

 REQUEST FOR PROPOSALS	
RFP TITLE: Concession and Catering Services – Hope & Area Recreation Centre	
RFP NUMBER: RFP-25015	DATE ISSUED: Oct 31, 2025
CLOSING TIME/DATE: Nov 21, 2025	

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Part A - INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District (FVRD) is seeking proposals from qualified businesses or individuals interested in leasing the concession space within the Hope & Area Recreation Centre to provide food and beverage services. The successful Proponent will enter into a Lease Agreement with the FVRD for the exclusive use of the concession area and will be fully responsible for all aspects of operations, including staffing, inventory, health compliance, and customer service.

The successful Proponent may also offer catering services for facility rentals, meetings, tournaments, and community events. The FVRD seeks to establish a long-term relationship with a tenant who will contribute positively to the overall recreation experience and meet community expectations for quality, value, and service.

The lease model shall provide fair market value to the FVRD while ensuring that food and beverage services remain affordable and accessible to the community.

Part B- OBJECTIVES

B.1 Scope of Services

The concession operator will be responsible for:

- i. Leasing and operating the concession at the Hope & Area Recreation Centre during public programming, rentals, and events;
- ii. Offering a menu with nutritious, affordable, and family-friendly options suited to facility patrons;
- iii. Providing optional catering for meetings, tournaments, and community events;
- iv. Ensuring all staff are properly trained and certified in accordance with Fraser Health Authority and WorkSafeBC requirements;
- v. Maintaining high standards of cleanliness, safety, and customer service;
- vi. Providing and maintaining all required small equipment, consumables, and supplies;
- vii. Coordinating with FVRD Recreation Centre staff to align operations with programs and events; and
- viii. Paying a monthly or annual lease fee, as proposed, for exclusive use of the concession space

(collectively, the "**Services**") all to be provided with consideration being given to a focus on value to the FVRD and Project budget.

B.2 Timeline

The proposed deadlines for key aspects of this RFP are as follows (as may be amended by the FVRD at its discretion):

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	RFP Issue Date:	Oct 31, 2025
2	RFP Closing Date:	Nov 21, 2025

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 4:30 PM on Nov 21, 2025 ("**Closing**") at the following address:

Hope & Area Recreation Centre
 Attention: Mike Freimark, Manager of Recreation Services
 1005 6th Avenue
 Hope, BC V0X 1L4
 mfreimark@fvrd.ca

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

C.2 Form of Proposal Submissions

Proponents are requested to submit the following copy/ies of their proposal ("**Proposal**"):

Proposals must be submitted electronically in PDF format by email to mfreimark@fvrd.ca with the subject line: RFP-25015 Concession Services – Hope & Area Recreation Centre.

C.3 Mandatory Requirements

Proponents must include in their proposals the following information:

- i. Completed Form of Proposal (Schedule B).
- ii. Description of experience in concession or food service operations (Schedule C).
- iii. Business license, insurance certificates, and Food Safe certifications.
- iv. Compliance with WorkSafeBC regulations.

C.4 Information Meeting

An optional information meeting will be held on Nov 12, 2025, at 10:00 a.m. local time at the Hope & Area Recreation Centre. Attendance is recommended for proponents to view the concession facilities.

C.5 Enquiries

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below.

Contact Person: Todd Hadway

Address: 1005 6th Avenue
Hope, BC V0X 1L4
Email: thadway@fvrld.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

Part D - TERMS AND CONDITIONS OF RFP

D.1 General

The terms and conditions in this Proposal must include all schedules that apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed not to have been written in the Proposal.

D.2 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

D.3 Addendum

All subsequent information regarding this RFP, including changes made to this document, will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP, including all addenda that may have been issued prior to Closing.

D.4 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, financial proposal and any other criteria set out herein, including, but not limited to:

- i. Proponent's experience and qualifications (30%).
- ii. Quality and variety of menu offerings (10%).
- iii. Proposed operating plan and staffing (20%).
- iv. Financial return to FVRD (30%).
- v. References (10%).

D.5 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

D.6 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

D.7 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with section D.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

D.8 FVRD's Rights and Reservations

The FVRD reserves the right to:

- i. Reject any or all Proposals;
- ii. reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
- iii. in the event that only one proposal is submitted, to return the Proposal unopened;
- iv. modify the terms of this RFP at any time in the FVRD's sole discretion;
- v. to require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- vi. communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

D.9 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

D.10 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

D.11 Proponent's Costs

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

D.12 Limitation of Liability

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

D.13 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

D.14 Errors and Omissions

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

D.15 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

D.16 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

D.17 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

D.18 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract.

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

D.19 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

D.20 Form of Contract

The contract will take the form of a Lease Agreement for Concession and Catering Services, as may be amended by mutually agreed conditions, and incorporate the FVRD's general conditions and specifications set out in Schedule A.

Schedule A - GENERAL CONDITIONS AND SPECIFICATIONS

1. General

- The Proponent shall provide concession services in accordance with all applicable laws, bylaws, regulations, and standards, including but not limited to health, safety, and food service requirements.
- The concession is to be operated under a Lease Agreement with the Fraser Valley Regional District (FVRD), ensuring that services provided enhance the experience of recreation centre patrons and support community events.

2. Hours of Operation

- The concession shall be open during scheduled facility hours of operation, including:
 - Public skating and swimming sessions
 - Minor sport practices, games, and tournaments
 - Special events hosted at the recreation centre
- Specific operating hours will be coordinated with the FVRD Recreation Services Manager and may be adjusted based on seasonal programming.

3. Menu and Pricing

- The menu shall offer family-friendly and affordable items, with an emphasis on providing a variety of food and beverage options, including healthy choices.
- The Proponent shall submit all menus and pricing to the FVRD for approval prior to implementation.

4. Staffing and Training

- The Proponent shall provide sufficient, qualified staff to operate the concession during approved hours.
- All staff must be trained in food safety and customer service.
- The Proponent is responsible for ensuring compliance with all employment standards and occupational health and safety regulations.

5. Cleanliness and Maintenance

- The Proponent shall maintain the concession space, including equipment, counters, floors, and storage areas, in a clean and sanitary condition at all times.
- Cleaning must comply with Fraser Health regulations and FVRD facility standards.
- Waste must be disposed of properly and in designated receptacles.

6. Equipment and Supplies

- The FVRD will provide the concession facility and the following fixed equipment (collectively referred to as the Licensor's Permanent Fixtures and Equipment):

FVRD Recreation Centre – Lower Concession

- 1 Refrigerator – Dasani 3511733
- 1 Countertop Range – Garland Model GD-152H

- 1 Convection Oven – Garland Master 200
- 1 Countertop Deepfryer – Garland Model GD-15F + baskets
- 1 Countertop Griddle – Garland Model GD-36GtH
- 1 Microwave (950 W) – Camco Model GSU0421B A04, Serial No. TH9520435
- 1 Exhaust Hood
- The Proponent shall supply all consumables, small wares, and inventory necessary for concession operations.
- The Proponent is responsible for the maintenance of the small equipment supplied by them.
- The Proponent may request approval from FVRD to install additional equipment at their expense, subject to written approval.

7. Utilities and Access

- The FVRD will provide access to utilities (water, electricity, waste disposal) at no additional cost.
- The Proponent shall use utilities responsibly and report any issues immediately to FVRD facility staff.

8. Insurance and Licensing

- The Proponent must maintain insurance coverage and obtain all licenses and permits required for concession operations.
- Proof of insurance and licensing shall be submitted to the FVRD prior to commencement of operations.

9. Term and Termination

- The agreement will be for an initial three (3) year term, with the option for up to two (2) additional one-year extensions by mutual agreement.
- Either party may terminate the agreement with sixty (60) days' written notice, or immediately in cases of breach of contract, health violations, or failure to perform obligations.

10. Performance Review

- Performance will be reviewed annually by FVRD Recreation Services staff.
- Reviews will assess:
 - Compliance with health and safety standards
 - Quality and variety of menu items
 - Customer service and staffing levels
 - Alignment with FVRD expectations
- Non-compliance may result in corrective actions or termination of the agreement.

Schedule B - FORM OF PROPOSAL

Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

☐ Sole Proprietorship

☐ Partnership Date of Establishment _____

☐ Corporation Date of Incorporation _____ Business No. _____

1. Financial Offer

Annual Lease Fee Offered to FVRD: \$ _____

Percentage of Gross Sales (if applicable): _____ %

Other Financial Consideration (if any): _____

Proposed Payment Schedule: _____

I/We, the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including, without limitation, the General Conditions and Specifications (if any), submit this Proposal in response to the RFP.

Dated this ____ day of _____, 2025.

Signature of Authorized Signatory

Name & Title/Position:

Signature of Authorized Signatory

Name & Title/Position:

Schedule C - PROPONENT'S EXPERIENCE

Proponent Name: _____

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

References: _____

(incl. telephone)

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

References: _____

(incl. telephone)

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

References: _____

(incl. telephone)