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Pemberton  
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## Request for Expressions of Interest (EOI)

### EOI – 2022.01

## 2022 Pilot Program – Summer Street Food

**Issue Date:** Thursday, December 9, 2022

**Closing Date:** Friday, January 28, 2022 at 4:00pm\*

#### Submission Information:

**By email:** [admin@pemberton.ca](mailto:admin@pemberton.ca)

**In person:** Village of Pemberton, 7400 Prospect Street,  
Pemberton, BC V0N 2L1

**By mail:** Village of Pemberton  
PO Box 100  
Pemberton, BC V0N 2L0

#### Inquiries:

Gwendolyn Kennedy

[gkennedy@pemberton.ca](mailto:gkennedy@pemberton.ca)

604-894-6135 ext. 237

\* Late submissions will be accepted while locations and dates remain.

## 1. **Objective**

The Village of Pemberton is inviting interested and qualified proponents (“the Vendor”) to submit expressions of interest to manage and operate mobile food carts at four (4) specified locations within the Village as part of the Summer Street Food Pilot Program (the “Pilot Program”) for the summer of 2022.

## 2. **Background**

The Village has launched a Pilot Program for the 2022 summer season (June 1<sup>st</sup> – September 30<sup>th</sup>) to offer business owners the opportunity to expand their business concepts to include mobile food vending and to encourage area residents to enter the market.

The following four (4) locations are available with a maximum of one (1) mobile food cart assigned to the location for each available date:

- One Mile Lake Park lower parking lot
- Industrial Park
- Pemberton Community Centre parking lot
- Den Duyf Park

Prospective mobile food vendors will select dates and locations from the Summer Street Food Calendar (**Appendix A**). This format will allow Vendors to select the locations and dates that suit their operational capacity. Available locations and dates that are requested by more than one equally qualified applicant will be awarded by random draw.

Vendors are encouraged to contact the Village for more details regarding the locations.

## 3. **Project Scope**

- a. A Mobile Food Vendor (the Vendor) shall provide food and/or beverage service from an approved mobile food cart on the approved dates at the approved locations and shall operate a minimum of five (5) hours each scheduled day unless an alternative schedule is approved by the Village.
- b. The Vendor shall abide by the following operational requirements:
  - i. The Vendor shall display the Summer Street Food Permit, Vancouver Coastal Health Permit, and Village of Pemberton business licence prominently on the food cart.
  - ii. The Vendor shall recycle, compost, or dispose of garbage and waste off-site and shall not use Village garbage bins or dispose of any liquid waste into bodies of water, onto soil, or into Village drains.
  - iii. The Vendor shall provide their own source of potable water and power for the Mobile Food Cart.

- iv. The Vendor shall conduct a daily clean-up within a 100 m radius of the cart location.
- v. The Vendor shall not leave the Mobile Food Cart at the operating location overnight.
- vi. The Vendor shall ensure that all storage is contained within the Mobile Food Cart.
- vii. The Vendor shall maintain the Mobile Food Cart in good operating condition and appearance.
- viii. The Vendor shall not leave the Mobile Food Cart unattended.
- ix. The Vendor may provide for their own use two (2) folding chairs and a small tent or canopy for weather protection; no additional furniture or objects are permitted.
- x. The Vendor shall not operate during an approved special or community event occurring at their approved location except if specifically associated with and authorized by the organizers of the event.
- xi. If electrical power from a Village source is available and is used by a Vendor, the Vendor shall pay to the Village a fee of an amount to be determined for the electricity use.
- xii. The Vendor shall abide by Village of Pemberton Wildlife Attractants Bylaw No. 684, 2010; Noise Regulation Bylaw No. 699, 2011, Business Licence Bylaw No. 855, 2019, Sign Bylaw No. 380, 1995, and any other applicable bylaw or enactment.
- xiii. The Business Licence Inspector may cancel the Summer Street Food Permit if the Vendor fails to operate on at least 75% of the agreed location dates (minimum of five hours operating time per date, unless an alternative schedule has been approved) unless the Vendor has received approval in writing for a reduced schedule.

**c. Cart Design**

- i. Carts must be self-contained and require no external power or potable water source.
- ii. Carts must be approved by Vancouver Coastal Health.

**d. Business Licence**

- i. A valid business licence is required in addition to the Summer Street Food Permit.

**e. Insurance**

- i. Vendors must have a minimum of \$5 million commercial general liability coverage.
- ii. If applicable, Vendors must have a minimum of \$2 million liability coverage in automobile insurance.
- iii. The Village and, if applicable, the Squamish-Lillooet Regional District must be named as additional insured on both policies.

- iv. Vendors must provide thirty (30) day written notice of any material change or cancellation of policy.

#### **4. Application Process**

- a. A Summer Street Food Permit is issued for one (1) season.
- b. An applicant for a Summer Street Food Permit shall provide the following documents with their application:
  - i. Expression of Interest letter stating the following:
    - a. preferred locations and dates selected from the Summer Street Food Calendar, indicating proposed hours of operation for each date selected;
    - b. the qualifications and experience of the business, noting the role of local business owners and residents, if any;
    - c. menu and service description, including description of healthy meal and snack options;
    - d. product sourcing; and
    - e. measures included to minimize environmental impact.
  - ii. Copy of current Mobile Vendor Business Licence if one has already been issued;
  - iii. Copy of valid Vancouver Coastal Health Permit if one has already been issued;
  - iv. Photos or detailed sketch of the cart illustrating design and features (see section E);
  - v. Proof of Insurance (see section G);
  - vi. Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;
  - vii. COVID-19 Safety Plan; and
  - viii. Two (2) references.
- c. If requested by the Business Licence Inspector, the Vendor shall attend a personal interview.
- d. Applications must be received before **4:00 p.m. on Friday, January 28, 2022** to be considered in the first round. Late submissions will be accepted while locations and dates remain available.
- e. Applications may be submitted by email to [admin@pemberton.ca](mailto:admin@pemberton.ca), by mail to Box 100, Pemberton, BC V0N 2L0, or by hand delivery to the Village office located at 7400 Prospect Street, Pemberton, BC V0N 2L1.
- f. The Business Licence Inspector may reject an application that fails to conform to the application requirements noted above.

## 5. Selection Criteria

- a. Each application will be evaluated on the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience and demonstrated competence	10
Proposed service (menu diversity, innovation, availability of healthy options)	15
Cart design, appearance, and functionality	15
Value	10
Product sourcing	20
Sustainability	15
Schedule and commitment to operational hours	10
References	5
<b>Subtotal</b>	<b>100</b>
<b>Bonus Points</b>	
Local resident or business owner (Village or SLRD Area C)	25

- b. Applications will be treated confidentially.
- c. Other criteria may be considered in addition to those listed above.
- d. Selections will be made, and applicants informed of the decision no later than March 31, 2022.

## 6. Next Steps

This Request for Expression of Interest is not intended to form a contract between the Village and the Vendor. The Village may choose to negotiate agreements with one or more Vendors or may choose not to proceed further.

## 7. Attachments

For additional information please refer to the 2022 Summer Street Food Calendar attached as **Appendix A** and the Summer Street Food Pilot Program Policy attached as **Appendix B**.

## 8. Inquiries

Please direct all inquiries to Gwendolyn Kennedy, Legislative Assistant:

[gkennedy@pemberton.ca](mailto:gkennedy@pemberton.ca)

604-894-6135 ext. 237

APPENDIX A

2022 SUMMER STREET FOOD CALENDAR

DATE	One Mile Lake	Community Centre Parking Lot	Den Duyf Park	Industrial Park
Saturday June 4				
Sunday June 5				
Monday June 6				
Tuesday June 7				
Wednesday June 8				
Thursday June 9				
Friday June 10				
Saturday June 11				
Sunday June 12				
Monday June 13				
Tuesday June 14				
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Monday July 11				

DATE	One Mile Lake	Community Centre Parking Lot	Den Duyf Park	Industrial Park
Tuesday July 12				
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DATE	One Mile Lake	Community Centre Parking Lot	Den Duyf Park	Industrial Park
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