

# Marina Park Food Vendor Expression of Interest

Tender No.: 2025.03

Date Issued: June 9, 2025

Closing Date and Time: July 4, 2025, at 2:00 PM

**Tel: 250-339-2202**  
**Fax: 250-339-7110**  
**Email: [town@comox.ca](mailto:town@comox.ca)**

**Address:**  
**1809 Beaufort Avenue**  
**Comox, B.C. V9M 1R9**

**We respectfully acknowledge that the land on which we gather and work is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.**

## PART A -- THE SERVICES/DELIVERABLES

### A1. Objective:

Due to an unexpected vacancy, the Town is inviting Expressions of Interest from individuals interested in securing a mobile vendor location at Comox Marina Park for the remainder of the 2025 and the 2026 seasons. The site includes access to electrical and water outlets. We encourage submissions that reflect our community values and show a commitment to enhancing the visitor experience at Comox Marina Park.

## PART B -- INSTRUCTIONS TO PROPONENTS

### B1. Submission Content:

Interested applicants should prepare a bid submission that includes the following information:

A short Business Plan that covers:

- Proposed process for becoming operational at Marina Park, including:
  - A timeline for obtaining required permits, such as health, fire, parks use, or business license.
- Proposed operating hours.
- Plans for:
  - Keeping the Marina Park free of trash and litter from your operations.
  - Managing wastewater discharge.
- A sample menu, including combination offers or kids menus to provide an affordable experience for families.
- A description of your business history and experience in providing mobile or other food vending services.
- Three references.

### B2. Submission Instructions:

1. Expressions of Interest ("EOI") must be submitted as a single PDF file (including all attachments) to the attention of Shelly Russwurm, Corporate Officer, Town of Comox, 1809 Beaufort Avenue, Comox, BC V9M 1R9 no later than **2:00 pm., on July 4, 2025** (the "Closing Date"). Submit proposals via email to: [srusswurm@comox.ca](mailto:srusswurm@comox.ca)

**Submissions received after this time will not be accepted, regardless of mailing date.**

2. Any questions must be submitted in writing electronically to [srusswurm@comox.ca](mailto:srusswurm@comox.ca) with "Marina Park Vendor Opportunity to Bid 2025" in the subject line.

Questions and answers will be published publicly at

<https://www.comox.ca/development/doing-business/tenders-rfps-eois>

## PART C -- EVALUATION CRITERIA AND PROCESS

### C1. Evaluation and Selection:

The Town will review the submissions to determine whether, in the Town's opinion, the applicant has demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this Expression of Interest.

After reviewing all submissions, the Town has the right to negotiate with any applicant or cancel the process entirely, at its discretion. The Town may also, if it chooses, check the information provided by the applicants. This could include contacting references, verifying documents, and asking the applicant's bank or clients about their financial status or experience.

Submissions that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

	SCORED CRITERIA	WEIGHT
Family-friendly pricing	<ul style="list-style-type: none"> <li>Affordability of menu options for families (e.g., portion size, value for money)</li> <li>Availability of budget-friendly items for all age groups</li> </ul>	30%
Uniqueness of food offering compared to other Marina Park and immediate area businesses	<ul style="list-style-type: none"> <li>Innovative and distinct menu items</li> <li>Emphasis on local or sustainable ingredients</li> <li>Originality and creativity of food concept</li> </ul>	30%
Experience operating a similar establishment	<ul style="list-style-type: none"> <li>Demonstrated experience with mobile or food services, especially in outdoor or park settings</li> <li>Proven track record of compliance with health and safety regulations</li> </ul>	20%
References and quality of business plan submission	<ul style="list-style-type: none"> <li>Clear and detailed business plan, including operations, marketing, and financial outlook</li> <li>Strong references from previous business or customer satisfaction surveys</li> </ul>	20%
<b>MAX SCORE</b>		100%

## C2. Additional Information:

The successful applicant will be required to enter into an agreement with the Town according to the terms outlined in the attachment to this EOI. The Town will not engage in rate negotiations with the successful proponent. The Town reserves the right, at its sole discretion, to rescind this bidding opportunity at any time and is under no obligation to contract with any party making a submission. The Town is not responsible for any costs incurred by proponents in preparing their bids.

## **PART D -- GENERAL CONDITIONS**

### D1. No Obligation:

Notwithstanding anything in this EOI, including the submission of applications by applicants, the evaluation of applications by the Town, or any discussions or negotiations between the Town and any one or more applicants, the Town is under no obligation to award the vendor position to any applicant.

### D2. Other Terms and Conditions:

The following terms and conditions shall also apply to this EOI:

a. **Submissions in English:**

All submissions are to be in the English language only.

b. **Retention of Submissions and FOIPPA:**

All submissions submitted to the Town will not be returned and become the property of the Town of Comox. Submissions will be retained in accordance with the Freedom of Information and Protection of Privacy Act ("FOIPPA"). Respondents should note that, in accordance with FOIPPA, certain details of this EOI and any executed contract may be made public, including the contractor's name and total contract price. Respondents should identify with their submission any information which is supplied in confidence. However, respondents should be aware of and review the Town's obligations under FOIPPA and the Town's limited ability to refuse to disclose third-party information pursuant to section 21 of FOIPPA.

c. **Confidentiality:**

All submissions received by the Town of Comox will be held in confidence by the Town, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any

information relating to this EOI obtained by an applicant as a result of participation in this EOI should be deemed to be confidential and must not be disclosed without prior written authorization from the Town.

d. **Governing Law and Trade Agreements:**

This EOI is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.