

Operation of Vending Machines Labrador City Arena

Invitation

The Town of Labrador City is requesting proposals from qualified professionals and/or non-profit organizations for the lease and operation of vending machines in the Labrador City Arena, 405 Booth Avenue, Labrador City. Preference will be given to local professionals and/or non-profit organizations.

Terms of reference on which proposals shall be evaluated is available by visiting "Tenders", www.labradorwest.com or by contacting the Director of Parks and Recreation, Taylor Gambin at (709) 944-3602. Sealed proposals clearly marked "Arena Vending Machine Lease" to be submitted to:

Town Clerk
Town of Labrador City
P.O. Box 280
317 Hudson Drive
Labrador City, NL A2V 2K5

Closing Date: 3:00 pm local time, Labrador City, Wednesday, July 23rd, 2025

Proposals received after the closing time will not be considered.

Facsimile submissions will not be accepted.

Electronic password protected accepted to: cashier@labradorcity.ca

Tenders must be submitted on the Form of Tender provided.

All other submissions will not be accepted.

The Town of Labrador City's Recreation Department is requesting proposals from qualified proposers to provide healthy food and beverage vending machine services at designated arena facility. TLC invites firms to submit proposals to install, maintain, operate and service food and beverage vending machines without cost to the Recreation Department. TLC will select the proposer who best demonstrates the ability to provide healthy, affordable, safe, and reliable food and beverage vending machine services to TLC patrons and employees while paying reasonable concession fees. The agreement period will be for two years and may be extended for an additional two-year term.

Background

TLC is committed to providing healthy food and beverage choices to guests and their employees. To aid potential firms with understanding our organization's values and goals, TLC has developed the following Recreation statements:

Vision:

Healthy people, healthy environment, financial stability, and strong community.

Mission:

Town of Labrador City's Recreation provides welcoming and safe opportunities to play, learn, contemplate, build community, and promote responsible stewardship of the land.

Core Values:

Equity, access, opportunity, and sustainability.

Healthy Vending

Access to affordable, healthy, sustainable, and culturally appropriate food is a social justice issue. The ordinance requires that any concessionaire that operates a food and/or beverage vending machine on town property shall stock 50 percent of the items within each machine with items that meet the "Healthiest" or "Healthier" product selection criteria adopted by the Town of Labrador City.

Current Agreement:

There is currently no current agreement in place with any local vendors.

Agreement Duration

The Town of Labrador City will enter into a one-year concession agreement beginning September 1, 2025 with an optional second-term extension of two years if both parties agree to extend. TLC is required to legislate the two-year concession agreement through Council and obtain approval. IF the long-term agreement is not legislated prior to August 1, 2026, TLC will enter into a one-year agreement with the successful proposer that will begin on September 1, 2026, and expire when the long-term agreement is executed.

Objectives

Through this RFP process, TLC expects to identify a proposer who provides a skilled and highly qualified team capable of successfully offering:

- Provide a wide variety of food and beverages, vending items that meet or exceed TLC's expectations that are reasonably priced.
- Provide culturally relevant food and beverages reflecting diverse cultures, races, and communities in Labrador West.
- Quality and reliable vending machines that are of recent manufacture, meet ADA requirements, meet, or exceed Energy Star standards, and enhance the user experience.
- Provide consistent, high-quality vending service in Arena facility with reasonable service schedule and response time to mechanical issues.
- Provide excellent customer service to TLC patrons and employees.
- Provide refunds to customers that are accurate and timely. A process that does not include the town financial department nor town employees.
- Machines that must be anchored to the floor.
- Machines that provide a TAP process and a cash incentive.
- Has experience providing food and vending machine sales and service relative in size to the scope of work outlined in this RFP.
- Can provide references that affirm quality service of similar volume at other locations in the local vicinity.

- Prior to the execution of the leasing agreement, the successful applicant shall provide proof of public liability insurance in the amount of two million dollars (\$2,000,000) with the Town of Labrador City named as an additional insured to the policy and an endorsement from its insurance company whereby the insurer agrees to notify the Town of Labrador City should the coverage be altered or lapse.
- Prior to the execution of the leasing agreement, the successful applicant shall provide the Town of Labrador City proof of good standing with the Workplace Health, Safety and Compensation Commission.
- Within fourteen (14) days of acceptance, the successful bidder shall enter into a Lease Agreement on terms and conditions satisfactory to the Town's solicitor.
- The Town of Labrador City reserves the right to contact or meet with any individual proponent. The Town is not obliged to meet with any or all proponents.
- The Town of Labrador City reserves the right to reject any or all submissions and does not bind itself to accept the highest or any proposal.
- All Proposals submitted in response to this request shall remain in effect for sixty (60) calendar days from the closing date.
- Proposals will be accepted until 3:00 pm local time, Labrador City, Wednesday, July 23, 2025.
- The cleaning and maintenance of the vending machines are the responsibility of the proposer. Must be completed within the operational hours of the facility. The proposer will not be supplied with any keys to the facility.
- The location of the vending machine will be decided by the Town of Labrador City.

- The Proposer shall agree that vending machines may be added or deleted at TLC discretion at any time during the term of the agreement upon 30 days written notice to Proposer. All vending machines will remain the property of the Proposer.
- Prohibited products and containers: The Proposer shall not offer for sale: tobacco or smoking, vaping, liquor, marijuana, gambling or weapon products, any products that require the purchaser to be over eighteen (18) years of age, any equipment, or supplies.
- Proposed personnel should always while on TLC premises, wear employer provided identification that is easily recognizable from ten (10) feet away or less. Wear appropriate PPE such as footwear and safety vest.
- The Proposer, its agents, and employees shall render courteous service to the public with a goal of adding to the public use and enjoyment of the Premises. The Concessionaire Proposer shall operate and conduct business in the facilities in a businesslike manner and will not permit any acts or conduct on the part of the Concessionaire Proposer's employees that would be detrimental to TLC's operations.
- The Proposer shall always staff the vending service operation with sufficient, well-trained staff to serve the vending machines in a safe and efficient manner.
- The Proposer will not be permitted to store any equipment, supplies, etc on the premises.

Minimum Qualifications

Minimum qualifications are required for a Proposer to be eligible to submit a Bid Response. Your Bid Response must address the minimum qualifications and demonstrate how you meet them. Those that are not responsive to these qualifications shall be rejected by TLC without further consideration.

Successful Proposers to this RFP must be able to meet or exceed the following minimum qualifications:

- A.** A minimum of five (5) years' experience providing vending machine sales and service to a variety of locations that is relative in size to the scope of works outlined in this RFP.

Scope of Work

TLC is seeking Bid Responses from qualified firms interested in supplying healthy food and beverage vending machine services. It is TLC's intent to enter into an agreement with the successful proposer for a two-year period. With mutual agreement between TLC and the successful proposer, the agreement may be extended for an additional two-year term.

The successful proposer will be granted the exclusive right to sell food and beverages through vending machines at the Labrador City Arena with the exception of any hot food vending machines decided by and obtained by the Town of Labrador City.

TLC agrees to provide access to the existing, currently available electrical service to operate the vending machines. Modifications to the existing electrical service may be performed with approval by TLC Public Works Department. Upon approval, modifications must be permitted and implemented by a licensed electrician, approved by TLC, at the Proposer's sole expense. Electrical construction projects must be inspected and approved by TLC at the Concessionaire's Proposer's expense.

TLC reserves the right to offer or to grant any third party the right to offer vending products in locations other than the arena.

Vending services for TLC will require Proposer to furnish the vending machines and the products, fill and repair the machines, remove money from the machines.

The Proposer is responsible to pay TLC a monthly fee for all public serving vending machines established in the RFP Bid Response submitted by the successful proposer.

If further information is required, contact Taylor Gambin, Director of Recreation and Community Services, 709-944-3602, recreationdirector@labradorcity.ca.

Enclosures:

Appendix A: Form of Tender

Appendix B: List of Optional Food/Hot and Cold Drink Items Offered

Appendix A

Form of Tender

**TOWN OF LABRADOR CITY
FORM OF TENDER
OPERATION OF ARENA VENDING MACHINE**

**LABRADOR CITY ARENA
405 BOOTH AVENUE, LABRADOR CITY**

Company/Organization: _____

Contact: _____

Address: _____

Telephone: _____

Email: _____

Rental Rate per Month: \$ _____

HST \$ _____

Total: \$ _____

Required Enclosures: Additional Information as Outlined in the Terms of Reference:

Article 5(b) _____

Article 6 _____ (ability to meet service requirements)

Authorized Signature: _____

Date: _____

Appendix B

List of Optional Food/Hot and Cold Drink Items Offered

Healthy Food/Hot and Cold Drink Options:

Other Options:
