



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR PROPOSAL

NWRFP-13-26

Food Vending Services

Closing Time:

Thursday, July 25, 2013
3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Reception Desk
City of New Westminster
511 Royal Avenue,
New Westminster, BC, V3L 1H9

Further requests for information :

Purchasing: Heather Rossi

Intermediate Buyer
Telephone: 604-515-3781
Facsimile: 604-527-4509
Email: hrossi@newwestcity.ca

COMPANY NAME			
Address: (including Postal Code)			
Contact Name:			
Telephone number:			
Facsimile number:		Email:	
<u>Signature:</u> by officer with express authority to enter into contract		Dated	

CORPORATION OF THE CITY OF NEW WESTMINSTER

TABLE OF CONTENTS

1.0 DEFINITIONS 3

2.0 INTRODUCTION..... 3

3.0 PROPOSAL INSTRUCTIONS..... 3

4.0 ADDENDA..... 4

5.0 GENERAL CONDITIONS 4

5.1 Ownership Of Proposals And Freedom Of Information 4

5.2 Confidentiality of City Information 5

5.3 No Contractual Obligations As A Result of RFP or Proposal 5

5.4 Proponent’s Expenses 5

5.5 Compliance With Laws and Regulations..... 5

5.6 Contacting City Representatives 5

5.7 Client / Service Agreement 5

5.8 Insurance 5

5.9 Permits And Licenses..... 5

5.10 Conflict of Interest 6

5.11 Living Wage Policy..... 6

6.0 TERMS OF REFERENCE 6

7.0 EXISTING VENDING SITES 6

8.0 GENERAL SCOPE OF WORK 8

9.0 SERVICE EXPECTATIONS..... 10

10.0 EQUIPMENT EXPECTATIONS..... 10

11.0 SCHEDULE..... 11

12.0 PROPOSAL FORMAT AND PREPARATION 11

13.0 PRICING 12

14.0 PROPOSAL EVALUATION AND SELECTION 12

15.0 REFERENCES 12

Appendix A – Healthy Food Service Policy 3 Pages

Appendix B – Living Wage Declaration..... 2 Pages

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 DEFINITIONS

“Services Agreement” “Agreement” “Contract” means the contract for services that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of New Westminster.

“Consultant” “Contractor” “Project Manager” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services first contemplated in the Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both **“Consultant” “Contractor” “Project Manager”** and **“Proponent”** are complimentary in terms of duties, obligations, and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution, and performance of the Project Management Services.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings, and addenda incorporated herein, and included in this Request for Proposals.

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

“Supply” “Provide” shall mean supply and pay for, and provide and pay for.

“Shall” “Must” “Will” “Mandatory” mean a requirement that must be met.

2.0 INTRODUCTION

The New Westminster Parks, Culture and Recreation is seeking quotations for the provision of vending services for food, food products, confectionery products and non-alcoholic hot beverages in six (6) recreation facilities.

3.0 PROPOSAL INSTRUCTIONS

One (1) electronic and three (3) hard copies of the Proposal, including one signed and initialled copy of this Request for Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

NWRFP-13-26
Food Vending Services
 Attention: Purchasing Manager

The City of New Westminster will receive Proposals at the location and time indicated on the title page of this Request for Proposal. The clock at the MAIN RECEPTION DESK is the official clock.

CORPORATION OF THE CITY OF NEW WESTMINSTER

It is the Proponent's responsibility to ensure that the City receives its Proposal **prior** to the stated Closing Time. The City does not accept facsimile, electronic mail, or other unsealed submissions. The City **will not consider** late proposals.

It is the responsibility of each proponent to seek clarification on any matter relating to this proposal. Requests for clarification must be made in writing to Heather Rossi, Intermediate Buyer, City of New Westminister, email: hrossi@newwestcity.ca

The City will respond to enquiries that it considers relevant to this RFP, which the City will determine in its sole discretion. The City or Purchasing Manager will only respond to those written queries received at least ninety-six (96) hours prior to the Closing Date and Time.

The City's representative will not answer enquiries directly. The City will record enquiries and post replies on the City's website at [City of New Westminister | Bid Opportunities | Business | Request for Bids & Proposals - Open](#) along with any additional information and addenda to this RFP.

It is solely the responsibility of the Proponent to check the City's [website](#) regularly for all information related to this RFP. The Proponent shall acknowledge any Addenda in its Proposal. Failure to acknowledge any Addenda may result in disqualification of the Proponent.

The City accepts no responsibility for any information provided by its employees or agents that is not in writing in accordance with this section. The City cautions Proponents that information obtained from any other source is not official and may be inaccurate.

Proposals shall be irrevocable for a period of one hundred twenty (120) from date of closing. Successful Proposals submitted may become part of contracts for services. The Proponent has not nor will not copyright the Proposal and offers it for any purposes of the City.

4.0 ADDENDA

- 4.1 Should addenda to the Request for Proposal documents be required for any reason, it is the City's intention not to issue addenda during a period three (3) days prior to the Proposal Closing date and time.
- 4.2 Proponents are responsible for checking the City's website for any addenda or other information relating to this Request for Proposal.
- 4.3 All Addenda become part of the Proposal documents. Proponents are responsible for including any adjustment costs in their Proposal. The Proponent must acknowledge receipt of any Addenda in their Proposal.
- 4.4 Failure to acknowledge any Addenda may result in disqualification of the Proponent.

5.0 GENERAL CONDITIONS

5.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned. Proponents should also be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). A proponent may stipulate in their proposal that portion of the proposal contain confidential information and are supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under the Act, even if the proponent has

CORPORATION OF THE CITY OF NEW WESTMINSTER

stipulated that part of the proposal is supplied in confidence. The proponent should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

5.2 CONFIDENTIALITY OF CITY INFORMATION

Proponents must not disclose any information acquired about the City during this RFP process unless authorized in writing by the City, and this obligation will survive the termination of this RFP process. The awarding of any contract or the reaching of any agreement for the provision of services to the City will not permit any Proponent to advertise a relationship with the City without the City's prior written authorization.

5.3 NO CONTRACTUAL OBLIGATIONS AS A RESULT OF RFP OR PROPOSAL

This is a Request for Proposal, and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relation as part of this RFP process and no contractual obligations whatsoever will arise between the City and any proponent who submits a proposal in response to this RFP until and unless the City and a proponent enter into a formal, written contract for the proponent to undertake this engagement.

5.4 PROPONENT'S EXPENSES

Proponents shall be solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

5.5 COMPLIANCE WITH LAWS AND REGULATIONS

Any successful Proponent must be prepared, at no extra cost, to give all the notices, and obtain all the licenses and permits required to provide the services in the City of New Westminster and to comply with all Federal Provincial and Municipal laws applicable to the services or the performance of the contract, including those of WorkSafe BC.

5.6 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers, or employees directly or indirectly regarding this RFP except as indicated in this RFP.

5.7 CLIENT / SERVICE AGREEMENT

The successful Proponent will be required to enter into a contract with the City of New Westminster, based on the City's Consulting Services Agreement attached in Appendix E.

5.8 INSURANCE

The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial Comprehensive General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;

5.9 PERMITS AND LICENSES

The successful Proponent is required to obtain a City of New Westminster Business license prior to commencement of work.

CORPORATION OF THE CITY OF NEW WESTMINSTER

5.10 CONFLICT OF INTEREST

By submitting a proposal, the Proponent warrants that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived (in the City's sole and unfettered discretion) to create a conflict of interest.

5.11 LIVING WAGE POLICY

Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The figure for 2013 for the Lower Mainland is \$19.62, assuming no benefits are provided by the employer.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility. <http://livingwageforfamilies.ca/calculator/>

The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy. **Completion and submission of the Declaration is required prior to Contract award.**

In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's Living Wage Policy for further information.

http://www.newwestcity.ca/business/living_wage_employer.php

6.0 TERMS OF REFERENCE

6.1 The vending services provider shall purchase all food and beverage products necessary for the provision of the Vending Food Services at each site. Snack food selections will require a combination of healthy food choices, low-cost selections, and traditional vending snack foods. The proponent and New Westminster Parks, Culture and Recreation will mutually determine product selection and vending prices.

6.2 It is a possibility that the successful proponent could provide beverages services, on behalf of Pepsi Canada, for a see through bottle drop and a regular beverage vending machine at Canada Games Pool, and a regular beverage vending machine at City Hall.

7.0 EXISTING VENDING SITES

7.1 The City has food and beverage vending machines at seven (7) facilities. The machines are filled as per the following schedule:

- a) **Filled Three Times per Week (Monday, Wednesday, Friday) or as necessary:**
 - 1) Canada Games Pool, 65 East Sixth Avenue
 - i. Glass front cold beverage
 - ii. Regular cold beverage
 - iii. Fresh and snacks combo
 - iv. Snacks

CORPORATION OF THE CITY OF NEW WESTMINSTER

- b) **Filled Weekly on Monday, or as necessary:**
- 1) Centennial Community Centre, 65 East Sixth Avenue
 - i. Snacks
 - 2) Queensborough Community Centre , 920 Ewen Avenue
 - i. Fresh and snacks combo
 - ii. Frozen – ice cream and frozen snacks
 - iii. Hot beverages
 - 3) Moody Park Arena, 701 Eighth Avenue
 - i. Snacks
 - 4) Queen’s Park Arena, First Street & Third Avenue
 - i. Snacks
 - ii. Hot beverages
 - 5) Queen’s Park Arenex, First Street & Third Avenue
 - i. Fresh and snacks combo
- c) **Filled Monthly on a Monday:**
- 1) City Hall, 511 Royal Avenue
 - i. Regular cold beverage

7.2 Gross revenue information:

Gross Revenues 2007 - 2012

Facility	2007	2008	2009	2010	2011	2012
Canada Games Pool	\$92,385	\$73,377	\$63,197	\$54,821	\$47,031	\$44,819
Centennial Community Centre	\$4,187	\$4,963	\$4,485	\$4,278	\$4,320	\$4,022
Moody Park Arena	\$5,550	\$5,068	\$3,393	\$5,869	\$6,173	\$6,042
Queen's Park Arena	\$10,017	\$9,956	\$9,370	\$9,237	\$9,695	\$9,013
Queen's Park Arenex	\$8,254	\$8,243	\$6,496	\$6,454	\$6,282	\$5,791
Queensborough Community Centre	\$6,633	\$2,357	\$5,470	\$6,052	\$6,379	\$2,158
Total for the 12 months	\$127,027	\$103,965	\$92,411	\$86,710	\$79,880	\$71,844

CORPORATION OF THE CITY OF NEW WESTMINSTER

7.3 Revenue reported for 2011 and 2012 from vending machines:

Revenue reported for 2011 and 2012 from vending machines				
Gross Revenue from 2011	\$79,495			
Facility	Fresh & Snacks Combo	Hot Drink Vendor	Snack Vendor	Regular & Glass front Cold Drink
Queen's Park Arena		\$641	\$9,170	
Queen's Park Arenex	\$6,282			
Canada Games Pool	\$8,995		\$20,872	\$16,664
Centennial Community Centre			\$4,320	
Moody Park Arena			\$6,173	
Queensborough Community Centre			\$6,379	
	\$15,277	\$641	\$46,913	\$16,664

Gross Revenue from 2012	\$71,844			
Facility	Fresh & Snacks Combo	Hot Drink Vendor	Snack Vendor	Regular & Glass front Cold Drink
Queen's Park Arena		\$545	\$8,468	
Queen's Park Arenex	\$5,791			
Canada Games Pool	\$9,484		\$20,479	\$14,856
Centennial Community Centre			\$4,022	
Moody Park Arena			\$6,042	
Queensborough Community Centre			\$2,158	
	\$15,274	\$545	\$41,168	\$14,856

8.0 GENERAL SCOPE OF WORK

- 8.1** Provide a vendor-refilling schedule for five (5) of our vending locations between 9:00 am and 12:00 pm on Mondays. The machine at City Hall is filled once per month on a Monday.
- 8.2** Maintain a three times per week (Monday, Wednesday, Friday preferred) vendor-refilling schedule for product supply and vendor servicing for the high volume vending machines at Canada Games Pool between 8:30 – 10:00 am.
- 8.3** Provide monthly commission cheques and financial statements outlining revenues associated with each facilities vendor, total sales, gross income, and net commissions to facility. Send the individual and monthly summary statements to the Assistant Manager of Queen's Park Facilities. The City must receive commission payments within thirty (30) working days of month end. Late payments will be subject to penalty fees of twenty percent (20%) interest if 30 days overdue.
- 8.4** The proponent must provide all vending equipment, machines, parts, repairs and refilling services at the proponents own expense.

CORPORATION OF THE CITY OF NEW WESTMINSTER

- 8.5** Provide emergency maintenance or restocking response, within twenty-four (24) hours of a Call for Service, to ensure proper functioning and dispensing of snack foods. Requests at the Canada Games Pool require same day service maintenance or restocking services.
- 8.6** Provide planned or unplanned restocking services prior to New Westminister Parks, Culture and Recreation special events.
- 8.7** Provide an agreed upon system for cash refunds for clients not receiving paid for product.
- 8.8** The successful proponent will be required to vend a minimum of four (4) of low-cost (\$1.00 or less) snack food options at each vending site.
- 8.9** The proponent submission will include a proposed product line, by vending machine, that:
- a) Meets or exceeds the Healthy Food Service Policy (see Appendix A);
 - b) Indicates which category each proposed food and beverage option fits within (.i.e. Choose Most, Choose Sometimes, Choose Least and Not Recommended);
 - c) Provide product nutritional information;
 - d) Provide a proposed product selling price for each proposed food and beverage option
- 8.10** Proponents are requested to summarize the above request in the following table format:

Facility & Vending Machine	Proposed Product Name	Propose Selling Price	Provincial Nutritional Ranking Category	Product Weight
Example	Granola Bar	\$1.00	Choose Sometimes	

- 8.11** Provide contemporary vending machines that offer the latest and widest range of options and amenities.
- 8.12** The vending service provider will be required to purchase, operate, supply and service new or like-new vending equipment for the dispensing of food and/or beverages. All vending and related equipment must meet current Canadian Standard Association specifications and all government regulations.
- 8.13** The City prefers equipment that has wireless technology capabilities to transmit sales data and reports to designated City staff, and to transmit alert information to the vendor.
- 8.14** The vendor will replace, within thirty (30) days, any equipment that has a monthly history of not working 25% of the time.
- 8.15** The equipment shall not have signage that promotes unhealthy products (such as large photo of a chocolate bar).
- 8.16** The City will request a Performance Deposit of one thousand dollars (\$1,000.00) for each year of the agreement, to ensure timely payments, refilling schedule, maintenance and cleaning needs.
- 8.17** Late commission payments will be charged twenty percent (20%) interest per month if 30 days overdue. The City will charge all other infractions at one hundred dollars (\$100.00) per incident.

CORPORATION OF THE CITY OF NEW WESTMINSTER**9.0 SERVICE EXPECTATIONS**

- 9.1** The vending selling prices are to be equal to or greater than selling prices of any Parks, Culture and Recreation Food Service operation.
- 9.2** All vending selling prices will be equal at each Parks, Culture and Recreation site.
- 9.3** Vending prices or price changes must be mutually agreed upon, in writing, between New Westminister Parks, Culture and Recreation and the successful proponent.
- 9.4** All selling prices must stay the same for the first year of the agreement. After the first year, the vendor may alter the selling prices through a written mutual agreement.
- 9.5** The city requests the successful Proponent to provide a comprehensive list of vending products available (hot beverage and snack food) that include their weight, size, and nutritional information.
- 9.6** The successful Proponent shall calculate commissions in percentage of the gross sales after GST of each item. Commission cheques must be paid within the 30 days of the previous month for the prior months sales and identify each facility individually (name, address, etc.) and net commissions on the remission statement. Provide a sample of a commission cheque statement.
- 9.7** Provide recommendations to increase vending revenues for the City while meeting the Healthy Food Service Policy.
- 9.8** Products will be determined through mutual consent of the success proponent, the Assistant Manager of Queen's Park Facilities based upon additional input from Facility Managers.

10.0 EQUIPMENT EXPECTATIONS

- 10.1** The City is looking for vending equipment that is high quality and aesthetically pleasing. Outline beverage and snack vending machines (brands, models, sizes, etc.) that would be used. The submission of pictures and dimensions of vending machines is required. Proponents must confirm that recommended vending equipment fits into existing footprints allocated to existing snack vendors.
- 10.2** New vending machines must be agreed upon, for the type of products and size of machine, prior to installation.
- 10.3** Each machine should be equipped with a meter reader from which a financial audit can be conducted.
- 10.4** The City prefers vending machines with energy saving features.
- 10.5** The City prefers vending machines that accept debit and credit cards.
- 10.6** The successful Proponent is required to build and install enclosures and head board signs to promote healthy products where applicable.

CORPORATION OF THE CITY OF NEW WESTMINSTER

11.0 SCHEDULE

- 11.1** The work successful Proponent must provide vending machines to all listed facilities in order for the machines to be operational by February 1, 2014.
- 11.2** The proposed term of contract is February 1, 2014 to January 31, 2019.

12.0 PROPOSAL FORMAT AND PREPARATION

- 12.1** Proposals must not exceed fifteen (15) pages in length excluding attached appendices.
- 12.2** The submission of pictures and dimensions of vending machines is required.
- 12.3** Proponents must confirm that recommended vending equipment fits into existing footprints allocated to existing snack vendors.
- 12.4** The City requests Proponents to answer the following questions in their submission:
- a) What is your maintenance program for the vending machines and Call for Service response timelines?
 - b) Do all vending machines accept all forms of Canadian coin and bill currency up to \$20.00?
 - c) Does your company provide other vending equipment that could benefit the City?
 - d) What is your refund policy and process?
 - e) It is the successful proponent's responsibility to keep the vending machines clean and in good condition at all times. This includes above, behind and under the vending machine(s). All garbage will be removed after re-stocking. Provide details and schedules of how this condition will be met.
 - f) What is your view of customer service and commitment to it?
 - g) What costs, related to vending services, would be the City's responsibility (i.e. Utilities)?
 - h) How long has your company been operating?
 - i) What is the mailing address of your corporate office and warehouse distribution centre?
 - j) What makes your company unique from others?
 - k) If expansion of vending services was a possibility, during the proposed term, could you accommodate an increase in vending services and machines?
 - l) Do you provide temporary vending machines for seasonal locations?
- 12.5** The following are considered key content that should be included as part of the Proponent's submitted Proposal. The City may not consider any Proposal that does not include all of the key content.
- a) A brief outline of the Proponent's understanding of the project;
 - b) A copy of the Proponent's current servicing contract;
 - c) A clear description of the Proponents implementation plan;
 - d) A preliminary plan for providing cash refunds;

CORPORATION OF THE CITY OF NEW WESTMINSTER

- e) A list of proposed equipment complete with illustrations and/or photographs;
- f) A sample monthly commission sales report;
- g) An indication of similar projects undertaken by the Proponent;

13.0 PRICING

13.1 The Proposal is to include an annual minimum commission payment guarantee

14.0 PROPOSAL EVALUATION AND SELECTION

14.1 The City of New Westminster will evaluate all submitted valid Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City's opinion offers the best value for the products and/or services requested.

14.2 The City is not obligated to accept the lowest or any Proposal, and may reject all submissions.

14.3 The City may award the Contract to the Proponent whose submission, in the City's sole discretion, provides the best overall value to the City for the work. In evaluating the overall value to the City for the work in respect of each submission received, the City, in addition to price, will have in mind its critical goals of obtaining a high quality product in accordance with the schedule established under the Request for Proposal documents.

14.4 The City, in assessing best value:

- a) May not necessarily accept the lowest or any Proposal and may, in its sole discretion, accept any Proposal and may waive any minor informality or irregularity in Proposals received;
- b) Has no obligation to receive further information, whether written or oral, from any Proponent, not to disclose the nature of any Proposals received;
- c) May negotiate changes to the scope of work with any one or more Proponents without having any duty or obligation to advise any other Proponent(s) or to allow them to vary their Proposal(s) due to changes to the scope of work.

14.5 Proposals will be evaluated based on the following criteria(not listed in any order of importance):

- a) Evidence of the proponent's ability to satisfactorily handle the type and volume of work required for vending services;
- b) The vendor's financial submission;
- c) Any value-added services that extend beyond the minimum requirements;
- d) The ability to meet or exceed the Parks, Culture and Recreation Healthy Food Service Policy;
- e) The ability to provide a vending program for New Westminster Parks and Recreation that will maximize sales with customer service excellence.

14.6 Proposed project teams must be capable of completing all identified tasks; the City will not consider partial submissions.

15.0 REFERENCES

15.1 NOTE: Failure To Provide References May Result In Disqualification

15.2 Proponents shall provide sources for three (3) references (companies for whom work of a similar magnitude and nature completed in the past five (5) years, including the City of New Westminster).

CORPORATION OF THE CITY OF NEW WESTMINSTER

APPENDIX A

Healthy Food Service Policy

Department Policy

HEALTHY FOOD SERVICE POLICY		Effective Date:	March 4, 2013
		Supersedes Date:	n/a
Department:	Parks, Culture & Recreation	File No.	259724
Approved:	<input checked="" type="checkbox"/> City Council	<input checked="" type="checkbox"/> Parks & Recreation Committee	<input checked="" type="checkbox"/> Department Administration

PURPOSE

The purpose of the Food Service Policy is to provide Parks, Culture & Recreation staff with direction on implementing a healthy food service program that complements the department's mission of promoting healthy active living and a high quality of life.

DEFINITION

Healthy Foods & Beverages – The Province of BC has identified four food categories that identify the relative nutritional value of food. The four categories are: Choose Most, Choose Sometimes, Choose Least & Not Recommended. A food or beverage product will be defined as “healthy” if it meets or exceeds Provincial criteria associated with the Choose Most or Choose Sometimes categories.

AUTHORIZATION

The Food Service Policy will be authorized by Council by means of a recommendation by the Parks and Recreation Committee. The policy will be implemented by staff.

SCOPE

The Food Service Policy will include the following services provided by the Parks, Culture & Recreation Department:

- Concession Services
- Cafeteria Services
- Food & Beverage Vending
- Department programs or services involving food consumption

Exclusions from the Food Services Policy:

- Community groups or minor sports associations permitted to operate food services on civic property
- Food services provided by independent vendors at partnered events
- Department special events or holiday themed services
- Contracted private sector food services licensed to operate on civic property

POLICY STATEMENT

The Parks, Culture & Recreation Department will offer quality food and beverage service programs that:

- Provide customers with a minimum of 50% selection of healthy food (Choose Most & Choose Sometimes) and beverage products at each food service site
- Offer the widest range of food options considering equipment and storage limitations
- Comply with City and Provincial policies, procedures and laws for food handling, storage, preparation, serving and related
- Achieve annual revenue targets established by Council
- Include healthy multicultural foods and beverages as available
- Minimizes food (and associated) waste
- Strives to purchase food, beverage and related products locally
- Are environmentally sensitive
- Works toward goals and recommendations outlined in the Parks and Recreation Comprehensive Plan and the 2010 food service study (Tradition and Vision: A Study of a Municipality's Food Services)
- Introduce disincentives for the purchase of less healthy food products in order to promote healthy food sales while considering market value and revenue targets

REVIEW

This policy will be reviewed after a one-year 'pilot term' to determine if policy amendment recommendations are necessary. Thereafter, the policy will be reviewed approximately every three years.

RELATED POLICY & BYLAWS

This policy is affected by:

- The Parks, Culture & Recreation Fees & Charges Bylaw (amended annually)
- Parks Bylaw 3646, 1959 (including subsequent amendments)
- Sale of goods and Concession Services for Parks, Recreation Facilities and Outdoor Spaces (document #185225)
- Provincial and Federal laws and regulations governing food services
- City guidelines, policies, procedures governing food services
- City of New Westminster Food Services Study 2010 (document #147718)

TRAINING

Staff handling or preparing food are required to have a current and valid Food Safe Level I Certification (volunteers supervised by a certified staff member(s) are excluded).

The Assistant Manager of Queen's Park Facilities will work with staff to increase their healthy food awareness and to offer healthier food products throughout programs and services.

RESOURCES

Healthy food information and resources can be found at: www.stayactiveeathealthy.ca, www.healthysales.ca and www.brandnamefoodlist.ca.

CONCLUSION

The Healthy Food Policy strives to promote healthy food product offerings to Parks, Culture & Recreation customers in support of healthy and active lifestyles.

CORPORATION OF THE CITY OF NEW WESTMINSTER

APPENDIX B

Declaration – Living wage Employer



DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:
