

City of Richmond

# Request for Expression of Interest(RFEOI)

Mobile Food Vendor: Britannia Shipyards National Historic Site

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## Introduction

The City of Richmond is currently seeking expressions of interests for mobile food service vendors to be located at Britannia Shipyards National Historic Site from July 1, 2023 to September 4, 2023. The intent of this request is for the City of Richmond to enter into a contract with a licensed mobile food service vendor that serves snacks and/or drinks.

This request for expressions of interest (RFEOI) will outline the intended scope of work and services and other important application details.

## Site Description

Britannia Shipyards National Historic Site  
5180 Westwater Drive, Richmond, BC V7E 6P3

### Mission:

Britannia Shipyards preserves West Coast maritime heritage with an emphasis on local wooden boatbuilding traditions and the cultural mosaic and living conditions of the people who worked on the Steveston waterfront. This unique heritage park provides engaging interpretation and innovative programs that respond to changing community needs.

### Hours of Operation:

	Season	Days	Hours
Britannia Shipyards NHS	January	Closed	Groups by appointment
	Feb. 1–Victoria Day	Tuesday–Sunday	12–4pm
	Victoria Day to Labour Day*	Every day	10am–5pm
	Labour Day–Dec. 31	Tuesday–Sunday	12–4pm

### About:

Britannia Shipyards is a 3.2 hectare historic cannery and shipyard site and public park located on the south side of Lulu Island on the South Arm of the Fraser River in the community of Steveston. The site is part of three-kilometer stretch of shoreline known collectively as the Cannery Channel, which was once the most prolific salmon canning centre in British Columbia and today serves as a popular walking route for locals and tourists (see Appendix 1 for Site Map).

Britannia Shipyards is an authentic representation of a once-thriving community of canneries, boat yards and residences. Many of the wooden heritage buildings date back to the 1880s and tell the stories of the Chinese, European, Indigenous and Japanese workers through authentic recreations of living and working spaces.

The site features waterfront views of the Fraser River to the south and is surrounded by residential developments and maritime industries.

A popular destination for locals and visitors, this picturesque heritage site is open year-round at no cost with free public washrooms and WI-FI available. Between the months of May through September Britannia Shipyards hosts, on average, over 50,000 guests during operating hours. Throughout the summer season the large field hosts picnic tables for visitors to enjoy their stay. Currently, there is no on-going food or beverage service available on site with the closest restaurants and cafes located over a kilometer walk east to London Landing and west to Steveston Village.



## Purpose of Request

The addition of mobile food services at the Britannia Shipyards is intended to:

- attract new visitors to the site and to Steveston;
- enhance the visitor experience by providing opportunities for refreshment;
- encourage repeat visitation; and
- increase and length of stay on site.

The mobile food services vendor will work in partnership with City staff to ensure visitors have an excellent and memorable experience at Britannia Shipyards.

## Scope of Services

The successful candidates will provide the necessary equipment, materials and labour while operating on site. Outlined below are the services that will be contracted.

### Mobile Food Vendor Requirements

The mobile food service vehicle must:

- a) be able to operate using a 110 or 220 volt plug in power source and not a generator.
- b) be able to safely navigate in and out of the site. Due to construction, the location of the food service vehicle is not confirmed, but will be easily accessible by vehicle.

The mobile food service operator must:

- a) serve on-the-go snack foods and/or drinks
- b) be able to operate on all weekends and statutory holidays during the service period;
- c) display a valid City of Richmond or Inter-municipal business licence;
- d) display a valid Vancouver Coastal Health food safety permit;
- e) display a valid Richmond Fire and Rescue (RFR) decal and any other required permit or licence in a visible location. For details on RFR requirements, please see Appendix 2.
- f) Obtain and maintain comprehensive general liability insurance with a limit of not less than five million dollars (\$5,000,000), property insurance for loss or damage by fire and other perils, with a limit of not less than the replacement value of the property and automobile liability insurance with a limit of not less than Two Million Dollars (\$2,000,000) for each insurable vehicle brought onto the License Area or used for the Permitted Uses.
- g) be on site during the agreed upon days and hours between July 1 and September 4, 2023, with a minimum of 5 hours per day during site operating hours (10am-5pm). Operating earlier than 10am, later than 5pm or on additional days is negotiable.
- h) be on site for summer events including Canada Day and the Grand Prix of Art. The contracted mobile food service vendor will be offered first right of refusal to be on site for Richmond Maritime Festival. The

daily minimum would not apply for Richmond Maritime Festival. Locations and times of service may vary on special event dates.

Event	2023 Dates	Description
<b>Canada Day</b> (Steveston Salmon Festival)	July 1	Canada's "biggest little birthday party" includes a parade, craft fair, children's festival and salmon BBQ <a href="http://stevestonsalmonfest.ca">stevestonsalmonfest.ca</a>
<b>Grand Prix of Art</b>	July 22 & 23	Watch painters competing against each other at randomly assigned locations around Steveston in a three-hour race against the clock to complete their masterpiece. <a href="http://grandprixofart.ca">grandprixofart.ca</a>
<b>Richmond Maritime Festival</b> <i>*First right of refusal. Placement onsite is offered through a separate contract.</i>	August 26 & 27	Celebrating the nautical history of Steveston with live music, wooden boats, roving performers, wood carvers, model boat builders, puppets, storytellers, drummers, food vendors, and much more. <a href="http://richmondmaritimefestival.ca">richmondmaritimefestival.ca</a>

- i) cooperate fully with officials and staff of the City and other responsible authorities;
- j) comply with other policies or guidelines established by the City (including [Single-Use Plastics and Other Items Bylaw 10000](#));
- k) be responsible for safely storing all City owned picnic umbrellas at the end of each day in City provided area;
- l) maintain the area of operation and surrounding area in a sanitary, neat and safe condition and free from litter and nuisance at all times, including provide a trash can for use by its customers;
- m) by the end of the permitted hours each day, remove all equipment, tools, materials, waste and permitted structures from operating area;
- n) provide content for use on social media (may be existing content on vendor's platform);

**The City shall:**

- a) supply electrical power for the Vendor's business in the licenced area;
- b) supply such number of picnic tables as the City deems reasonable for patron use;
- c) provide access to hose bib on site;
- d) offer first right of refusal to participate in the Richmond Maritime Festival weekend;
- e) promote the Vendor's on-site services through in-kind advertising on social media platforms, as appropriate; and
- f) include mentions of the Vendor's on-site services in media or tourism communication opportunities as appropriate, during the summer season.
- g) Provide a daily guarantee of \$250 on the dates indicated under Scope of Services. Should the vendor come on additional days, this will not be subject to daily guarantee.

## Submission Process

All interested vendors must fill out the 'Mobile Food Service Vendor Expression of Interest Questionnaire' with a vehicle/cart photo and email to [britannia@richmond.ca](mailto:britannia@richmond.ca) by Friday March 31, 2023. Late applications may not be considered. Please use the subject line **Mobile Food Service Vendor Expression of Interest: Britannia Shipyards** in your email.

## Site Visits and Questions

All potential applicants are encouraged to visit Britannia Shipyards before submitting an expression of interest to ensure adequate space for their mobile food service.

Please email all questions regarding your expression of interest to [britannia@richmond.ca](mailto:britannia@richmond.ca)

## Evaluation Criteria

The following criteria will be used to evaluate all submitted expressions of interest:

Evaluation Criteria	Weight
<b>Work Experience and References</b> This criterion considers the vendor's experience in providing a professional mobile food vendor service, including past performance on similar contracts.	40
<b>Menu</b> This criterion will consider how the items on the menu meet the desired criteria.	20
<b>Compliance to Requirements</b> This criterion considers the approach and compliance with all of the terms and conditions, license/certification requirements, the City's delivery requirements and the scope of work for providing services. This includes consideration of past safety code violations.	20
<b>Availability</b> This criterion will consider the applicants' availability as indicated in the Scope of Work	20
<b>Total Points</b>	100

## Submission Timeline

Action	Date
Deadline for applications	Friday March 31, 2023
Acknowledgement of submissions	Monday April 3, 2023
Notification of successful applicant	Friday April 7, 2023
Contract and Licencing Agreements	Friday April 7-Friday April 21, 2023
Start of contract	July 1, 2023

## Appendix 1

### Site Map



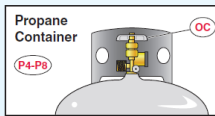
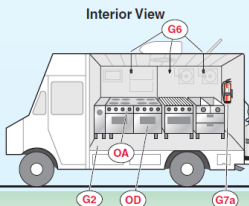
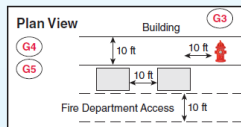


## Appendix 2

### RFR Decal Information



## FACT SHEET » Food Truck Safety



**\*Richmond Fire & Life Safety Bylaw 8306: Charcoal, Propane, or Natural Gas only.**

**\*\*Wood burning is NOT permitted.**



**NATIONAL FIRE PROTECTION ASSOCIATION**  
The leading information and knowledge resource on fire, electrical and related hazards

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).

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## FACT SHEET » Food Truck Safety (continued)

NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see Annex B in NFPA 96.

### GENERAL SAFETY CHECKLIST

- ☐ Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- ☐ Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:15.1] **G8**
  - ☐ Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
  - ☐ Proper method of shutting off fuel sources [96:10.4.1] **G8b**
  - ☐ Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
  - ☐ Proper procedure for how to perform simple leak test on gas connections [58:6.16; 58:6.17] **G8d**

### FUEL & POWER SOURCES CHECKLIST

- ☐ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ☐ Ensure that refueling is conducted only during non-operating hours. [96:8.18.3] **F1b**
- ☐ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:16.2.2] **F2**
- ☐ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ☐ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ☐ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - ☐ At least 10 ft in all directions from openings and air intakes [96:8.13] **F4a**
  - ☐ At least 10 ft from every means of egress [96:13] **F4b**
  - ☐ Directed away from all buildings [1:11.7.2.2] **F4c**
  - ☐ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ☐ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:8.18] **F5**

### PROPANE SYSTEM INTEGRITY CHECKLIST

- ☐ Check that the main shut-off valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ☐ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ☐ Inspect gas systems prior to each use. [96:8.19.2.3] **P3**
- ☐ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ☐ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ☐ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ☐ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ☐ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:8.19.2.1] **P8**

### OPERATIONAL SAFETY CHECKLIST

- ☐ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ☐ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ☐ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ☐ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

### SOLID FUEL SAFETY CHECKLIST (WHERE WOOD, CHARCOAL, OR OTHER SOLID FUEL IS USED)

- ☐ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ☐ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ☐ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ☐ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ☐ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ☐ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

### NFPA RESOURCES

NFPA 1, Fire Code, 2015 Edition  
NFPA 1 Fire Code Handbook, 2015 Edition  
NFPA 58, Liquefied Petroleum Gas Code, 2017 Edition  
NFPA 70®, National Electrical Code®, 2017 Edition  
NFPA 70®, National Electrical Code® Handbook, 2017 Edition

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2017 Edition  
NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

For more of these resources,  
become an NFPA member





## Richmond Fire-Rescue General Fire Safety Requirements for Food Vendors Including Mobile Food Trucks

All vendors must meet requirements defined in NFPA 96\* standards.

The following list outlines specific fire requirements for vendors and is provided to eliminate or reduce last minute delays to vendors applying for event approval.

1. All commercial cooking units (deep fryers, grills, etc.) in trailers or trucks shall have an automatic suppression system (meeting ULC300) and at least one portable Class K wet chemical fire extinguisher.
2. All commercial deep fryers (no matter where they are located) are required to have a portable Class K wet chemical extinguisher.
3. All mobile vendors and tent vendors shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 pound 4A-60B:C rated). Fire Extinguishers must be visible, accessible, and may not sit on the ground.
4. All commercial cooking units, other than approved self-contained units, require non-combustible hoods, filters, or trays for containing grease laden vapours—must have been cleaned and tagged by a certified Applied Science Technologist Technician (ASTT) or company within the past 6 months.
5. All Vendors, Mobile Food Trucks and Trailers must have Gas decal from Technical Safety BC, or equivalent approved gas certification decal (e.g. QAI, Intertek, or any other compliance mark with the Standards Council of Canada).
6. All Vendors, Mobile Food Trucks and Trailers must have Electrical decal from an approved electrical systems certification agency (e.g. CSA, QAI, Intertek, or any other compliance mark with the Standards Council of Canada).
7. All appliances are required to have appropriate certification and/or listing (e.g. CSA, ULC).
8. All tents and awnings with any heat sources and/or cooking units underneath must be fire treated and labelled to meet NFPA 705 (regardless of clearances - no exceptions).
9. All commercial cooking exhaust hoods must have required filters and trays installed at all times (mesh filters are not permitted). Tagged by a certified ASST within the past 6 months.
10. All extinguishers and automatic suppression systems must have current service completed by an ASTT, complete with stamped service tag.
11. Standalone stove or burners and self-contained cooking appliances shall be supported on an approved base or non-combustible surface and kept away from combustibles (do not place directly on the ground). Only non-collapsible, non-combustible tables are permitted for cooking.
12. Propane cylinders and tanks shall be secured to a permanent surface to prevent tipping and located away from cooking and heat devices as per all applicable Gas Codes and Standards.
13. No unattached (spare, or those considered empty) propane tanks are to be in the cooking area.
14. Temporary electrical power, generators, and any connections to vendors must be proper thickness, size and capacity (gauge) and properly rated (e.g. CSA, ULC), protected from weather and vehicle traffic and restricted from public access—do not use damaged power cords. No household extension cords.
15. Generators may require a noise cover or acceptable non-combustible housing depending on location. Combustible items may not be placed on generators in contact with hot surfaces (e.g. tarps).

\* National Fire Protection Association 96: Provides preventive and operative fire safety requirements intended to reduce the potential fire hazard of both public and private commercial cooking operations.

For further information or questions, contact Richmond Fire-Rescue at 604-278-5131, Monday to Friday, 8:15 a.m. - 5 p.m.

*Information contained herein is subject to change without notice.*

Richmond Fire-Rescue's Mission is to protect and enhance the City's livability through service excellence in prevention, education and emergency response.

5662321 / March 2022

