

REQUEST FOR PROPOSAL

FOOD AND BEVERAGE VENDING SERVICES FOR

THE MUNICIPALITY OF

NORTH COWICHAN,

COWICHAN AQUATIC CENTRE

FULLER LAKE ARENA

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The Municipality of North Cowichan is seeking responses to the following request for proposal: The work is described as Food and Beverage Vending Services.

Responses clearly marked **REQUEST FOR PROPOSAL – FOOD AND BEVERAGE VENDING SERVICES FOR THE MUNICIPALITY OF NORTH COWICHAN – COWICHAN AQUATIC CENTRE – FULLER LAKE ARENA** and **will be received up until 2:00 p.m. PST on Friday November 20, 2015 by:**

ATTN: Mark Ruttan – Director of
Corporate Services
Municipality of North Cowichan
Main Reception – Municipal Hall
7030 Trans Canada Highway,
North Cowichan, BC

Faxed responses will not be accepted. Late proposals will not be accepted and will be returned to the proponent unopened.

Responses may be withdrawn before the deadline upon written notice (facsimiles of notice will be accepted) addressed to Jason Blood (250) 746-3307(f).

Responses withdrawn may be replaced by alternative responses providing written notice that an alternative proposal will be submitted (facsimiles of notice will be accepted) is delivered to Jason Blood at least twenty-four hours before the deadline for closing noted herein.

Responses must remain valid for 90 days following the closing time and date. Responses are irrevocable after the closing time and date.

The Municipality of North Cowichan reserves the right to reject any and all proposals for any reason or to accept any proposal received which the Regional District, in its sole unrestricted discretion deemed most advantageous to itself. The lowest or any proposal may not necessarily be accepted. The proponent acknowledges the Municipality's rights under this clause and absolutely waives any right of action against the Municipality for the Municipality's failure to accept its proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any proposal is subject to funds being legally available to complete this transaction and/or approval by the officer or employee of the Municipality having authority to accept the proposal.

Unless otherwise authorized in writing by Jason Blood, Manager of Aquatic Services, a proponent must not contact or communicate with any elected or appointed officer, or employee of the

Municipality other than the Manager of Aquatic Services in relation to this solicitation prior to an award of the services by the Municipality or the officer or employee of the Municipality having authority to accept the proposal. Any such communication may result in disqualification of the proposal from further consideration.

The Municipality of North Cowichan is subject to the provisions of *The Freedom of Information and Protection of Privacy Act*. As a result, while Section 20 of the *Act* offers some protection for third party business interests, the Municipality cannot guarantee that any information provided to the Municipality can or will be held in confidence.

Further information regarding the specifications in this solicitation may be obtained from:

Jason Blood- Manager of Aquatic Services

Telephone: 250-746-3307

Email: jason.blood@northcowichan.ca

In the Manager's absence, proponents may contact:

Don Stewart – Deputy Director, Parks & Recreation

Telephone: 250-746-3303

Email: don.stewart@northcowichan.ca

1.0 INTRODUCTION & SCOPE

1.1 Eligibility

Potential proponents are not eligible to submit a proposal if current, past or other interests, in the Municipality's opinion, may result in a conflict of interest in connection with this project.

1.2 Acknowledgement of Receiving RFP

Included with the RFP documents is the "Acknowledgement of Receipt Form", (Appendix I), which proponents are required to fill out and fax or email back to 250-746-3310 or aquatics@northcowichan.ca by **Friday November 20, 2015 at 2:00 p.m. PST**. This confirmation form will ensure that interested proponents will receive addendums to the RFP and any subsequent information such as our response to questions that may clarify sections of the RFP. It also acts as confirmation to us that you received the RFP document and provides you with a simple process to indicate to us if you are not interested in responding to the RFP call.

1.3 Purpose of the Work

The Municipality of North Cowichan invites qualified Proponents with the capabilities and experience to submit proposals to enter into an agreement for services at the Cowichan Aquatic Centre AND Fuller Lake Arena, for a turnkey vending machine operation to provide nutritional snacks and beverages, including but not limited to all equipment, supplies and personnel necessary to supply, install, stock, operate and maintain the equipment outlined in their proposal. All costs of operating the vending machines will be to the account of the successful proponent.

1.4 Locations

Vending and Beverage machines:

Cowichan Aquatic Centre, 2653 James St., Duncan, B.C.

In lobby across from the lobby washrooms (approximately 10 feet). Currently there are 3 vending machines in total (2-beverage, 1-snack).

2nd floor landing, near entrance to weightroom (approximately 10 feet). Currently there is 1 vending machine in total (1-beverage).

Fuller Lake Arena,

In lower entrance. Currently there are 3 vending machines in total (2-beverage, 1-snack).

Plus any other venues that may be designated by the Municipality of North Cowichan and may fall under the control of such an agreement.

2.0 REQUIREMENTS

2.1 Scope of Work

The agreement term shall be **three (3)** years, with an option to renew at the Municipality's discretion for **two (2)** additional one-year terms, with mutual written agreement between the parties.

The successful proponent will be the sole, exclusive and official food and beverage supplier, distributor and advertiser for vending services at the Facilities during this agreement. In the event a beverage company other than the successful proponent sponsors an event, the successful proponent authorizes through express written consent the approval for specialized signage and other event related paraphernalia including but not limited to hats, t-shirts, and headbands.

All determinations regarding product equivalency and exclusivity will be at the Municipality's sole discretion. North Cowichan will endeavor to make decisions in a reasonable manner based on the available information. North Cowichan and the successful proponent will work cooperatively to resolve situations. However the Municipality will always remain the final decision authority in all matters.

Standard water coolers and plumbed water and fountains are exempt from the agreement.

At the time of proposal, the Municipality allows bottled water to be sold in recreation facilities. That being said, the Municipality could at any point change their stance during the contract period and the successful proponent would be expected to work with North Cowichan staff to implement this direction.

On occasion, North Cowichan reserves the right to cover up beverages or vending signage for a specific event held in the facilities. North Cowichan would inform the successful proponent in writing two weeks in advance of this occurring. North Cowichan will provide written 5 days written notice of any signage coverage which may be necessary.

2.2 Healthy Choices Vending

The Municipality is inviting proposals that provide: competitive pricing, strategic pricing to encourage sales of healthy choices, a pleasing product presentation style, display signage on vending machines which reflects healthier choices, little duplication of product in the same machine, and awareness of current trends in the healthy choices and environmental fields.

Healthy Choices Vending is when all vending machines offer healthier food and beverages according to the *Nutritional Guidelines for Vending Machines in BC Public Buildings*.

North Cowichan Parks and Recreation have taken the following steps to promote healthy choices:

1. Promote an environment that encourages healthier eating in line with the goal of reducing health care costs by promoting individual health,
2. Using the *Nutritional Guidelines for Vending Machines in BC Public Buildings* which identifies four categories: Choose Most, Choose Sometimes, Choose Least and Not Recommended, to set transitional targets,
3. Implement a three year phased-in percentage transition chart for the large vending machines contract with the goal of providing 0% *Choose Least* and *Not Recommended* by the end of the three year period, and
4. Work with service providers to ensure a broader range of healthier food and beverage choices available in vending machines including:
 - a. assisting vending operators in identifying healthier food and beverage choices
 - b. requiring that contracted vending services display healthy choices as the most visible choice in the food services area and vending machines
 - c. recommending smaller portion-sized selections be made available in all food and beverage categories to ensure consumers have a range of choices regarding portion size and price
 - d. monitoring the healthy food and beverage choices provided in vending machines every six months to ensure percentage goals and healthy choices guidelines are being met.

Three Year Transition Chart:

Vending Machines Three Year Transition						
	Recommended %			Recommended %		
	of Choose Most and	Choose	Choose	of Choose Least and	Choose	Not
	Choose Sometimes	Most	Sometimes	Not Recommended	Least	Recommended
Year 1	70%	50%	20%	30%	15%	15%
Year 2	90%	60%	30%	10%	10%	0%
Year 3	100%	70%	30%	0%	0%	0%

2.3 Proponent Responsibilities

Vending machine products will follow the Year 3 guidelines of the transition chart outlined above for the Choose Most, Choose Sometimes, Choose Least and Not Recommended (CM, CS, CL, NR) categories. Consultation with North Cowichan may be required to ensure the approved percentages and a balance of products is provided.

The percentages identified in three year transition chart are applicable to each individual machine, rather than a bank of machines. Thus, each machine must meet the identified percentages of CM, CS, CL and NR.

A food plan for each vending machine is required at the start of the agreement and is subject to approval by North Cowichan. The products may change, but the categories identified in the transition chart must be followed by the successful proponent. It is expected that the successful proponent will investigate healthy products suitable for North Cowichan clientele.

The products to be supplied through all vending machines shall be pure, wholesome, fresh and fit for human consumption. Cigarettes and alcohol shall not be sold. Expired food should not be provided in the machines and if found present, must be removed immediately.

Vending machines should be appealing in appearance, free of any dominant product advertising logos and dependable in their operations. The successful proponent shall support and install any **Stay Active, Eat Healthy and/or BCRPA designed tools** signage on their vending machines as requested and upon approval of North Cowichan to support healthy eating. Product advertising logos on the machines must be approved in advance by North Cowichan.

The proponent may provide discounted beverage pricing for the Concession Services Operator at the Cowichan Aquatic Centre and outline the details in the proposal.

The successful proponent shall remit commissions on an agreed upon time frame basis, supported by a summary of the sale of all goods on each machine. The proponent is required to submit an illustrative sample of the type of report showing sales and commissions payable to North Cowichan with the proposal.

The successful proponent will provide a cash float to North Cowichan in case of machine malfunctions to permit customer refunds. The float will be held and operated on behalf of the Proponent by North Cowichan.

The proponent is required to submit semi-annual reports for each machine showing the products sold in the Healthy Choices (CM, CS, CL, NR) categories on July 31 (for January-June) and January 31 (for July- December).

Final machine selection, product selection and price ranges will be based upon consultation with the North Cowichan, and we reserve the right to determine final selections.

All machines shall be placed where approved by North Cowichan and shall not be installed or removed without the prior approval of the Municipality.

Change machines must be provided at the site. ATMs and /or bank machines are exempt from this agreement.

The successful proponent must keep up, maintain, repair and service the machines at its own expense. The proponent must provide prompt service for malfunctioning machines and resolution of any other operating concerns. Machine servicing must be provided within 12 hours from the time a call is made between the hours of 8 am to 10 pm, seven days a week, excluding statutory holidays. Food product replenishment and refund float replenishment must be provided within 12 hours from the time a call is made between the hours of 8 am to 6 pm, seven days a week, excluding statutory holidays.

Proponents must ensure that the vending machines and sale of products comply at all times with any regulatory bodies which govern such operations, including but not limited to any federal, provincial or local government bodies. Machines supplied must be at all times a maximum of three (3) years of age, holding a CSA, UL or NSF certification and having a GFI breakers system in place, energy efficient (e.g. lights turn off when not in use), and in acceptable condition and appearance. The Regional District reserves the right to request replacement of equipment if in its opinion the malfunctioning of the equipment is detrimental to the revenue generating opportunity provided within the facility. The machines must be anchored to the facility to prevent tipping and for earthquake preparation, upon approval by RDN staff.

Within **SEVEN (7)** days of award of this Request for Proposal, the successful Proponent must provide proof of general commercial liability insurance coverage including non-owned automobile coverage in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000). The successful proponent shall be required to add the Municipality of North Cowichan to the policy of insurance as an additional named insured with respect to the agreement entered into arising from this proposal call.

2.4 Municipality of North Cowichan Responsibilities

North Cowichan will provide equipment space and power to the vending machine locations. All machines must be equipped with plug-mizer technology, or equivalent energy conservation devices. Proponents should review the existing machines and locations for accurate measurements. Proponents are entirely responsible for determining whether the locations can accommodate their equipment. Should a proponent require additional space they must provide specific details regarding the space required and a drawing showing how the equipment will look once in place. North Cowichan will in its sole

opinion determine whether it is prepared to permit adjustments or reconstruction of the existing spaces which shall in all cases be at the proponent's sole cost.

North Cowichan will provide and maintain any recycling containers for recyclable items from the vending machines and shall retain all recyclable containers to its own account.

North Cowichan closes its recreation facilities for maintenance activities. Cowichan Aquatic Centre is shutdown annually for up to four weeks from approximately late August to mid-September, subject to operational requirements.

2.5 Other

Proponents are advised that there is a concession service operation within the Cowichan Aquatic Centre and Fuller Lake Arena. It is expected that products and prices will not conflict between the successful proponent and the Concession Services Operator. The successful proponent is to maintain an effective working relationship with the Concession Services Operator.

Other concurrent food and beverage sales may take place from time to time. Examples might include swim meets, food fairs, circuses, home shows, or similar types of events selling beverages and/or food products as an integral part of the event. North Cowichan will neither encourage nor discourage food and beverage sales associated with these types of events.

3.0 EVALUATION CRITERIA AND EVALUATION PROCEDURES

3.1 Mandatory Criteria

The following are mandatory requirements:

- Proponents intending to submit a proposal must submit a completed "Acknowledgement of Receipt Form" (Appendix I) on or before Friday November 13, 2015 at 2:00 p.m. PST.
- A completed proposal has been received on or before the submission date of Friday November 20, 2015 at 2:00 p.m. PST. Proponents must submit (3) original hard copies and (1) electronic version in MS Word/PDF format in the form of a CD/DVD or flash drive. Proposals must be enclosed and sealed in an envelope/package clearly marked: **RFP Food and Beverage Vending Services for North Cowichan – Cowichan Aquatic Centre - Fuller Lake Arena.**

3.2 Evaluation Criteria

Proposals will be assessed against the following criteria, which are not intended to be exhaustive and are not ranked in order of preference or priority:

a. Company (30 Points)

- Short Corporate background, history, overview, and experience of the Company.
- Key Corporate personnel and their role as it relates to the RDN's account.
- Nearest local branch and the branch's role.
- Key local contacts and their roles and responsibilities.
- The type, mix and location of equipment to be supplied in each facility.
- Equipment Servicing, roles and responsibilities, where service is provided from, in house service or contracted third party, how to get service during normal business hours, after hours and on an emergency basis for all equipment, onsite service response times during regular business hours, after hours and on an emergency basis. Advise if all service call outs are included or if there are any charges for any labour, parts, consumables, etc
- Product portfolio available now and products contemplated to be added in the future complete with estimated timelines.
- Financial management & reporting.
- Provide details on how your company will manage beverage vending.
- Anything else the proponent may wish to include to enhance this section.

b. References (20 Points)

A separate section for references: **THREE (3)** references from locations where similar services have been provided within the past **TWO (2)** years. Indicate the term of contract, and provide a name, address and telephone contact numbers.

c. Financial Information (30 Points)

- Your proposed one time marketing fund payment payable to the Municipality of North Cowichan
- Your proposed annual marketing fund payment payable to the Municipality of North Cowichan
- An outline of any value added concepts such as non-monetary support, partnerships or marketing programs or any other information which the proponent believes is relevant to their proposal
- A percentage of monthly gross revenues (commission) to be offered to the Municipality of North Cowichan, in addition to the terms and schedule of payments.
- An illustrative sample of the type of report to be provided showing sales and commissions payable to the Municipality of North Cowichan
- Option of discounted pricing for food services operator, or independent purchasing option
- A description of refund procedures and the size of the refund float to be provided

d. Healthy Choices (20 Points)

A separate section outlining: the types of food and beverages to be provided, competitive pricing, strategic pricing to encourage sales of healthy choices, a pleasing product presentation style, display signage on vending machines which reflects healthier choices, little duplication of product in the same machine, and awareness of current trends in the healthy choices and environmental fields.

3.3 Evaluation Process

Subsequent to the submission of proposals, interviews may be conducted with a short list of proponents, but there will be no obligation to receive further information, whether written or oral, from any proponent.

The Municipality of North Cowichan will not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed.

At the option of the Municipality of North Cowichan, proponents may be required to make a presentation to assist in the evaluation process. Proponents acknowledge without conditions of any kind, that the Municipality of North Cowichan is under no obligation to provide an opportunity for a presentation by any proponent, and may select a successful proponent without presentations by others.

3.4 Financial Stability

The successful proponent may be required to demonstrate financial security and must be legally able to conduct business in BC.

4.0 POST-EVALUATION PROCEDURES

4.1 Privilege or Right to Cancel

Notwithstanding any custom or trade practice to the contrary, the Municipality of North Cowichan reserves the full right to, in its sole discretion and according to its own judgment of its best interests:

- a) waive any technical or formal defect in a proposal and accept that proposal;
- b) negotiate with one or more proponents;
- c) agree with any proponent on modifications or changes to the proposal and/or
- d) reject any and all proposals.

4.2 Negotiation Delay

If a written contract cannot be negotiated within 10 days of notification to the successful proponent, the Municipality of North Cowichan may, at its sole discretion at any time thereafter, in writing, terminate negotiations with that proponent and either negotiate a contract

with the next qualified proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the proponents.

5.1 **PROPOSAL PREPARATION**

This section defines the proposal preparation and submission procedures that are to be followed by all proponents. Proponents are cautioned to carefully read and follow the procedures required by this Request for Proposal, as deviation from these requirements may be cause for rejection.

The proposal must be signed by the person(s) authorized to sign on behalf of the proponent and to bind the Proponent to statements made in response to this Request for Proposal.

5.2 **Acceptance of Terms**

All the terms and conditions of this Request for Proposal are assumed to be accepted by the proponent and incorporated in their proposal.

5.3 **Confidentiality**

All information pertaining to this assignment obtained by a proponent as a result of participation in this project is confidential, and must not be disclosed without the written authorization of the Municipality of North Cowichan.

5.4 **Proposal Format**

Evaluation of proposals is made easier when proponents respond in a similar manner. The following format and sequence should be used to provide consistency in proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered.

- a) Title page, showing Request for Proposal title, closing date and time, proponent's name, address, telephone number, and contact name.
- b) One page letter of introduction identifying the proponent and signed by the person or persons authorized to sign on behalf of, and bind the proponent to statements made in the proposal.
- c) Table of Contents including page numbers.
- d) A short one or two page summary of key features of the proposal.
- e) The body of the proposal addressing items in the order noted below under Proposal Content.

5.5 **Proposal Content**

Your proposal should include the following information:

- a) Company profile that briefly summarizes your organization, its size, the number of years in business and the scope of products and services you offer;
- b) Name, title and telephone number of the employee authorized to negotiate and to ratify an agreement for this service;
- c) Brief summary of similar contracts undertaken within the last three years;
- d) Minimum of three references from locations where similar services have been provided within the past two years. Indicate the term of contract, and provide a name, address and telephone contact numbers;
- e) Summary of Financial Information Form – showing the percentage of monthly gross revenues (commission fees) to be offered to the Municipality of North Cowichan, the terms and schedule of commission fee payments, the one time marketing fund amount, the annual marketing fund amount, the size of the refund float, and whether food services operator is offered discounted pricing or independent purchasing . Use Appendix II Summary of Financial Information Proposal Form to submit your proposal;
- f) An illustrative sample of the type of report to be provided showing sales and commissions payable to the Municipality of North Cowichan; and
- g) Any other information the Proponent feels is relevant to the RFP;

A designate will be assigned by the Municipality of North Cowichan as the contract administrator to oversee the contract awarded to the successful proponent. The successful proponent will be expected to name a counterpart manager who shall among other duties be responsible for all communications with the Municipality of North Cowichan designate.

5.6 **Proponents' Expenses**

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Municipality of North Cowichan, if any.

5.7 **Currency and Taxes**

Prices quoted are to be:

- a) In Canadian dollars and;
- b) Exclusive of Provincial and/or Federal Sales Taxes (PST, GST or HST)

5.8 Completeness of Proposal

By submitting a proposal, the proponent warrants that all components required to deliver the services requested have been identified in the proposal or will be provided by the Proponent at no additional charge.

5.9 Inquiries

Direct all inquiries related to this Request for Proposal to the Manager of Aquatic Services. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses may be recorded and distributed to all proponents at the Municipality of North Cowichan's option.

6.0 PROPOSAL CHANGES AND AMENDMENTS

6.1 Liability for Errors

While the Municipality of North Cowichan has made an effort to ensure accurate representation of information in this Request for Proposal, the information is supplied solely as a guideline for proponents. The Municipality of North Cowichan neither guarantees nor warrants the accuracy of the information nor claims that it is necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve proponents from forming their own opinions and drawing their own conclusions respecting matters addressed in this Request for Proposal.

6.2 Notification of Changes to the RFP

All proponents interested in this Request for Proposal will be notified of any changes made to this document.

7.0 FORM AND CONTENT OF CONTRACT

7.1 Definition of Contract

Notice in writing to a proponent of the acceptance of their proposal by the Municipality of North Cowichan and the subsequent execution of a written contract will constitute a contract for the services, and no proponent will acquire any legal or equitable rights or privileges relative to the services until the occurrence of both such events.

7.2 Proposals as Part of Contract

Proposals may be negotiated with proponents and if accepted, may form part of the contract.

APPENDIX I

MUNICIPALITY OF NORTH COWICHAN

RFP – FOOD AND BEVERAGE VENDING SERVICES

ACKNOWLEDGEMENT OF RECEIPT FORM

Return form by fax or email, no later than 2:00 p.m. PST Friday November 13, 2015 to:

Mr. Jason Blood
Manager of Aquatic Services
FAX: (250) 746-3110
aquatics@northcowichan.ca

Company Name:			
Address:			
Phone:		Fax:	
Contact:			
Signature:			

We have received a copy of the above-noted RFP and:

_____ we will be submitting a proposal

_____ we will not be submitting a proposal

APPENDIX II

**MUNICIPALITY OF NORTH COWICHAN
RFP – FOOD AND BEVERAGE VENDING SERVICES**

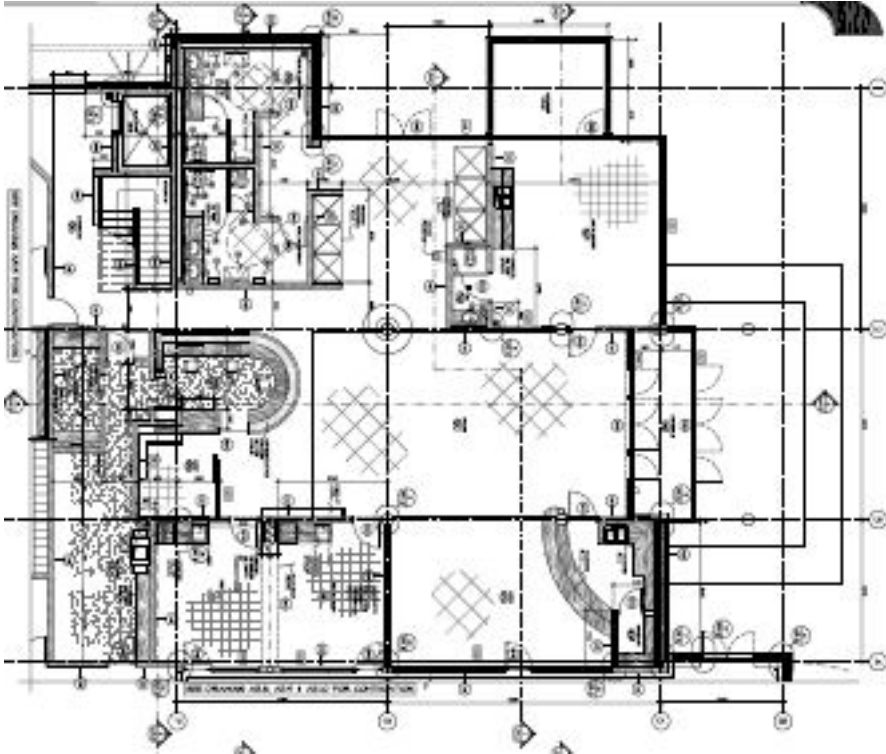
SUMMARY OF FINANCIAL INFORMATION PROPOSAL FORM

To:
 Mr. Jason Blood
 Manager of Aquatic Services
 FAX: (250) 746-3110
 aquatics@northcowichan.ca

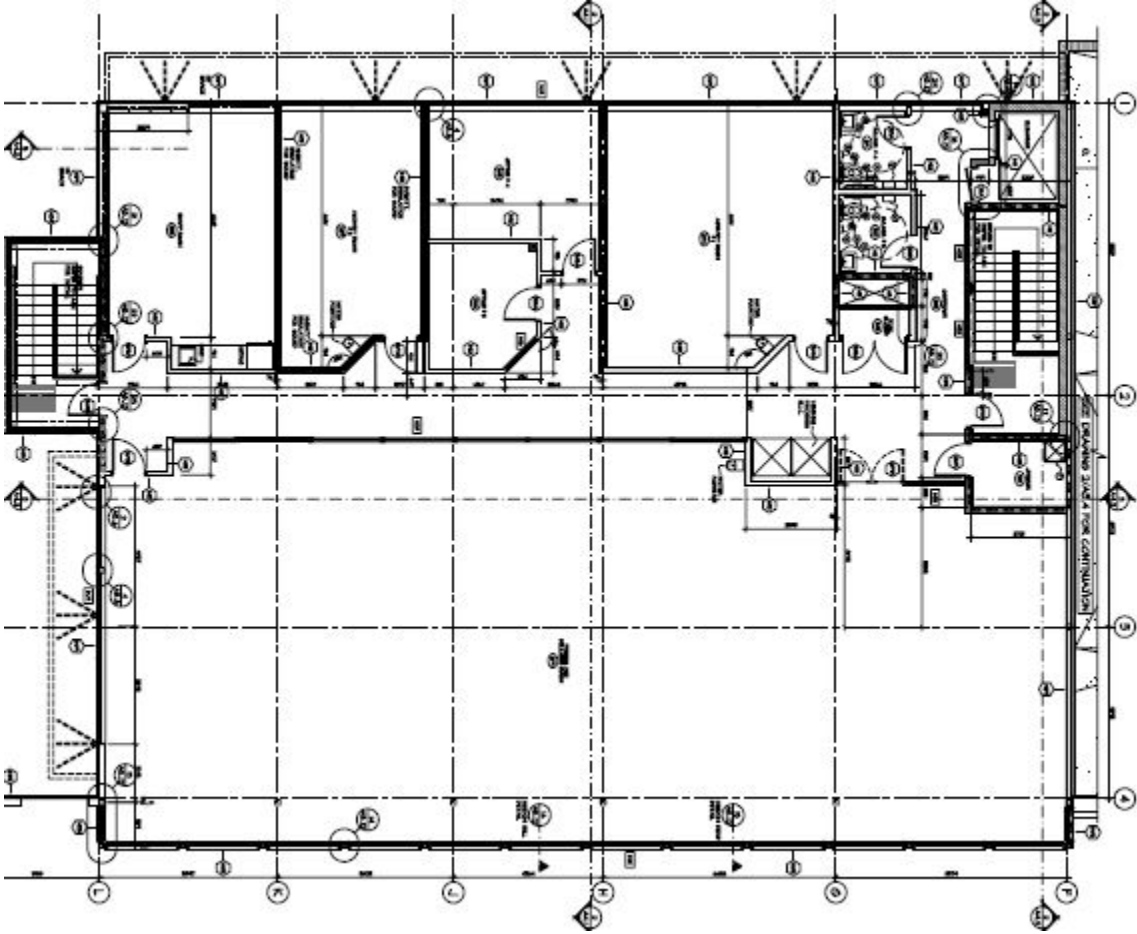
The undersigned Proponent, having carefully read and examined the Request for Proposal and having full knowledge of the food and beverage vending services, agrees to provide the following commission fees, marketing funds, float, and option for the Concession Services Operator to the Municipality of North Cowichan:

Name of Proponent:			
Address:			
Phone:		Fax:	
Name, Signature, and Title of Signing Officer:			
Date:			
<u>SUMMARY OF FINANCIAL INFORMATION PROPOSAL SCHEDULE</u>			
% of Monthly Gross Revenues for Commission Fee:			
Terms and Schedule of Commission Fee Payments:			
One Time Marketing Fund amount:			
Annual Marketing Fund amount:			
Size of Refund Float (attach refund procedures):			
Concession Services Operator Option (please check): <input type="checkbox"/> discounted pricing for beverages			
Options :(explain) <input type="checkbox"/>			

SCHEDULE "A"



SCHEDULE "B"
CAC 2nd Floor



SCHEDULE "C"



Healthy Choices Philosophy and Guiding Principles

Background:

In response to an ever increasing world wide concern regarding inactivity and obesity rates the British Columbia Provincial Government made a commitment to affect change in the lives of British Columbians. The *Healthy Food and Beverage Sales in Recreation Facilities and Local Government Buildings Initiative (HFBS)* was launched in 2008. This initiative is coordinated through the British Columbia Recreation and Parks Association and the Union of British Columbia Municipalities with funding provided through the BC Healthy Living Alliance and support from ActNowBC. In support of this initiative the Regional District of Nanaimo Recreation and Parks Department received grant funding in 2009 to assess its food services delivery and develop the Healthy Choices Philosophy and Guiding Principles.

Purpose:

To establish a philosophy and guiding principles for the provision of healthy food and beverage choices in relation to services provided through the Recreation and Parks Department. The philosophy and principles will be incorporated into the various service functions directly managed by the Department.

Philosophy:

The Parks and Recreation Department is committed to encouraging and educating residents and visitors to the community in making healthy lifestyle choices, in both physical activity and eating habits.

Guiding Principles:

Healthy food and beverage choices will be available where food is sold and/or provided throughout the Department. Promotion of healthy food choices goes hand in hand with the Department's mandate to encourage physical activity and being active at all ages. This messaging will be consistently promoted as Stay Active, Eat Healthy.

To promote healthy food and beverage choices, the Department will...

Through Implementation:

- Adopt and implement a three year phased-in percentage transition chart for the **food services** contract with the goal of providing 70% *Choose Most* and *Choose Sometimes* and 30% *Choose Least* and *Not Recommended* by the end of the three year period.

- Adopt and implement a three year phased-in percentage transition chart for the **large vending machines** contract with the goal of providing 0% *Choose Least* and *Not Recommended* by the end of the three year period.
- Evaluate the contracted food operator and vending services provision of healthy food and beverage choices (by number of products) as per the adopted percentage transitions for the three year period.
- Require the contracted food operator and vending services to display healthy choices as the most visible choice in the food services area and vending machines.
- Recommend that smaller portion-sized selections be made available in all food and beverage categories to ensure consumers have a range of choices regarding portion size and price.
- Monitor the healthy food and beverage choices provided in vending machines and food services every six months to ensure percentage goals and healthy choices guidelines are being met.
- Offer healthy food choices in all Department organized programs, meetings and events, where food and beverages are provided.
- Provide alternatives for program incentives and prizes (e.g. stickers) instead of food and beverage incentives for Department organized programs and events.

Through Education:

- Support recreation programs, camps, events and birthday party patrons in making healthy snack and meal choices through the distribution of information packages.
- Support all Municipal staff, including summer staff and instructors, in choosing healthy snack, lunch and meeting food and beverages.
- Stay current of relevant information and best practices for the provision of healthy food and beverages.

Through Communication:

- Dedicate marketing space to educate residents and visitors about the Department's commitment to staying active and eating healthy.
- Display and maintain "Stay Active Eat Healthy" signage.
- Provide patrons with "healthy choices" educational information.
- Provide media with information to increase public awareness regarding the "Healthy Choices" initiative available through the Parks and Recreation Department.