



Contract 4217P

Vending Machine Services for Public Recreation Facilities

in the City of Richmond

1. Introduction

The City of Richmond proposes to engage the services of an experienced and qualified Vending Machine Contractor (the “Contractor”) for the provision of snack and beverage vending services (the “Vending Services”) at twelve (12) public recreation facilities (the “Locations”) located in the City. The City’s preference is to enter into a five (5) year agreement for Vending Services.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Definitions

2.1 Throughout this Request for Proposal the following definitions apply:

- a) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at www.bcbid.ca, or any replacement website;
- b) “City” means the City of Richmond, British Columbia;
- c) “Contract” means the written agreement resulting from this Request for Proposal executed by the City and the Vendor for the Work;
- d) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;
- e) “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;
- f) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;

- g) “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the Owner;
- h) “Successful Proponent” means the same as “Vendor”
- i) “Vendor” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work and
- j) “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Preferred Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

3. Submission Details

- 3.1 Three (3) copies of proposals marked “ - **Contract 4217P Vending Machine Services for Public Recreation Facilities in the City of Richmond**” addressed to Purchasing, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until **Monday, April 23, 2012 at 12:00** (the “Closing Date”). Submissions received after this time will be returned to the sender.

4. Pre-Proposal Meeting

- 4.1 A pre-proposal meeting is scheduled for Thursday, March 29, 2012, 4:00 – 5:00 pm at Watermania, 14300 Entertainment Boulevard, Richmond. The meeting will be held in the multi-purpose room. City staff will be available to answer questions about this RFP. Meeting attendance is not mandatory. No other meeting will be arranged. Confirmation of attendance is required. Please send an email confirming your attendance to the contact identified in Section 5.1. Proponents are encouraged to visit the Locations outlined in Section 10 at their convenience, however, please do not engage in discussion with the City staff at these locations. All enquiries are to be directed as per Section 5.

5. Enquiries

- 5.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Sumita Dosanjh

Buyer II - Contracting Specialist

E-mail: purchasing@richmond.ca

Purchasing Section

City of Richmond

- 5.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.
- 5.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City of Richmond Staff that affect the Proposal process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a proposal:
- a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>
 - b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- 5.4 Enquiries will be received up until Friday, April 13, 2012 at 12:00 pm local time.

6. Terms of this Request for Proposal

- 6.1 Proposals shall be open for acceptance for sixty (60) days following the submission Closing Date.
- 6.2 The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at its own discretion.
- 6.3 Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving proposals.
- 6.4 Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 6.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.

- 6.6 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.
- 6.7 The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- 6.8 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.
- 6.9 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

7. Negotiations

- 7.1 The award of the contract is subject to negotiations with the Lead Proponent. Such negotiations may include, but are not limited to, the following:
- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
 - b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
 - c) specific contract details as deemed reasonable for negotiation by the City of Richmond.
- 7.2 If a written contract cannot be negotiated within sixty (60) days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

8. Project Background

- 8.1 Currently, the City contracts for thirty-two (32) vending machines at its five (5) Aquatic and Arena facility locations and eleven (11) vending machines at five (5) Community Centre facility locations. The nutritional guideline requirements outlined in Section 12 are currently in force. The current vending contract has expired, and the City wishes to enter into a new agreement, with an additional two

(2) machines to be located at the recently expanded Hamilton Community Centre, and two (2) machines to be located at the Minoru Place Activity Centre.

9. Recreation Facility Category Options

9.1 For the purpose of this RFP, the Locations have been separated into the following two (2) facility category options:

Category A: Aquatic and Arena Facilities:

- a) Watermania
- b) Minoru Aquatic Centre
- c) South Arm Pool
- d) Richmond Ice Centre
- e) Minoru Arenas

Category B: Community Centre Facilities:

- a) Cambie Community Centre
- b) South Arm Community Centre
- c) Thompson Community Centre
- d) West Richmond Community Centre
- e) Hamilton Community Centre
- f) Steveston Community Centre
- g) Minoru Place Activity Centre

9.2 Vending Services requirements may change throughout the term of this Agreement. The City, at its sole discretion, may choose to add additional locations and/or vending machines.

10. Recreation Facility Information, Attendance, Net Sales Summaries, and Vending Machine Requirements

Category A: Aquatic and Arena Facilities (Net Sales summaries are listed in Appendix 1):

1. Watermania at 14300 Entertainment Boulevard (Adjacent to Richmond Ice Centre)

- A large indoor aquatic complex which includes a 57 metre competition pool, wave pool, waterslides, fitness centre and other ancillary amenities
- Open 363 days of the year
- Operating hours are typically:
 - Monday to Saturday 6:00am to 10:00pm
 - Sundays 10:00am to 10:00pm
 - Statutory Holidays 10:30am to 8:30pm
- Hosts on average, at least one major competitive event per month
- Pool is closed during the typical annual three week maintenance period, however other amenities, including the fitness centre, remain open
- Annual paid visits total approximately 475,000 not including spectators

2. Minoru Aquatic Centre at 7560 Minoru Gate (Adjacent to Minoru Arenas)

- An indoor complex which includes 25 and 30 metre pools, a teaching pool, plus whirlpools, sauna and exercise room
- Open 362 days of the year
- Operating hours are typically
 - Tuesday and Thursday 6:00am to 10:30pm
 - Monday, Wednesday, Friday and Saturday 6:00am to 10:00pm
 - Sundays 11:00am to 10:00pm
 - Statutory Holidays 1:00pm to 8:30pm
- Annual maintenance period results in half of the facility being closed for two weeks, followed by the other half of the facility for two weeks, thereby maintaining a reduced operation throughout this time period.
- Annual paid visits total approximately 470,000, not including spectators

3. South Arm Outdoor Pool at 10100 South Arm Place

- An outdoor free form shaped pool with waterslides and wading pool, surrounded by a large park picnic area.
- Open mid-June for weekends only and daily from July through to Labour Day
- Operating hours are typically
 - Monday to Thursday 9:00am to 7:00pm
 - Friday to Sunday 9:00am to 8:00pm

- Statutory Holidays 12:00 Noon to 8:00pm
- Annual paid visits total approximately 30,000, not including spectators

4. Richmond Ice Centre - 14140 Triangle Rd (Adjacent to Watermania)

- 6 full size ice rinks (200ft x 85 ft) - 4 ice sheets year round (Spring & Summer - 2 sheets are dry floor for lacrosse, ball hockey and other activities)
- 2 Boardrooms
- Stanley's Bar & Grill
- Cyclone Taylor Pro Shop on-site
- Hosts, on average, 12 major tournaments per year
- Normal Operating hours include: Mon-Sun: 6:00am-1:00am
- Annual paid visits total approximately 460,000, not including spectators

5. Minoru Arena - 7551 Minoru Gate (Adjacent to Minoru Aquatic Centre)

- 2 full size ice rinks (200ft x 85 ft) - one with 2200 spectator seating - both are dry floor in the spring & summer for lacrosse, ball hockey and other activities
- 1 Boardroom
- Hosts, on average, 4 ice tournaments per year and numerous tournaments and events on the dry floor throughout the spring/summer
- Normal Operating hours include: Mon-Sun: 6:00am-1:00am
- Home of the Richmond Sockeyes Junior B Hockey Club (average 500 spectators at Thursday night home games)
- Annual paid visits total approximately 200,000, not including spectators

Current Vending Machine Placement

AQUATIC AND ARENA FACILITY (See note below)	# OF SNACK MACHINES	# OF COLD CAN BEVERAGE MACHINES	# OF COLD BOTTLE BEVERAGE MACHINES	# OF HOT BEVERAGE MACHINES	# OF ICE CREAM MACHINES
1. Watermania	Two	Two	One	No	One
2. Minoru Aquatic Centre	Two	Two	One	One	One
3. South Arm Pool	Two	One	No	No	One
4. Richmond Ice Centre	Three	One	Three	One	One
5. Minoru Arenas	Two	Two	One	One	No
Total – 32 Machines	Eleven	Eight	Six	Three	Four

Note: As per Section 12, the Contractor must stock the Aquatic and Arena vending machines (excluding ice cream and hot beverages) with a minimum of **70%** of items from the “choose most” or “choose sometimes” category items, according to the **BC Public Building Nutritional Guidelines**. This is because there are no adjacent school facilities.

Category B: Community Centre Facilities: (Net Sales summaries are listed in Appendix 2)

1. Cambie Community Centre 12800 Cambie Road

The Cambie Community Centre is physically attached to the adjacent Cambie School. The Centre features 2 gyms, fitness centre, dance/aerobics studio, games room, and multi purpose program space. It is open 354 days per year and the typical operating hours are:

- * Monday – Friday, 7:00am – 9:45pm
- * Saturday’s 9:00am – 8:45pm
- * Sunday’s 9:00am – 9:45pm

Total approximate annual paid visits per year total 86,100. This number does not include spectators, walk through traffic, or students that drop into the Centre daily.

2. South Arm Community Centre 8880 Williams Road

The Centre features a gym, fitness centre, dance aerobics studio, games room, out of school care space, a senior’s lounge, squash and racquet ball courts, and multi purpose program space. It is open 353 days per year and typical operating hours are:

- * Monday – Friday, 6:00am – 10:00pm
- * Saturday & Sunday, 8:30am – 9:00pm

Total approximate annual paid visits per year total 201,700. This number does not include spectators, walk through traffic, or students that drop into the Centre daily.

3. Thompson Community Centre 5151 Granville Avenue

This Centre features 1 gym, fitness centre, games room, preschool space, large hall, a boardroom, lounge, and multi purpose program space. The centre is open 350 days per year and typical operating hours are

- * Monday – Friday, 6:00am – 9:45pm
- * Saturday & Sunday, 8:00am – 8:45pm

Total approximate annual paid visits per year total 194,000. This number does not include spectators, walk through traffic, or students that drop into the Centre daily.

4. West Richmond Community Centre 9180 No. 1 Road

This Centre features a gym, fitness centre, dance aerobics studio, games room, and preschool and out of school care space, as well as racquet ball and squash courts. The Centre is open 350 days per year and the typical operating hours are

- * Monday – Friday, 8:30am – 9:30pm
- * Saturday & Sunday, 9:00am – 4:30pm

Total approximate annual paid visits per year total 104,600. This number does not include spectators, walk through traffic, or students that drop into the Centre daily.

5. Hamilton Community Centre 5140 Smith Drive

The Hamilton Community Centre is physically attached to the adjacent Hamilton School. The Centre features 1 gym, fitness centre, 3 multipurpose rooms, 2 meeting rooms and lobby. It is open 354 days per year and the typical operating hours are:

- * Monday – Friday, 7:00am – 9:30pm
- * Saturday's 9:00am – 4:30pm
- * Sunday's 9:00am – 4:30pm

Total approximate annual paid visits per year total 36,000. This number does not include spectators, walk through traffic, or students that drop into the Centre daily. Please note: This facility was expanded and re-opened in May 2011. As a result, attendance figures may be lower than what is expected in the future.

6. Steveston Community Centre 4111 Moncton Street

The Centre features fitness centre, free weight room, gymnasium, multipurpose room, library, pre-school rooms, games room, squash court, spin bike room, table tennis area, and stage. The Centre is adjacent to the martial arts building, Japanese Cultural Centre, indoor tennis courts, and popular outdoor seasonal water park. The Community Centre serves as a hub for these other services. The Centre is open 360 days a year and the typical operating hours are

- o Monday – Thursday, 6am - 9:45pm
- o Friday, 6am – 11:45pm
- o Saturday, 8am – 7:45pm
- o Sunday, 8am – 8:45pm.

Total approximate annual paid visits per year are 153,500. This number does not include spectators, walk through traffic, or students that drop into the centre daily.

7. Minoru Place Activity Centre 7660 Minoru Gate

Minoru Place Activity Centre has a full-service cafeteria, games room, woodworking shop, and computer workstations, multi-purpose rooms for programs and events and casual seating space for reading, cards or socializing. The Centre's typical operating hours are

- Monday – Friday 8:30am – 9:00pm
- Saturday 8:45am – 4:00pm
- Sunday 12 noon – 4:00pm

Total approximate annual visits per year are 55,522. This number does not include walk through traffic.

Please note that annual Community Centre attendance figures are:

- * reflective of registered programs, pass swipes and drop ins.
- * court rentals are included, but only count as one (min 2 people play).
- * most centres are attached to or are next to schools, sports fields and library services, therefore there are considerable additional facility visits that cannot be measured.

Vending Machines Breakdown

COMMUNITY CENTRE FACILITY	# OF SNACK MACHINES	# OF COLD BEVERAGE MACHINES	# OF HOT BEVERAGE MACHINES	NUTRITIONAL GUIDELINE % (See note below)
1.Cambie	One	One	No	100%
2.South Arm	One	One	No	100%
3.Thompson	One	One	No	100%
4.West Richmond	One	One	No	70%
5.Hamilton	One	One	No	100%
6.Steveston	One	Two	No	100%
7.Minoru Place	No	One	One	70%
Total - 15 Machines	Six	Eight	One	

Note: As per Section 12, the Contractor must agree to stock the Community Centre vending machines with **100% (except for the two facilities noted below)** of items from the “choose most” or “choose sometimes” category items, according to the **Guidelines for Food and Beverage Sales in BC Schools**.

A minimum of **70%** of items (excluding hot beverages) at West Richmond Community Centre and Minoru Place Activity Centre must be “choose most” or “choose sometimes” category items, according to the **BC Public Building Nutritional Guidelines**.

11. Proposal Requirements

Please note:

1. Base Proposals 11.1 must be provided on the condition of no beverage supplier product exclusivity. Cold beverage machines must be stocked with both Pepsi and Coke products. The product mix can vary according to customer demand by location;
2. Optional Value Added Benefits Proposal 11.2 provides an opportunity for beverage supplier product exclusivity;
3. The RFP does not include bulk candy or novelty vending.

11.1 Base Proposal

Because of variable factors such as facility size, attendance, activities, operating schedule, nutritional guideline requirements, and proximity to other facilities, proponents must provide proposal details that include one or both of the facility category options A and B, identified in Section 9. Proponents may choose to provide a proposal that includes only one facility category option if they wish. The Proposal must include (in the order below):

1. A Corporate profile of their firm outlining its history, philosophy, key personnel, and target market. Contact information for the key personnel assigned to this proposal;
2. A detailed listing of current and previous vending machine contracts in BC, and a current contact for each contract;
3. A written commitment to adhere to the nutritional guideline requirements identified in Section 12, and a listing of strategies the Proponent will use to stock the vending machines with healthier choice products that will be popular with vending machine users;
4. A minimum annual guaranteed commission amount for each Location identified in the above facility category options (Part 1 of Schedule 1 - Proposal Form);
5. Itemized commission rates for each vending machine category - snack; cold can beverage; cold bottle beverage; hot beverage; ice cream. (Part 2 of Schedule 1 - Proposal Form). In all cases where annual sales volumes result in commissions that

exceed the minimum annual guaranteed commission amount for each Location, the Proponent will pay the City the additional commission owed;

6. A completed Proposal form for both Part 1 and Part 2 as per Schedule 1 – Proposal Form;
7. A complete list of products that will be sold, as well as the proposed selling price for each item. Bottled water products are permitted. The Proponent shall ensure competitive pricing to encourage sales of healthier choice items, and shall also outline a process for product price increase frequency, and how prices will be adjusted when taxes are removed (proposed 2013);
8. Detailed information on the vending machines proposed to be used, including size, design style, new or used, machine front logos and images, bill and coin acceptability, change capability, nutritional labelling, guaranteed delivery system sensors, dex or alternate data reporting, energy efficiency, sustainability, and other relevant machine features. Where appropriate groupings of machines exist, proponents should outline details of how they will enhance the appearance of the machines by providing header boards and/or enclosures with the facility name and logo. Include sketch of proposed machine layout and dimensions for each facility;
9. Detailed information on product deliveries, including frequency and the duties that personnel will complete during each delivery;
10. Detailed information on vending machine maintenance and servicing, including response times to service requests from recreation facility staff;
11. A sample monthly sales and commission statement that would be provided for each recreation facility that provides detailed information for each location and machine for gross sales, net sales and commission;
12. The proponent may also include a value added benefits proposal for beverage supplier product exclusivity (Optional as per Section 11.2).

11.2 Value Added Benefits Proposal for Beverage Supplier Product Exclusivity (Optional)

- a) In addition to the base proposal information required in Section 11.1, proponents may also include additional proposal information for one or both of the facility category options A and B (identified in Section 9) for the right to have beverage supplier product exclusivity. This proposal information must clearly indicate further monetary benefit to the City, and include specifics of what the proponent will offer the City in terms of

value added benefits (e.g. financial; sponsorship; promotions; etc.), if selected as the Vendor. If the proponent is providing information on both options A and B, ensure that the proposal clearly identifies and separates which benefits apply to each option.

12. Nutritional Guideline Requirements

The proponent must agree to stock the snack and cold beverage vending machines with a minimum % of items that meet the nutritional guidelines below (which are currently in force):

1. Aquatic and Arena Facilities:

A minimum of **70%** of items (excluding ice cream and hot beverages) must be “choose most” or “choose sometimes” category items, according to the **BC Public Building Nutritional Guidelines**. This is because there are no adjacent school facilities.

2. Community Centre Facilities:

100% of items (**except for the two facilities noted below**) must be “choose most” or “choose sometimes” category items, according to the **Guidelines for Food and Beverage Sales in BC Schools**.

A minimum of **70%** of items (excluding hot beverages) at West Richmond Community Centre and Minoru Place Activity Centre must be “choose most” or “choose sometimes” category items, according to the **BC Public Building Nutritional Guidelines**.

Contractor Duties

13. Contractor Duties

- a. The Contractor shall provide, maintain, install or remove at its expense, vending equipment and carry out at its expense, all necessary facility modifications, electrical, drainage and other requirements as essential for the placement and operation of such equipment. The Contractor shall at all times, and at its own expense, be responsible for all service, maintenance and repair to its vending machines.
- b. All components of any electrical product used on site during the performance of this Contract must be certified by Canadian Standards Association (CSA) or equivalent as recognized by provincial law. Alternatively, special electrical approval must be obtained from a provincially recognized testing agency. All

costs associated with the required approval are the responsibility of the Contractor.

- c. The Contractor shall provide, install and maintain header boards and/or enclosures for vending machine groupings as outlined in their proposal. The Contractor shall securely fix the vending machines to the walls and/or enclosures to prevent them from tipping over.
- d. The Contractor must provide an easy and efficient process for refunding money due to equipment malfunction. The Contractor shall provide a minimum \$25 change float for refunds at each recreation facility, which will be replenished during each product delivery.
- e. Delivery and service personnel will be professional and courteous. Personnel shall have Contractor supplied identification badges, and shall be able to speak and read the English language.

14. City Provided Items

- a. Power and water at agreed upon Locations.

15. Review of Proposals

15.1 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP

15.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.

15.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the criteria set out below including, but not limited to:

- Corporate Profile and Key Personnel
- Relevant Experience
- References
- Nutritional Guideline Program and Strategies
- Products Offered for Sale and Selling Price
- Revenue Proposition
- Vending Machine Equipment and Associated Features
- Delivery and Service

- Value-added Benefits

15.4 Proponents may be scheduled for an interview at the discretion of the City.

16 Non-Conforming Proposals

16.1 Proposals which fail to conform to the Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFP, the City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP except the requirement of delivery of the Proposal prior to Closing Time.

17 RFP Process

17.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:

- 17.1.1 amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
- 17.1.2 reject or accept any or all Submissions, including the optional beverage supplier product exclusivity portion of a Submission;
- 17.1.3 cancel the RFP process at any time and reject all submissions;
- 17.1.4 cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements;
- 17.1.5 select more than one Proponent for each of the two recreation facility category options A and B identified in Section 9.

17.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

18 Working Agreement

18.1 The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful Proponents submission and any modifications thereto.

18.2 Proponents may include their standard terms of engagement with the Proposals.

19 Information Disclaimer

19.1 The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.

19.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.

19.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.

Schedule 1 - Proposal Form

PART 1: Minimum Annual Guaranteed Commission Amount

NOTE: Proponents must provide a minimum annual guaranteed commission amount for each Location in the option(s) that they choose to provide a proposal on. Proponents may choose to provide a proposal on one or both of the category options below.

CATEGORY A: Aquatic and Arena Facilities

1. Watermania	\$
2. Minoru Aquatic Centre	\$
3. South Arm Pool	\$
4. Richmond Ice Centre	\$
5. Minoru Arenas	\$
Total Minimum Annual Guaranteed Commission	\$

CATEGORY B: Community Centre Facilities

1. Cambie	\$
2. South Arm	\$
3. Thompson	\$
4. West Richmond	\$
5. Hamilton	\$
6. Steveston	\$
7. Minoru	\$
Total Minimum Annual Guaranteed Commission	\$

PART 2: Commission Rates

NOTE: Proponents must provide commission rates for each vending machine category in the option(s) that they choose to provide a proposal on. Proponents may choose to provide a proposal on one or both of the options below. It is recognized that a combination of can and bottle beverages are often sold from the same machine. For the purposes of this proposal, the type of container for the majority of the beverages in a machine will determine whether the machine is categorized as a cold can or cold bottle beverage machine. A single commission rate will apply to all products sold from that machine. In all cases where annual net sales volumes result in commissions that exceed the minimum annual guaranteed commission amount for a specific facility, the Contractor will pay the City the additional commission owed.

CATEGORY A: Aquatic and Arena Facilities

1. Snack Machine Items	%
2. Cold Can Beverage Machine Items	%
3. Cold Bottle Beverage Machine Items	%
4. Hot Beverage Machine Items	%
5. Ice Cream Machine Items	%

CATEGORY B: Community Centre Facilities

1. Snack Machine Items	%
2. Cold Can Beverage Machine Items	%
3. Cold Bottle Beverage Machine Items	%
4. Hot Beverage Machine Items	%

Appendix 1
Aquatics & Arenas Vending Net Sales Summary September 2010 – August 2011

FACILITY	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Total
Watermania													
snacks	890.81	1,195.98	1,130.80	1,124.46	1,513.26	1,408.53	2,156.16	1,693.84	1,897.19	2,123.08	2,367.82	2,377.01	19,878.94
cold beverages	651.77	866.00	797.27	929.73	1,114.58	848.65	1,266.08	974.01	1,448.15	1,252.39	1,167.42	1,717.43	13,033.48
hot beverages - not sold													
ice cream	223.93	181.88	197.63	55.67	314.11	103.88	446.29	213.57	355.80	516.65	657.81	787.95	4,055.17
TOTAL:	1,766.51	2,243.86	2,125.70	2,109.86	2,941.95	2,361.06	3,868.53	2,881.42	3,701.14	3,892.12	4,193.05	4,882.39	36,967.59
Minoru Aquatics													
snacks	1,223.08	1,268.21	949.68	840.63	1,033.53	1,096.02	1,110.31	1,080.45	1,366.43	1,189.11	1,044.24	970.36	13,172.05
cold beverages	805.41	687.04	588.46	565.96	659.72	532.00	587.65	628.92	847.31	558.69	589.31	724.96	7,775.43
hot beverages	44.60	72.77	85.13	0.00	0.00	127.41	0.00	34.42	111.21	40.80	0.00	0.00	516.34
ice cream	137.90	149.42	137.99	50.63	205.18	125.85	183.30	181.03	235.85	261.56	278.39	111.88	2,058.98
TOTAL:	2,210.99	2,177.44	1,761.26	1,457.22	1,898.43	1,881.28	1,881.26	1,924.82	2,560.80	2,050.16	1,911.94	1,807.20	23,522.80
South Arm Pool		closed	closed	closed	closed	closed	closed	closed	closed				
snacks	161.92									471.92	1,168.35	1,795.54	3,597.73
cold beverages	25.27									116.81	225.77	373.19	741.04
hot beverages - not sold													
ice cream	32.46									137.05	715.54	755.22	1,640.27
TOTAL:	219.65									725.78	2,109.66	2,923.95	5,979.04
TOTAL AQUATICS:	4,197.15	4,421.30	3,886.96	3,567.08	4,840.38	4,242.34	5,749.79	4,806.24	6,261.94	6,668.06	8,214.65	9,613.54	66,469.43
Ice Centre													
snacks	1,424.19	1,405.40	1,320.98	1,159.56	1,724.96	1,303.89	1,782.50	1,042.36	1,780.36	869.51	1,152.68	1,084.82	16,051.21
cold beverages	2,081.84	2,506.84	2,244.47	2,126.69	2,435.89	1,763.35	2,689.28	1,575.65	2,746.97	1,627.64	1,806.43	1,818.03	25,423.08
hot beverages	167.41	64.38	98.88	124.38	106.38	15.89	104.51	43.35	32.54	22.74	56.07	12.05	848.58
ice cream	110.54	114.69	85.49	11.29	165.09	76.56	170.67	84.38	196.34	77.54	107.54	65.54	1,265.67
TOTAL:	3,783.98	4,091.31	3,749.82	3,421.92	4,432.32	3,159.69	4,746.96	2,745.74	4,756.21	2,597.43	3,122.72	2,980.44	43,588.54
Minoru Arenas													
snacks	634.64	894.82	797.73	883.08	1,158.12	922.45	1,190.18	577.19	1,117.37	909.02	148.17	208.03	9,440.80
cold beverages	614.16	888.92	635.73	894.16	700.34	675.51	804.35	483.65	1,229.42	1,279.04	370.24	506.04	9,081.56
hot beverages	76.96	166.79	183.93	203.30	162.32	90.18	129.60	65.63	113.26	53.84	0.00	14.51	1,260.32
ice cream - not sold													
TOTAL:	1,325.76	1,950.53	1,617.39	1,980.54	2,020.78	1,688.14	2,124.13	1,126.47	2,460.05	2,241.90	518.41	728.58	19,782.68
TOTAL ARENAS:	5,109.74	6,041.84	5,367.21	5,402.46	6,453.10	4,847.83	6,871.09	3,872.21	7,216.26	4,839.33	3,641.13	3,709.02	63,371.22
TOTAL AQUATICS AND ARENAS:	9,306.89	10,463.14	9,254.17	8,969.54	11,293.48	9,090.17	12,620.88	8,678.45	13,478.20	11,507.39	11,855.78	13,322.56	129,840.65

Appendix 2
Community Recreation Net Vending Revenue

Centre	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011	July 2011
Cambie											
Cold Beverage	826.03	1,229.64	911.91	816.43	800.17	804.58	632.79	709.42	883.90	788.73	247.20
Snack	604.41	818.97	717.10	637.59	717.49	671.00	613.49	590.64	683.05	716.47	198.24
Total	1,430.44	2,048.61	1,629.01	1,454.02	1,517.66	1,475.58	1,246.28	1,300.06	1,566.95	1,505.20	445.44
South Arm											
Cold Beverage	687.17	958.76	602.51	681.89	436.36	693.86	658.32	768.30	696.83	765.34	274.91
Snacks	439.63	730.18	624.78	470.54	587.19	528.80	412.03	450.08	468.39	471.33	294.66
Total	1,126.80	1,688.94	1,227.29	1,152.43	1,023.55	1,222.66	1,070.35	1,218.38	1,165.22	1,236.67	569.57
Thompson											
Cold Beverage	669.65	1,438.91	798.82	780.62	833.43	849.94	745.15	986.16	858.65	1,095.04	851.58
Snack	672.47	1,151.93	876.84	706.52	653.81	897.07	790.37	981.34	890.31	825.56	705.38
Total	1,342.12	2,590.84	1,675.66	1,487.14	1,487.24	1,747.01	1,535.52	1,967.50	1,748.96	1,920.60	1,556.96
West Richmond											
Cold Beverage	0	0	0	0	620.90	393.50	491.73	452.48	732.38	834.71	228.89
Snack	315.53	674.92	446.03	504.48	489.87	514.23	296.39	450.05	604.79	495.25	282.32
Total	315.53	674.92	446.03	504.48	1,110.77	907.73	788.12	902.53	1,337.17	1,329.96	511.21
Steveston											
Cold Beverage	*	986.45	823.65	640.05	645.75	695.30	791.5	693.10	1,116.00	1130.01	1,158.20
Snack	*	564.80	524.30	286.85	319.50	400.92	464.25	439.95	547.60	589.10	401.45
Total	*	1,551.25	1,347.95	926.90	965.25	1,096.22	1,255.75	1,133.05	1,663.60	1,719.11	1,559.65

Notes:

- 1) All figures are pre-commission and do not include HST, deposits nor environmental fees.
 - 2) A second cold beverage machine was added to Steveston Community Centre's lobby in April 2011.
 - 3) There are no vending sales at Hamilton Community Centre or Minoru Activity Centre
- * September 2010 information not available for Steveston Community Centre.