

REQUEST FOR PROPOSALS



RFP-2602

Airport Vending Machines

The Central Coast Regional District (CCRD) invites proposals from qualified contractors to install and manage vending machines to dispense coffee, drinks and various food products in the Bella Coola airport terminal building.

ISSUE DATE: August 4, 2026

CLOSING TIME AND DATE: August 21, 2026

QUERIES

Contact: Hans Granander, Director of Operations, 250-982-0081
Central Coast Regional District
Box 186, 626 Cliff Street, Bella Coola, BC V0T 1C0
E-mail: hgranander@ccrd.ca

The Central Coast Regional District ("Regional District") will determine, at its sole discretion, whether the query requires response and such responses will be made available to all by issue of addenda posted to the regional districts website (www.ccrd.ca). No verbal conversation will affect or modify the terms of this RFP.

Administrative Requirements

Definitions

Throughout this RFP, the following definitions apply:

“Contract” means the written agreement resulting from this RFP executed by the CCRD and the Contractor;

“Contractor” means the successful Proponent to this RFP who enters into a written Contract with CCRD;

“must”, or “mandatory” means a requirement that must be met in order for a Proposal to receive consideration;

“Proponent” means an individual or company that submits (or intends to submit) a Proposal;

“Proposal” means the document submitted by the Proponent;

“CCRD” means the Central Coast Regional District;

“RFP” means the process described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the RFP.

Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms herein and that are included in any addenda issued by the CCRD. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

Addenda

The Proponent is required to regularly check the CCRD’s website for any updated information and addenda issued before the closing date. If there is any discrepancy in the RFP documentation, the CCRD’s original file will prevail.

Late Proposals

Proposal will be marked with its receipt time at the closing location. Only a Proposal received and marked before the closing time will be considered to have been received on time. A Proposal received after the closing time may not be considered. In the event of a dispute, the receipt time of the Proposal is as recorded by the CCRD at the closing location will prevail. The Proponent is advised to verify prior to the closing time that the CCRD has received the Proposal.

Eligibility

A Proposal may not be evaluated if the Proponent’s current or past corporate or other interests may, in the CCRD’s opinion, give rise to a conflict of interest in connection with the project described in this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent is advised to consult with the Contact Person prior to submitting a Proposal.

Evaluation

The evaluation of the Proposal will be by staff of the CCRD but may include Contractors/contractors of the CCRD. The CCRD’s intent is to enter into a Contract with the Proponent who has been evaluated as having the most desirable proposal. The CCRD may, at its discretion, request clarifications or additional information from Proponents with respect to any Proposals, make such requests to only selected Proponents, and consider such clarifications or additional information in evaluating the Proposals.

Negotiation/Negotiation Delay

The CCRD reserves the right, prior to awarding the Contract, to negotiate changes to the scope of work (including pricing to meet budget) with the successful Proponent without advising any other Proponent or allowing any other Proponent to vary their Proposal as a result of the changes to the scope of work or to the contract documents and the CCRD may enter into a changed or different contract with the successful Proponent without liability to Proponents who were not awarded the Contract.

If a Contract cannot be negotiated within 14 days of notification of the successful Proponent, the CCRD may, at its sole discretion at any time thereafter, terminate negotiations with such Proponent and either negotiate a Contract with the next qualified Proponent, reissue the RFP, or terminate the RFP process and not enter into a Contract with any of the Proponents.

Alternative Solutions

If alternative solutions are to be offered, the Proponent should consult with the Contact Person prior to submitting the Proposal.

Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all Proposals become final. The Proponent will not change the wording of the Proposal after closing and no words or comments will be added to the Proposal unless requested by the CCRD for purposes of clarification.

Proponents' Expenses

The Proponent is solely responsible for its own expenses in preparing the Proposal and in subsequent negotiations with the CCRD, if any. Regardless of whether or not the CCRD elects to reject all Proposals, the CCRD 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 cause of action whatsoever.

Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a Proposal, agrees that it has no cause of action, for any reason whatsoever, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing the Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing time. The accuracy and completeness of the Proposal shall be the sole responsibility of the Proponent and any errors or omissions shall be corrected at the Proponent's expense.

Firm Pricing

Prices will be firm for the entire contract. Unless the RFP specifically states otherwise.

Currency and Taxes

Prices quoted are to be

- in Canadian dollars;
- inclusive of all fees;
- exclusive of disbursements, for which a detailed estimate shall be provided by the Proponent; and
- inclusive of all applicable taxes, broken out.

Completeness of Proposal

By submitting the Proposal, the Proponent warrants that, if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Contractor at no charge.

Subcontracting

The use of a subcontractor(s) (who should be identified in the Proposal) may be acceptable. This includes a joint submission by two Proponents having

no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be defined in the Proposal. However, a proposed subcontractor whose current or past corporate or other interests may, in the CCRD's opinion, give rise to a conflict of interest in connection with the subject-matter of the RFP may not be acceptable. This includes, but is not limited to, a subcontractor involved in the preparation of this RFP. If a Proponent is in doubt as to whether a proposed subcontractor may give rise to a conflict of interest, the Proponent should consult with the Contact Person prior to submitting a Proposal. Where applicable, the names of approved subcontractors listed in the Proposal will be included in the Contract. The addition of new subcontractors, or any other changes to the subcontractor list, as set out in the Contract will not be allowed without the written consent of the Regional District.

Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The CCRD is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal or with any Proponent. The CCRD will assess Proposals in light of the evaluation criteria. The CCRD is under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of the Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Contract

By submitting a Proposal, the Proponent agrees that should its Proposal be successful the Proponent will enter into a Contract with the CCRD

Liability for Errors

While the CCRD has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for the Proponents. The information is not guaranteed or warranted to be accurate by the

CCRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Modification of Terms

The CCRD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

Ownership of Proposals

All Proposals submitted to the CCRD become the property of the CCRD. They will be received and held in confidence by the CCRD, subject to the provisions of this RFP and the Freedom of Information and Protection of Privacy Act. Use of Request for Proposals Any portion of this document, or any information supplied by the CCRD in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of the Proposal. Without limiting the generality of the foregoing by submission of the Proposal, the Proponent agrees to hold in confidence all information supplied by the CCRD in relation to this RFP.

Reciprocity

The CCRD may consider and evaluate a Proposal from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Proposal from a British Columbia supplier.

No Lobbying or Solicitation

The Proponent must not attempt to communicate directly or indirectly with any employee, contractor or representative of the CCRD, including the members of the evaluation team and any elected officials of the CCRD, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the CCRD herein or otherwise.

Collection & Use of Personal Information

The Proponent is solely responsible for familiarizing itself and for ensuring that it complies, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires the Proponent to provide the CCRD with personal information of employees or subcontractors who have been included as resources in response to this RFP, the Proponent will ensure that it has obtained written

consent from each of those persons before forwarding such personal information to the CCRD. Such written consents are to specify that the personal information may be forwarded to the CCRD for the purposes of responding to this RFP and use by the CCRD for the purposes set out in the RFP. The CCRD may, at any time, request the original consents or copies of the original consents from the Proponent, and upon such request being made, the Proponent will immediately supply such originals or copies to the CCR

INSTRUCTION TO PROPONENTS

DESCRIPTION OF SERVICES

TERM

The term of the Contract will see works commence on or about September 15, 2026 FOR a five year period.

RFP DOCUMENTS

There is no RFP document package for this project.

QUERIES

Queries and requests for clarification related to this RFP are to be submitted, in writing, to the following Contact Person:

Contact: Hans Granander
Central Coast Regional District
Box 186, 626 Cliff Street, Bella Coola, BC V0T 1C0
E-mail: hgranander@ccrd.ca;

The Central Coast Regional District will determine, at its sole discretion, whether the query requires response and such responses will be made available to all by issue of addenda posted to the regional districts website (www.ccrd.ca). No verbal conversation will affect or modify the terms of this RFP.

CLOSING DATE AND TIME AND PROPOSAL OPENING

Proposals must be received by the CCRD in electronic form on or before 4:00 pm PDT on August 21, 2026. Late proposals will not be accepted nor will proposals submitted in paper form be accepted. Proposals will not be opened in public.

PROPOSAL FORMAT

The CCRD requests that the following format and sequence be followed in order to provide consistency in considering proposals.

- Title page, including RFP title, proponents name, address, phone number, e-mail address, name of representative and form of business organization (sole proprietorship, partnership, corporation, corporation number, etc.); and
- Letter of introduction, identifying the proponent, the key contacts and their contact information, previous experience in similar projects and contact information for references; and
- The body of the proposal including your approach, methodology with regard to the project including and cost breakdown.

SUBMISSION OF PROPOSALS

Proposals must be submitted to the CCRD in electronic form via e-mail to hgranander@ccrd.ca Paper documentation will not be accepted. Submission must be less than 150 MB. Any submission greater than 150 megabytes must be separated into two emails.

The subject line of the e-mail must include: "RFP-2602 – [Proponent Name]"

The proposal shall include signed documents as required by this RFP, submitted by a person authorized to legally

bind the proponent.

EVALUATION CRITERIA

Proponents must meet or exceed mandatory requirements and must demonstrate in their proposal that they have clear understanding of the RFP requirements. Proponents need to articulate their proposals intentions and expectations indicating how they will fulfill the requirements set out in Schedule A and what they will provide in order to meet the objectives of this project that criteria for evaluation of the proposals may include, but is not limited to:

Criteria	Relative Weight
Vending machines: type, age, quality, features	40%
Financial benefit to airport (rent, fees, % of sales, etc)	40%
Workplan outlining installation timeframe and servicing.	10%
Local sourcing and materials	10%
Total	100%

PROJECT DETAILS

SCOPE OF WORK

Please see Schedule A – Scope of Work

TERMS OF PAYMENT

The proponent will pay CCRD on an agreed schedule for use of space at the airport terminal.

FINANCIAL CONSIDERATION

The proponent will provide a rental fee or a proposed methodology for calculating a fair fee for the privilege of operating the vending machines at the terminal waiting room.

GENERAL CONDITIONS

INSURANCE

Except as may be otherwise expressly approved by the Central Coast Regional District in writing, the proponent will, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the Central Coast Regional District:

- a. Commercial General Liability Insurance with not less than \$2,000,000 coverage per occurrence insuring the Contractor from liability resulting from errors and omissions in the performance of services under the contract. The Central Coast Regional District must be named as an additional insured on this policy and the policy shall contain a cross-liability clause.
- a. The successful Contractor must also provide the Central Coast Regional District with a certificate issued by the insurer(s) as evidence of the coverage required on or before commencement of the project.
- b. Each policy of insurance required under this agreement shall be maintained during the continuance of this agreement and shall not be capable of cancellation unless 30 days' notice is first given to the Central Coast Regional District.
- c. The successful Contractor must ensure that every subcontractor provides and maintains insurance substantially in accordance with the requirements of this agreement. The successful Contractor shall be as fully responsible to the Central Coast Regional District for acts and omissions of subcontractors and of persons employed directly or indirectly by them as for acts and omissions of persons directly employed by the Contractor.

WORKSAFE

The successful proponent shall:

- a. Hold a valid WorkSafeBC registration number for the duration of the project.
- b. Produce a copy of a WorkSafe BC registration number on or before commencement of the project.
- c. Comply with Occupational Health and Safety Regulations.
- d. In the event of a multiple employer workplace (i.e. Field work requiring survey, geotechnical investigation, traffic control etc.) be the designated prime contractor, and fulfil the prime contractor's responsibilities as defined in:
 - i. WorkSafeBC Occupational Health and Safety Regulation, Notice of Project, Section 20.2, and Coordination of Multiple Employer Workplaces, Section 20.3; Workers Compensation Act (RSBC 1996), Coordination at multiple- employer workplaces, Section 118, Subsections (1) & (2); General Requirements; Section 3.10 Worksafe BC.

COMPLIANCE

The work to be carried out must comply with and be in accordance with all provincial and local government laws, permits, regulations and policies.

INDEMNITY

Except to the extent arising out of the negligent acts or omissions of the CCRD and its directors, officers, employees, volunteers, contractors, agents, successors and assigns, as determined by a court of competent jurisdiction, the Proponent/Contractor shall release, indemnify and save harmless the CCRD and its directors, officers, employees, volunteers, contractors, agents, successors and assigns from and against any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the full amount of all legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Proponent/Contractor, its employees, agents, or assigns in the performance of the Services herein, as determined by a court of competent jurisdiction. This release and indemnity shall survive notwithstanding the completion of the Services under this Agreement and/or the expiry or termination of this Agreement. The indemnity provided by the Proponent/Contractor to the CCRD will not in any way be limited or restricted by the insurance requirements or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

SCHEDULES

SCHEDULE A – Scope of Work

SCHEDULE A - SCOPE OF WORK

Bella Coola Airport Vending Machines

To enhance services at the Bella Coola Airport terminal, the CCRD is accepting proposals to install and manage vending machines to dispense coffee, drinks and various food products in the terminal waiting room.

Project Scope:

Proponent to supply, install, service and manage two or three vending machines.

- Dispense packaged food products and possibly other convenience products
- Cold drinks
- Coffee, tea and hot chocolate
- Payment method to accommodate credit or debit cards
- Proponent responsible to purchase and routinely re-stock vending machine supplies
- Proponent responsible to maintain and repair vending machines

CCRD to address any plumbing requirements needed for the machines.

Proposal requirements:

- Description and specification of vending machines
- Rent or proposed method of payment for the lease
- Proponent to provide all necessary tools, labour, basic supplies and safety gear.
- Current WCB coverage and \$2 million commercial general liability insurance
- Goal is to have machines installed by September 30, 2026
- Proposal submission by 4 pm August 21, 2026 to email below.

Evaluation Criteria

Criteria	Relative Weight
Vending machines: type, age, quality, features	40%
Financial benefit to airport (rent, fees, % of sales, etc)	40%
Workplan outlining installation timeframe and servicing.	10%
Local sourcing and materials	10%
Total	100%

Contact Hans Granander, Director of Operations, hgranander@ccrd.ca, 604.828.1045