Armstrong Spallumcheen Parks & Recreation

**ARMSTRONG SPALLUMCHEEN PARKS & RECREATION**

**FOOD TRUCK CONCESSION – MEMORIAL PARK**

**REQUEST FOR PROPOSALS (RFP)**

**ASPRD-2026-001**

Issue Date: May 7. 2026

**Closing Location:**

Sunbelt Arena

3351 Park Drive

Armstrong, BC V0E 1B0

**Closing Date and Time:**

Proposal" will be received no later than

**3:00 pm**., Local Time **May 22, 2026**

**Inquiries and Clarification:**

**All enquiries should be electronically addressed to**:

Attention: Cheryl Wiebe, General Manager Parks and Recreation

email: info@asprd.com

Any questions should be directed in writing no later than, 4:00 pm, May 14, 2026, to:

Inquiries and answers will be recorded and posted on the Armstrong Spallumcheen Parks and Recreation Commission website: www.asprd.com.

Proponents are solely responsible for ensuring that they have all the information available on this RFP and should therefore check the Armstrong Spallumcheen Parks and Recreation Commission website regularly up to the closing date and time of this RFP.

## Introduction/Background

The intent of this RFP is to enhance park user experience by providing convenient, high-quality food and beverage services while supporting a vibrant, inclusive, and family-friendly environment.

The Armstrong Spallumcheen Parks and Recreation Commission is a shared service between the City of Armstrong and the Township of Spallumcheen. The organization manages a variety of recreation facilities and public spaces that support community wellness and tourism.

Located at 3285 Pleasant Valley Rd in Armstrong BC, Memorial Park is a multi-use park that includes amenities such as:

- Outdoor swimming pool
- Spray Park
- Tennis court
- Playground
- Skate Park

The park is also located near the Fair Grounds, Sunbelt Arena, Hassen Arena and Centennial Hall.

## Contents

This RFP is organized into the following parts:

- ☐ **Part A: The Services** – the Services required and terms and conditions
- ☐ **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- ☐ **Part C: Submission Instructions and Forms** – the forms a Respondent should submit in their Proposal
  - ☐ Appendix A Contract RFP Form
  - ☐ Appendix B Qualification, Experience and Expertise
  - ☐ Appendix C Quality and Variety of Menu
  - ☐ Appendix D Financial Return to the Commission
  - ☐ Appendix E Operation Plan and Reliability

## Instructions

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

*Example:*

| | |
|---|---|
| | Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do. |

# Part A: The Services

This Part A provides details on Scope of Work (the "Services") required by the Commission. Respondents should ensure they are fully capable of providing all the requirements outlined, as this section will form the scope of work in the final Contract.

## 1. Project Objectives

The Commission is seeking a qualified operator to provide a mobile food service (food truck or trailer) within Memorial Park.

Objectives:

- Improve visitor amenities and overall park experience
- Provide diverse and high-quality food options
- Activate Park space in a manner that complements existing uses
- Ensure safe, clean, and professional operations

## 2. Scope of Work

2.1 Operations

- Supply and operate a fully self-contained food truck or trailer
- Provide food and non-alcoholic beverages
- Maintain consistent operating hours
- Ensure timely setup and removal per the term of the agreement

2.2 Site Management

- Maintain cleanliness of the immediate service area
- Provide waste and recycling management
- Ensure no disruption to other park users or activities

2.3 Compliance

- Obtain all required permits and licenses including but not limited to Business License, WorkSafe BC clearance letter, Insurance ($2 million liability with the Commission, City of Armstrong and Township of Spallumcheen as additional insured), and Interior Health Permit.
- Comply with local health regulations and inspections
- Meet fire safety and public liability insurance requirements

NOTE: To obtain a City of Armstrong business license, proponents must provide:

1. Motor Vehicle Liability Insurance with a minimum coverage of $2,000,000 for mobile truck and trailer operations;
2. Comprehensive Commercial Liability and Property Damage Insurance for $2,000,000 inclusive, Armstrong Spallumcheen Parks and Recreation Commission, City of Armstrong and Township of Spallumcheen named as additionally insured;
3. BC Safety Authority Approval; and
4. Interior Health permit (as applicable based on provincial requirements for the operation of the specific type of mobile business applied for).

2.4 Community Considerations

- Offer a menu that is inclusive (e.g., dietary options where possible)
- Maintain reasonable pricing
- Operate in a manner consistent with a family-friendly public space

2.5 Operating Term & Schedule

- Term: 1 year term (2026)
- Season: June–October **Pool closes September 1, 2026*
- Hours of Operation:
  - Minimum: Fri, Sat and Sun 11:00 AM – 4:00 PM, (peak season: July/Aug)
  - Flexibility for events and peak park usage
  - ***Excludes dates and time associated with: Chamber of Commerce Music in the Park (Friday nights) and Interior Provincial Exhibition (Sept 2-6, 2026)***

2.6 **Location details**

- Location within park: Located adjacent to the pool, greenspace
- Power availability: yes 30 amp
- Water access: yes
- Grey water access: no

Note: The park is a multi-use space, and operations must accommodate scheduled events, and public access

## Part B: The RFP Process

| | |
|---|---|
| | This Part B details the terms and conditions of how this RFP process will be run by the Commission and how the Proponent will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected. |

**1. Submission of Proposals:**

1.1 Proposals must be submitted electronically in PDF format to:

Cheryl Wiebe, General Manager Parks and Recreation
Armstrong Spallumcheen Parks and Recreation Commission
**Subject Line**: Confidential RFP – Food Truck Concession – Memorial Park
**Email:** info@asprd.com
**Phone:** 250-546-9456

1.2 Proposals in English
All Proposals are to be in the English language only.

1.3 Proposal to be Submitted on Time
Proposals must be submitted electronically as set out above on or before the submission deadline. Proposals submitted after the submission deadline will be rejected.

1.4 Amendments of Proposals
Proponents may amend their proposals prior to the submission deadline.

1.5 Withdraw of Proposal
At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, the authorized representatives should email info@asprd.com

1.6 Mandatory Submission Requirements: Contract RFP form (Appendix A)

Each RFP must include a Contractor RFP Form (Appendix A) completed and signed by the authorized representative of the proponent.

**2. Evaluation and Award:**

2.1 Scored Criteria:

Proposals will be evaluated using a weighted scoring matrix to determine the Proposal that offers the best overall value to the Commission. The evaluation will consider both price and non-price factors. The Proponent with the highest total score, based on the evaluation criteria and associated weightings, may be recommended for award.

The Commission reserves the right to reject any Proposal, including the lowest priced Proposal, where it does not achieve an acceptable score in any category or does not demonstrate the ability to successfully meet the terms of the RFP.

| | Evaluation Criteria | Weighing | Score |
|---|---|---|---|
| **1.** | Proponent Qualifications, Experience & Expertise | 25% | |
| **2.** | Quality and variety of Menu | 25% | |
| **3.** | Financial return to the Commission | 30% | |
| **4.** | Operating Plan & Reliability | 20% | |

2.2 Scoring Method:

All criteria will be scored by the evaluation committee out of 100, which will then be multiplied by the weighting factor to provide a weighted score.

2.3 Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the Commission. If two or more Proposals have an equal total weighted score, then the Respondent offering the best financial return to the Commission will be invited to enter into a Contract with the Commission.

## 3. Timeline

| | |
|---|---|
| RFP Issued: | May 7, 2026 |
| Site Visit | May 14, 2026 11:30 am |
| Deadline for Questions: | May 14, 2026 4:00 pm |
| Proposals Date: | May 22, 2026 |
| Proponent selection: | May 29, 2026 |

## 4. Terms and Conditions of the RFP

- Although the Commission fully intends to conclude a Contract as a result of this RFP, the Commission may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.
- The lowest-cost proposal will not necessarily be selected. (See Part B (2) – Evaluation criteria)
- The Armstrong Spallumcheen Parks and Recreation Commission reserves the right to reject any or all proposals.
- All documents submitted become the property of the Armstrong Spallumcheen Parks and Recreation Commission.
- The successful proponent must carry appropriate insurance and comply with WorkSafeBC requirements.

# Part C: Submission Instructions and Forms

| | |
|---|---|
| | This Part C contains forms detailing the information that should be included in a Proposal, as detailed under Section 2 of Part B. |

Part C Contents:

This Part C contains the submission process and the following forms:

- Appendix A Contract RFP Form
- Appendix B Qualification, Experience and Expertise
- Appendix C Quality and Variety of Menu
- Appendix D Financial Return to the Commission
- Appendix E Operation Plan and Reliability

## APPENDIX A - CONTRACT RFP FORM

_____

BUSINESS NAME

_____

AUTHORIZED REPRESENTATIVE

_____

MAILING ADDRESS

_____

_____

PHONE NUMBER

_____

EMAIL ADDRESS

_____

To furnish materials, equipment, labour and transportation necessary for the:

***"Food Truck Concession"***

It is expected that the proponent, in addition to this contract form, will provide narrative to support the evaluation criteria provided in Part B (2) – Evaluation Criteria. It is the proponents' responsibility to ensure that the response can be easily and clearly found by the evaluator.

**Schedule of Addenda**

The Proponent states that they have received the following addenda which have been considered in preparation of this bid

| Addendum Number | Date Issued | # of Pages |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

By signing this Contract RFP form, we the Respondent, certify and acknowledge the following:

a. We have carefully read and examined this RFP document, including all parts, schedules and appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We can provide the Services detailed in Part A for the pricing submitted in this Proposal.
b. We certify that the statements made in this Proposal are true and submitted in good faith.
c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as 'Contract A') between the Commission and us, the Respondent, and that no contractual obligations shall arise between the Commission and us, the Respondent, until and unless we execute a written Contract with the Commission.
d. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest, and we understand that a conflict of interest would include the following situations:
    i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
    ii. The Respondent has had access to confidential information of the Commission, which is not available to other Respondents to this RFP.
    iii. The Respondent has influence over an employee of the Commission who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.

e. The Proponent certifies that it currently holds, or upon award of contract will obtain and maintain, all necessary licenses, permits, certifications, insurance, and other documentation required to perform the Work in accordance with all applicable federal, provincial, and municipal laws, regulations, and bylaws.

    The Proponent agrees to provide proof of such documentation to the Commission upon request and prior to commencement of the Work. Failure to provide satisfactory documentation may result in disqualification of the Proposal or termination of any resulting agreement.

_____ _____

**Authorized Representative** **Date**

## APPENDIX B – QUALIFICATION, EXPERIENCE AND EXPERTISE

| | |
|---|---|
| | Proposals must include this Qualification, Experience & Expertise, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided.<br><br>This section of your Proposal must be labelled as "Appendix B – Qualifications, Experience and Expertise".<br><br>Evaluation Factors:<br>Factors to be considered during the evaluation in assessing suitability of the experience and references will include:<br>• Suitability of Respondent's experience with similar services and work.<br>• Feedback from client references, if the Commission chooses to contact references. |

**Proponent Qualifications, Experience & Expertise /25**

Outline relevant experience operating food services (especially mobile/food truck). Include references.

Years of operation: _____

WorkSafe BC Registration Number: _____

Description of Business: _____

_____

_____

_____

Examples of similar works: _____

_____

_____

_____

**PAST PERFORMANCE/REFERENCES**

| Client/Facility | Year | Contact Name | Phone # |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## APPENDIX C – QUALITY AND VARIETY OF MENU

Proposals must include this Qualification, Experience & Expertise, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided.

This section of your Proposal must be labelled as "Appendix C – Quality and Variety of Menu".

Evaluation Factors:
Factors to be considered during the evaluation in assessing suitability of the experience and references will include:

- Quality and variety of food
- Price
- Dietary Options
- Healthy food options

**Quality and variety of Menu /25**

a) Sample menu /15 (subtotal)

Provide a representative menu including mains, sides, beverages, and specialty items. Include descriptions and portion sizes.

| Menu Category | Item Name | Description | Portion Size | Price ($) |
|---|---|---|---|---|
| Main Item 1 | _____ | _____ | _____ | _____ |
| Main Item 2 | _____ | _____ | _____ | _____ |
| Side Item 1 | _____ | _____ | _____ | _____ |
| Side Item 2 | _____ | _____ | _____ | _____ |
| Beverage 1 | _____ | _____ | _____ | _____ |
| Beverage 2 | _____ | _____ | _____ | _____ |
| Specialty Item | _____ | _____ | _____ | _____ |

b) Pricing structure /5 (subtotal)

Indicate pricing model (fixed/variable), combos, and any additional fees.

Pricing Model (Fixed / Variable) _____

Average Price Range (Min–Max) $_____ to $_____

Combo Meals Offered (Yes/No + details) _____

Taxes Included in Pricing (Yes/No) _____

Proposed Price Adjustments (if applicable) _____

c) Dietary options (if applicable) /5 (subtotal)

Identify available dietary accommodation (e.g., vegetarian, vegan, gluten-free, allergen-aware). Include preparation practices if applicable.

| **Dietary Category** | **Available (Yes/No)** | **Menu Items / Notes** |
|---|---|---|
| Vegetarian | _____ | _____ |
| Vegan | _____ | _____ |
| Gluten-Free | _____ | _____ |
| Dairy-Free | _____ | _____ |
| Allergen-Aware Options | _____ | _____ |
| Cross-Contamination Practices | N/A | _____ |

_____

_____

## APPENDIX D – FINANCIAL RETURN TO THE COMMISSION

| | |
|---|---|
| | Proposals must include this Qualification, Experience & Expertise, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided.<br><br>This section of your Proposal must be labelled as "Appendix D – Financial Return to the Commission".<br><br>Evaluation Factors:<br>Factors to be considered during the evaluation in assessing suitability of the experience and references will include:<br>• Financial return to the commission |

**Financial Return to the Commission /30**

Proponents are requested to submit **one proposed financial model** for consideration. The intent is to allow flexibility in structure while ensuring proposals can be evaluated on a consistent and comparable basis.

Proponents must clearly identify and fully describe **one of the following options**:

**a) Flat Fee Model (Monthly or Seasonal)**

The Proponent proposes a fixed payment to the Commission for the right to operate in Memorial Park:

- The proposed fee shall be stated as either:
  - a **monthly amount**, or
  - a **seasonal/annual lump sum**
- The fee is payable regardless of sales volume or revenue generated.
- The Proponent is responsible for all operating costs unless otherwise stated in the Agreement.
- Any assumptions related to season length, operating days, or service hours must be clearly identified.

**Proposed Flat Fee:** $_____ per ☐ month / ☐ season / ☐ year

**b) Revenue-Sharing Model (Percentage of Gross Sales)**

The Proponent proposes to share a percentage of gross sales with the Owner.

- The proposed percentage shall be applied to **total gross sales before taxes and deductions**, unless otherwise specified.
- The Proponent must clearly define what is included or excluded from "gross sales" Reporting and reconciliation requirements may be established by the Owner.

**Proposed Revenue Share:** _____ % of gross sales

**Definition of Gross Sales (if applicable exclusions):**

_____

_____

**c) Hybrid Model (Base Fee + Percentage of Sales)**

The Proponent proposes a combined financial structure consisting of a fixed base fee plus a revenue-sharing component.

- The base fee shall be paid on a monthly or seasonal basis.
- The percentage shall apply to gross sales as defined above.
- Both components will be evaluated together as the total financial return to the Owner.

**Proposed Base Fee:** $_____ per ☐ month / ☐ season / ☐ year
**Proposed Revenue Share:** _____ % of gross sales

_____

_____

_____

_____

## APPENDIX E – OPERATING PLAN AND RELIABILITY

| | |
|---|---|
| | Proposals must include this operating plan and reliability, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided.<br><br>This section of your Proposal must be labelled as "Appendix E – Operating Plan and Reliability".<br><br><u>Evaluation Factors:</u><br>Factors to be considered during the evaluation in assessing suitability of the experience and references will include:<br>• Estimated Service Time<br>• Peak Capacity<br>• Operating Hours<br>• Power/utility requirement<br>• Staffing Plan<br>• |

**Operating Plan & Reliability /20%**

Estimated Service Time per Customer _____

Peak Service Capacity (customers/hour) _____

Hours of Operation _____

Power/Utility Requirements _____

Staffing Plan_____ _____