for Proposal

1. Include a 400 word explanation of how your proposed food business brings unique and complimentary food offerings to the park locations. The Park Board is seeking creative, quality and culturally diverse menu offerings.
2. Provide your menu as it would appear to a customer including the name, description and selling price including taxes. Your menu will be evaluated on its overall appeal and quality. The uniqueness and diversity of your overall menu will also be evaluated particularly in relation to how it complements the other food offerings in the parks (restaurants and concessions)
3. Indicate which food or products are:
 - a. Made from scratch
 - b. Local
 - c. Whole, un-processed and / or fresh foods
 - d. Organic
 - e. Fair-trade or sustainably harvested
4. Provide your proposed operating days and hours.
5. Provide a copy of your current Health Permit should you be in operation. In addition provide copies of any Health Inspection Reports from the last year.
6. Provide a copy of your current Food Safe Certificate Level 1. If you have a Food Safe Certificate Level 2 please provide a copy to enhance your application.
7. Include a “Hazard Analysis and Critical Control Point Plan (HACCP) for your primary menu items.
8. Attach documentation regarding details of your commissary facility with a confirmed or tentative lease agreement. The commissary location must be approved Vancouver Coastal Health as a food preparation facility.
9. Attach a copy of your existing vending unit schematic drawn to scale and showing equipment details. Include interiors drawings to scale with exterior dimensions of length and width, a separate water system diagram and how the unit is powered. There is no power available at Park Board sites.
10. Provide a current picture of your vending unit.
11. Provide information on how you will collect, remove and dispose of all garbage, recyclables and compostable materials from your site.

12. To what extent will you use recyclable or compostable containers and utensils?
How will you minimize the use of packaging?
13. Provide any other sustainability or waste management initiatives you believe will be beneficial.
 - a. Must adhere to the PB/COV single use strategy and follow waste managements suggested packaging materials that align with our 3 stream waste receptacles (compost, recyclables, and garbage).
14. Wherever possible indicate your primary local producers such as farms, manufacturers, bakeries...
15. Provide details as to the ownership of your company and details and qualifications of the individuals who will be operating your site.
16. Provide any business details such as where you currently operate, history and any other relevant qualifications.
17. Provide details as to your ability and plan to be operational by May 14, 2021

Key Evaluation Criteria

The following will be the key evaluation areas that your proposal will be measured on in the selection process:

- Suitability of the vending unit to the site ie. size restrictions. Units using generators will not be permitted at beach sites.
- Health permitting and food safety requirements
- Proposed flat fee structure
- Readiness to be operational by May14, 2021
- Uniqueness of your menu items and how they complement the existing park food offerings
- Sustainability in your operation, ingredients used, packaging and waste management
- Overall appeal and quality of your menu items
- Health and nutritional aspect of your meal

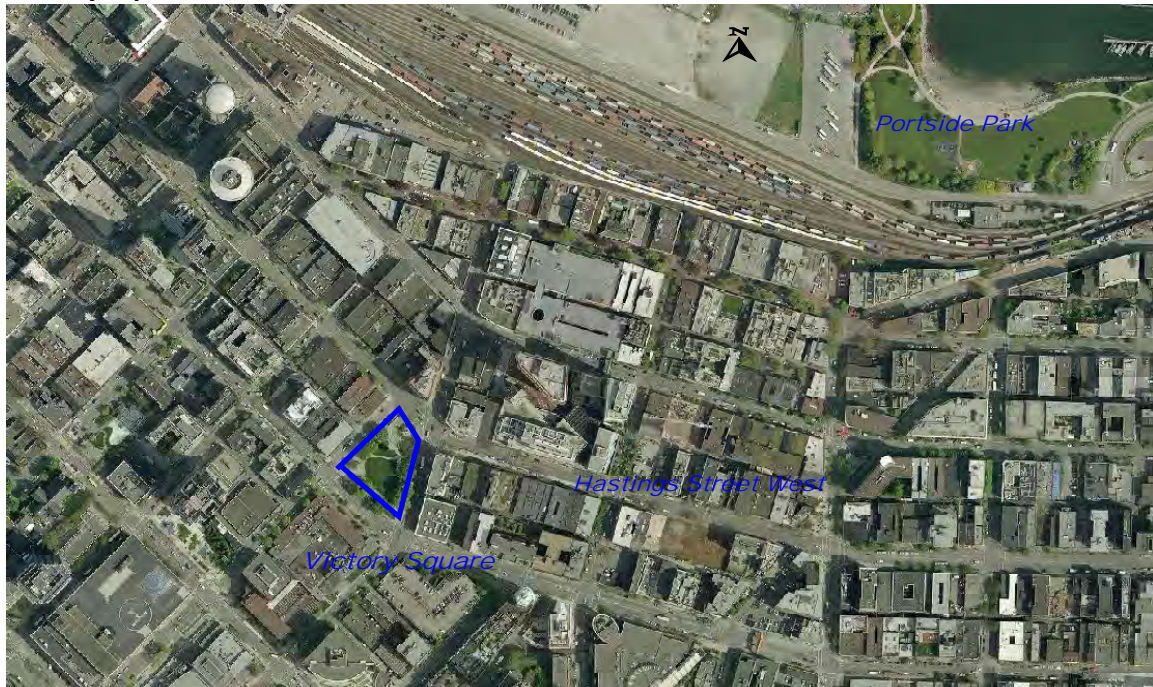
Stanley Park Information Booth Site



Queen Elizabeth Park Site



Victory Square Site



English Bay Beach Sites



Kits Beach Sites



Roaming Seawall/Stanley Park Vending



2nd Beach Concession



3rd Beach Concession



Site Considerations

Please indicate your top 3 choices of site locations. Please note that other park sites will be considered outside of those noted above. If there is an alternative site that you are interested in please note it in your proposal and a conversation can be had about its viability.