



REQUEST FOR PROPOSALS

RFP TITLE: Food Services – Hope & Area Recreation Centre

RFP NUMBER: RFP-26026

DATE ISSUED: September 1, 2026

CLOSING TIME/DATE: 4:30 pm Sept 25, 2026

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Part A - INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District ("**FVRD**") is seeking proposals from qualified businesses, individuals, concession operators, caterers, food truck operators, or hybrid food service providers ("Proponents") in response to this request for proposals ("RFP") for the provision of food services at the Hope & Area Recreation Centre.

The FVRD is seeking a reliable, customer-focused provider that can support facility users, arena patrons, tournament activity, recreation programs, rentals, and special events. The successful Proponent will enter into a service agreement with the FVRD and will be responsible for all approved aspects of the proposed food service operation, including staffing, inventory, food safety, required approvals, cleanliness, customer service, and compliance.

The FVRD is open to proposals for indoor concession service, catering service, food truck service, or a hybrid service model. The intent is to select the proposal that provides the best overall value to facility users and the FVRD, while recognizing that the FVRD can only grant exclusivity within areas, rentals, approvals, promotions, and operations under FVRD control.

The FVRD does not guarantee customer volume, sales, revenue, tournament attendance, rental activity, event frequency, or profitability. Proponents are responsible for conducting their own due diligence and forming their own opinion regarding the opportunity.

Part B- OBJECTIVES

B.1 Scope of Services

The successful Proponent will be responsible for providing food services at the Hope & Area Recreation Centre in accordance with the approved proposal and final agreement. The Services may include, without limitation:

- i. operating an approved indoor concession, catering service, food truck service, or hybrid food service model;
- ii. providing food and beverage service during approved facility programs, rentals, events, arena activity, tournaments, public sessions, and other agreed service periods;
- iii. offering a menu and pricing structure that is suitable for a recreation facility and responsive to community expectations for quality, value, and service;
- iv. providing optional catering or event food service for meetings, tournaments, facility rentals, and community events where approved by the FVRD;
- v. ensuring all staff are properly trained and certified in accordance with applicable Fraser Health, WorkSafeBC, food safety, employment, fire safety, and occupational health and safety requirements;
- vi. maintaining high standards of cleanliness, safety, food handling, customer service, waste management, and site restoration;
- vii. providing and maintaining all required business-specific equipment, smallware's, consumables, inventory, payment systems, and supplies, except for existing FVRD fixed equipment expressly approved for use;
- viii. coordinating with FVRD Recreation Services staff to align operations with programs, rentals, tournaments, events, and facility needs;
- ix. providing a financial proposal that identifies the proposed financial return, value, or consideration to the FVRD; and

- x. complying with all applicable laws, bylaws, permits, licenses, approvals, insurance requirements, and FVRD facility requirements.

(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	September 1, 2026
2	Optional Information Meeting / Site Visit	September 10, 2026 at 10:00 AM local time
3	Deadline for Written Enquiries	September 18, 2026 at 4:30 PM local time
4	Anticipated Final Addendum Date	September 22, 2026
5	RFP Closing Date	September 25, 2026 at 4:30 PM local time
6	Proposal Evaluation	September 28 to November 2, 2026
7	Anticipated Selection / Negotiation with Preferred Proponent	Week of October 5, 2026
8	Preferred Service Start Date	As soon as possible following award and execution of the agreement

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 4:30 PM local time on September 25, 2026 ("Closing") at the following address:

Hope & Area Recreation Centre
 Attention: Mike Freimark, Manager of Recreation Services
 1005 6th Avenue
 Hope, BC V0X 1L4
 Email: 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 one electronic copy of their proposal in Adobe PDF format by email to mfreimark@fvrd.ca.

The email subject line should state: RFP-26026 Food Services - Hope & Area Recreation Centre.

Proposals should be clear, concise, and organized in the same order as the mandatory requirements set out in this RFP.

C.3 Mandatory Requirements

Proponents must include in their proposals the following information:

- i. completed and signed Form of Proposal (Schedule B);
- ii. description of relevant food service, concession, catering, food truck, event, or comparable operating experience (Schedule C);
- iii. proposed service model and operating plan, including proposed schedule, staffing, startup timing, and peak-period service approach (Schedule D);
- iv. proposed menu, pricing, and financial proposal, including any payment, commission, fee, value, or other consideration proposed to the FVRD (Schedule E);
- v. confirmation of ability to obtain and maintain all required business licenses, permits, Fraser Health approvals, food safety certifications, WorkSafeBC coverage or clearance, fire safety approvals, District of Hope mobile vending approvals where applicable, and insurance;
- vi. identification of all equipment, utility, storage, signage, access, and FVRD support requirements;
- vii. completed Mandatory Compliance Checklist (Schedule F); and
- viii. sufficient detail to allow the FVRD to evaluate the proposal based on the criteria in this RFP.

C.4 Information Meeting

An optional information meeting and site visit will be held for Proponents at the following time and location:

Date: September 10, 2026

Time: 10:00 AM local time

Location: Hope & Area Recreation Centre, 1005 6th Avenue, Hope, BC

Attendance is recommended for proponents to view the concession facilities, understand the site context, and consider any operational requirements related to indoor concession, catering, food truck, or hybrid service models.

Proponents are requested to contact the Contact Person by 4:30 PM on September 9, 2026 to provide details on the number and names of individuals attending.

Any verbal comments, discussions, or responses provided during the information meeting are for general information only and are not binding on the FVRD unless confirmed by written addendum.

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: Mike Freimark, Manager of Recreation Services

Address: 1005 6th Avenue, Hope, BC V0X 1L4

Email: mfreimark@fvrd.ca

The deadline for written enquiries is September 18, 2026 at 4:30 PM local time. 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 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 Part D will 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 to have not 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, price and any other criteria set out herein including, but not limited to:

Evaluation Category	Weight
Operating plan	25%
Menu and pricing	20%
Experience and references	20%
Financial return / value to FVRD	20%
Compliance and logistics	15%
Total	100%

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 service agreement for food services, as may be amended by mutually agreed conditions, and will incorporate the FVRD general conditions and specifications set out in Schedule A. The final agreement may include service model-specific terms for indoor concession, catering, food truck, or hybrid service.

Schedule A - GENERAL CONDITIONS AND SPECIFICATIONS

1. Service Model

The successful Proponent may provide indoor concession service, catering service, food truck service, or a hybrid food service model, subject to the approved proposal and final agreement. The successful Proponent must not materially change the approved service model without prior written approval from the FVRD.

2. Limited Exclusivity

Any exclusivity granted to the successful Proponent is limited to areas, activities, rentals, approvals, promotions, and operations under FVRD control. The FVRD does not represent that it can prohibit a properly licensed and approved food truck or mobile food vendor from operating from a public roadway or other area outside FVRD control.

3. User Groups and Outside Food Vendors

User groups, rental clients, tournament organizers, and event organizers may not bring in, coordinate, advertise, promote, or host outside food vendors as part of an FVRD facility booking without prior written approval from the FVRD. Requests may be reviewed case-by-case and the FVRD may consult the successful Proponent before approving outside vendors.

4. Hours of Operation

Proponents must propose their operating schedule. At minimum, the operating plan must explain how the Proponent will support arena season, evenings, weekends, games, tournaments, public skating, facility rentals, special events, pool activity, recreation programs, Conference Centre bookings where applicable, and other high-demand periods. Specific operating hours will be coordinated with the FVRD Recreation Services Manager and may be adjusted based on seasonal programming and facility needs.

5. Menu and Pricing

The Proponent must submit its proposed menu and pricing. Menu items should be appropriate for a recreation facility and may include hot food, cold food, snacks, coffee, beverages, youth/family items, event options, catering options, and healthier choices where practical. Menus and pricing may be subject to FVRD review prior to implementation.

6. Staffing and Training

The Proponent must provide sufficient, qualified staff to operate during approved service periods. All staff must be trained in food safety, customer service, emergency procedures, and any other requirements applicable to the proposed service model. The Proponent is responsible for compliance with all employment standards and occupational health and safety requirements.

7. Cleanliness, Maintenance and Site Restoration

Cleaning and maintenance responsibilities will be model-specific. At minimum, the Proponent must clean and maintain all areas, counters, equipment, food preparation surfaces, storage areas, service areas, and site areas used by the Proponent. The Proponent must manage garbage, recycling, grease, wastewater, and food waste responsibly, and must restore any approved service area to an acceptable condition following operation.

8. Equipment and Supplies

The FVRD may provide access to the existing concession space and the following existing fixed equipment where approved for use. The equipment is provided as existing equipment only, and the Proponent is responsible for verifying suitability and identifying any additional equipment needs in its Proposal:

- 1 Refrigerator - Dasani 3511733
- 1 Countertop Range - Garland Model GD-152H
- 1 Convection Oven - Garland Master 200
- 1 Countertop Deep Fryer - Garland Model GD-15F with baskets
- 1 Countertop Griddle - Garland Model GD-36GtH
- 1 Microwave (950 W) - Camco Model GSU0421B A04, Serial No. TH9520435
- 1 Exhaust Hood

The Proponent must supply all business-specific equipment, consumables, smallwares, inventory, point-of-sale equipment, payment processing equipment, signage, cleaning supplies, food storage items, mobile vending equipment, and other supplies necessary for its operation, unless otherwise approved in writing by the FVRD.

The Proponent may request approval from the FVRD to install additional equipment at the Proponent's expense, subject to prior written approval and any required inspections or permits.

9. Utilities and Access

Reasonable use of existing facility utilities, including water, electricity, and waste disposal, may be provided at no additional cost for approved operations within FVRD facilities. The Proponent must use utilities responsibly and immediately report utility, equipment, or facility issues to FVRD facility staff. The FVRD is not obligated to provide power, water, wastewater disposal, garbage service, or other support for mobile vendors unless expressly approved in writing.

10. Insurance, Licensing and Permits

Before commencing operations, the Proponent must provide proof of required insurance and all applicable licenses, permits, approvals, inspections, and certifications. Requirements may include business licenses, Fraser Health approval or operating permit, food safety certification, WorkSafeBC coverage or clearance, fire inspection where required, District of Hope mobile vending approval where applicable, vehicle insurance and registration where applicable, and commercial general liability insurance naming the FVRD as additional insured.

11. Term and Termination

The anticipated agreement term is three (3) years. The final agreement may include renewal, extension, performance review, default, correction, suspension, or termination provisions. Either party may terminate the agreement in accordance with the final agreement. The FVRD may require immediate suspension or termination in cases of health violations, unsafe operation, lack of required approvals, breach of contract, or failure to perform obligations.

12. Performance Review

Performance may be reviewed annually or more frequently at the discretion of the FVRD. Reviews may assess compliance, reliability, approved operating schedule, menu quality, customer service, staffing levels, cleanliness, responsiveness, financial reporting where applicable, user group feedback, facility staff feedback, and alignment with FVRD expectations.

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. _____

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 the RFP.

Dated this ____ day of _____, 2026.

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)

Schedule D - SERVICE MODEL AND OPERATING PLAN

SD.1 Proposed Service Model

Describe the following:

- Indoor concession
 - Catering / event service
 - Food truck / mobile food service
 - Hybrid model
 - Alternative model
-
-

SD.2 Operating Schedule

Describe the following:

- Arena season coverage
 - Evenings and weekends
 - Games and tournaments
 - Public skating and swimming sessions
 - Facility rentals and special events
 - Conference Centre or meeting support where applicable
-
-

SD.3 Staffing Plan

Describe the following:

- Number of staff
 - Training and supervision
 - Food safety certification
 - Peak-period staffing
 - Backup staffing
 - Customer service approach
-
-

SD.4 Start-Up Plan

Describe the following:

- Earliest realistic start date
- Required approvals
- Equipment setup
- Inspection needs

- Menu readiness
 - Staffing readiness
-
-

SD.5 Facility and Utility Requirements

Describe the following:

- Space required
- Storage required
- Power, water, wastewater, garbage, or other utility requirements
- Signage requirements
- Access requirements

Requested FVRD support

Schedule E - MENU, PRICING AND FINANCIAL PROPOSAL

SE.1 Proposed Menu and Pricing

Attach or list the proposed menu and pricing, including any regular, seasonal, event, tournament, catering, or mobile service options.

SE.2 Financial Proposal

The Proponent must propose its preferred financial model. The proposal may include a flat payment to the FVRD, percentage of gross sales, minimum payment plus percentage of sales, event-based payment, seasonal payment, no payment but identified service value, or another proposed structure.

Annual or monthly payment proposed: _____

Percentage of gross sales, if applicable: _____

Other financial consideration: _____

Proposed payment schedule: _____

Assumptions: _____

Requested FVRD support: _____

Proposed sales or service reporting: _____

Schedule F - MANDATORY COMPLIANCE CHECKLIST

Requirement	Included / Confirmed
Completed and signed Form of Proposal	Yes / No / N/A
Proponent experience included	Yes / No / N/A
Service model identified	Yes / No / N/A
Operating plan included	Yes / No / N/A
Menu and pricing included	Yes / No / N/A
Financial proposal included	Yes / No / N/A
Business licence provided or ability to obtain confirmed	Yes / No / N/A
Fraser Health approval provided or ability to obtain confirmed	Yes / No / N/A
Food safety certification provided or ability to obtain confirmed	Yes / No / N/A
WorkSafeBC coverage or clearance confirmed, if applicable	Yes / No / N/A
Fire inspection or fire safety approval confirmed, if applicable	Yes / No / N/A
District of Hope mobile vending approval confirmed, if applicable	Yes / No / N/A
Vehicle insurance and registration confirmed, if applicable	Yes / No / N/A
Commercial general liability insurance confirmed	Yes / No / N/A
FVRD additional insured requirement acknowledged	Yes / No / N/A
Cleaning and site restoration plan included	Yes / No / N/A
Utility requirements identified	Yes / No / N/A
Equipment requirements identified	Yes / No / N/A
Assumptions, exclusions, and requested FVRD support identified	Yes / No / N/A