

REQUEST FOR PROPOSALS

CITY OF WHITEHORSE

SNACK VENDING OPPORTUNITY 2013

AT THE CANADA GAMES CENTRE

The City of Whitehorse is inviting proposals from interested individuals or firms for the supply of snack vending machines at the Canada Games Centre.

Bidders should submit bids in writing, enclosed in a sealed envelope clearly marked "**RFP for Snack Vending Services at the Canada Games Centre**" and addressed to:

Manager, Financial Services
City of Whitehorse
2121 Second Avenue
Whitehorse, Yukon
Y1A 1C2

Proposals will be accepted until 4:00 p.m. May 14, 2013.

Proposal documents may be picked up from the office of the Manager of Financial Services, City Hall, 2121 Second Avenue, Whitehorse, Yukon.

Proposals will be "**EVALUATED IN THE BEST INTEREST OF THE CITY OF WHITEHORSE.**"

Proposals submitted by facsimile will **NOT** be accepted or considered.

All inquiries regarding this Request for Proposals may be directed to the Manager of Recreation and Facility Services at 867-668-8331 between the hours of 7:00 a.m. and 5:00 p.m. Monday to Thursday.

REQUEST FOR PROPOSALS

SNACK VENDING OPPORTUNITIES

Canada Games Centre Whitehorse, Yukon

I. Canada Games Centre Background

The CGC is open 7 days a week and will be an exciting recreation facility designed to meet a wide range of community needs. The facility is family and sports oriented and accessible to a variety of people of all ages and abilities. In this unique facility you will have the ability to live actively, your way, everyday!

The CGC will operate from 5:30 a.m. to 10:00 p.m. and offer a variety of activities in the Aquatics Centre, indoor playground, leisure ice, Northwestel Arena, ATCO Ice, Wellness Centre, indoor running track, indoor soccer field house and flexihall gymnasium. For more information on the CGC please visit www.whitehorse.ca/cgc.

The Canada Games Centre is the main centre for indoor recreation activity for the City of Whitehorse and surrounding communities. The Centre is adjacent to the local eight sheet-curling rink and cross-country ski club. The Takhini Arena offers the only other indoor ice surface in the community. The CGC traffic averages over 2500 people per day in the fall/winter/spring months and over 1300 in the summer months.

II. What's Inside?

1. *Lion's Aquatic Centre*

This new design aquatic centre has it all including incredible mountain views. Customers can enjoy the 8 lane 25 metre lap pool or the many leisure opportunities including the lazy river, 200 foot water slide, tarzan rope, diving board, swirl pool, sauna, steam room, water bikes, geysers, bubblers, lemon drop and spray arch.

2. *Indoor Ice Surface*

The CGC will offer an HNL size arena (Northwestel Arena), an Olympic size arena (ATO Ice) and a leisure ice surface. The established arena user groups that will use the CGC include adult hockey, amateur hockey, minor hockey, figure skating and Special Olympics.

3. *Soccer Centre*

The soccer centre includes two indoor soccer fields. The Fieldhouse is covered with traditional artificial turf. The second field called the Flexihall has a sprung hardwood floor. The Flexihall is available for both indoor soccer as well as a variety of court activities such as basketball, volleyball and badminton. The Flexihall also has the flexibility to host a variety of arts and cultural activities.

4. *Wellness Centre*

The Wellness area provides an area for workout space. The area provides a variety of cardio equipment and lighter weight equipment. The Wellness area has certified fitness supervisors to provide helpful tips and program information.

5. *Indoor Fitness Track*

Young and old will enjoy this indoor walking and jogging track. Three lanes and 235 metres in length, the track is located on the third floor overlooking the Fieldhouse and Flexihall. The mountain views along the track will make customers feel like they are running outdoors!

6. *Indoor Playground*

This exciting indoor play place for kids has over 1500 square feet of non-stop fun. It is staff monitored for safety and offers spontaneous use for parents with young children ages 2-9 and from 9 a.m. to 9 p.m. daily. Child monitoring is available. Birthday party packages are also available for this area.

7. *Meeting and Program Areas*

The CGC offers four different meeting and program areas. These spaces work well for activities from birthday parties and meetings and conferences for up to 100 people. These spaces are available for a variety of community programs and activities.

8. *Concourse*

Modern colour schemes, natural lighting and original artwork created for the CGC by Yukon artists create a welcoming atmosphere for all who enter the centre.

III. Our Mission

The Canada Games Centre is a municipally owned and operated multi-plex recreation facility. Our mission is “to create the environment for a healthy community”.

IV. Request for Proposals

The City of Whitehorse is soliciting proposals for Snack Vending Machines space in the Canada Games Centre (CGC).

V. Proposal Requirements

Each proposal should contain the following information:

1. *COMPANY – Corporate or personal identity.*
2. *PROPOSED AREA OF VENDING MACHINE:*
 - *Main Floor: 5 preferred locations as indicated on floor plan of package*
 - *Second Floor: 2 preferred locations as indicated on floor plan of package*
3. *TERMS AND CONDITIONS:*
 - *Full service snack vending*
 - *Percentage commission rate*
 - *Volume rebate cash value*
 - *Cash up front for partnership/marketing opportunities*
4. *VENDOR QUALIFICATIONS:*
 - *Experience*
 - *State inventory of vending equipment to meet the contract*
 - *Insurance coverage*
 - *References (minimum 3)*
5. *EQUIPMENT AND USE OF RECREATION FACILITIES*
 - *First class full service vending machines*
 - *Sample vendors (provide photos)*
 - *Maintenance and repair of machines*
 - *Change Machines*
 - *State your configurations, layout, location of all machines, headers for banked machines*

6. *PRODUCT, SERVICE AND PRICING*

- *Service policies*
- *Estimate annual sales volume*
- *Vending plan*
- *Managing vending sales strategy*
- *Provide list of products you plan to vend*
Note: no glass containers, gum, sunflower seeds and tobacco products
- *Pricing policy*
- *Frequency of fills*
- *24-hour service response*

7. *CORPORATE CONFLICTS*

- *Nationally sponsored events*
- *Other beverage supplies*
- *Impacts on agreement*
- *Disclaimers*

VI. Proposal Evaluation

The City reserves the right to award this contract in whole or in part.
Proposals will be evaluated on the basis of:

1. *The proponents understanding of the Landlord's requirements.*
2. *Details of how the proponent proposes to meet the objective.*
3. *The proposed lease rate.*
4. *Operation vision.*
5. *How the Company fits in with the Facilities goals, services, and clients needs.*
6. *Any other criteria considered appropriate by the Landlord in its sole and absolute discretion.*
7. *Ability to offer healthy food options.* Total percentage of offering should meet the "choose most" options included in:
<http://www.health.gov.bc.ca/healthyeating/pdf/healthier-choices-in-vending-machines-bc.pdf>
 - 25% in Year 1
 - 35% in Year 2
 - 50% in Year 3
 -*Suppliers have the option of meeting with Danielle Fendrick, 668-8677, to review recommended healthy food options.*

Vending suppliers are encouraged to attend the "Swap It! –taking small steps to healthier food in recreation" Friday, May 3, 2013 for more information on healthy food.

VII. Schedule

May 14, 2013	All proposals to be submitted by 4:00 p.m.
May 30, 2013	Committee Review and Decision
June 30, 2013	Vending Machines Installed, in full operation

VIII. Proposal Procedures

1. The proposal must be signed by an authorized representative of the Company.
2. Four copies of the proposal are required.
3. Proposals must be submitted and sealed in a sealed envelope plainly marked with the bidder's name and address indicating "Canada Games Centre (CGC) Snack Vending Machines".
4. Proposals received by fax or email will not be accepted.
5. Proposals may be withdrawn at any time prior to the proposal closing date by request in writing to Chris Milner, Manager, Recreation and Facility Services.

IX. Terms and Conditions

1. After reviewing the proposals, the Landlord and/or agent may interview a respondent or respondents before selecting the successful Company.
2. All costs incurred by the respondent in preparing and delivering a proposal shall be wholly borne by the respondent.
3. By delivering the proposal, the respondents acknowledge they have read all the terms and conditions in the proposal documents.
4. This request for proposal, together with any other material provided or received by the respondent, shall constitute an invitation to submit proposals, and the submission of any proposal or proposals does not constitute a legally binding agreement between the Landlord and any party submitting a proposal.
5. All proposals may be rescinded by the party submitting the proposal at any time prior to the execution of a Contract.
6. The Landlord reserves the right in its sole and absolute unfettered discretion, to choose to review, reject or pursue any or all proposals received.