



**qathet**  
**REGIONAL DISTRICT**

## **Invitation to Tender**

# **SHELTER POINT PARK CONCESSION MANAGEMENT**

**for**  
**SHELTER POINT PARK**  
4919 Shelter Point Road  
Texada Island

**Closing Date: 4:00 pm PST on Friday, March 28, 2025**



**qathet REGIONAL DISTRICT  
INVITATION TO TENDER  
SHELTER POINT PARK - 2025 CONCESSION MANAGEMENT CONTRACT**

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## **INTRODUCTION**

The qathet Regional District (qRD) is seeking bids to provide concession services at Shelter Point Park, 4919 Shelter Point Road, Texada Island, BC, for the 2025 camping season.

### **A. INSTRUCTIONS**

#### **1. Site Visit**

A site visit will be held upon request. Bidders may contact Patrick Devereaux to arrange (see Section 5 – Enquiries for contact details).

#### **2. Submission of Tender**

- a. If you want to receive updates and Addenda in regards to this Invitation to Tender, the attached Appendix C - Registration of Intent to Respond form should be submitted via email to Caroline Visser [operations@qathet.ca](mailto:operations@qathet.ca) or delivered to the qRD office (address below).
- b. One complete copy of Schedules 1, 2, 3, and 4 must be submitted via in a sealed envelope labelled “**Shelter Point Park Concession Management**”.
- c. Oral, telephone, fax or e-mail submission of tenders or modifications ***will*** be accepted. Submit bids to:

qathet Regional District  
Attn: Patrick Devereaux, General Manager of Operational Services  
#202 - 4675 Marine Avenue  
Powell River, BC V8A 2L2  
Email: [operations@qathet.ca](mailto:operations@qathet.ca)

#### **3. Deadline**

- a. **Tenders must be received to the above no later than 4 pm on Friday, March 28, 2025.**
- b. Tenders are irrevocable and shall remain open for acceptance for a period of forty-five (45) days after the Invitation to Tender closing date.

#### **4. General**

- a. The qRD reserves the right to waive informalities in any bid; or to reject any or all bids; or to accept the bid deemed most favourable in the interests of the qRD.
- b. The contract award shall be made on the bid that will give the greatest value based on experience, quality, service and price.
- c. The highest or any bid will not necessarily be accepted.

#### **5. Enquiries**

For more information, contact Patrick Devereaux at 604-485-2260 or by email at: [operations@qathet.ca](mailto:operations@qathet.ca).

## **B. SERVICE REQUIREMENTS**

### **1. General**

The concession contract is awarded solely for the purpose of providing food service to patrons on park premises. Concession facilities are not to be used for any other purpose.

### **2. Concession Premises**

The Shelter Point Park concession facility is located at 4919 Shelter Point Road on Texada Island. The park and concession have sweeping westerly views of the Strait of Georgia. The concession is a timber frame façade building surrounded by towering Douglas fir and cedar forest. The park attracts over 10,000 campers and day trippers a year.

The building and equipment were replaced in 2013-2014 after a fire burned the original structure in 2012. The qRD will not modify the facility or equipment unless required by provincial regulation.

See Appendix A for information on the concession building and equipment.

### **3. Menu**

The concession menu must include, at least in part, food that is typically served at park or beach concessions. The tenderer must provide, on Schedule 2 attached, the menu and associated prices for the fare they propose to serve at the concession.

### **4. Contract Period & Hours of Service**

- a. The concession service should be open from May 14, 2025 to September 2, 2025. At the request of the concessionaire, and with the approval of the Regional District, the period of operation may be extended.
- b. The hours of service may be negotiated.

### **5. Health & Safety Requirements**

- a. It is the responsibility of the concession contractor to operate the concession at all times in a safe and sanitary manner, and to a standard appropriate to a facility operating on government property and serving food to the public.
- b. The concessionaire must know and be familiar with provincial health regulations that apply to public eating facilities and all persons working in the concession must receive instruction in safety and health procedures at a public eating facility. The [BC Health Act: Food Premises Regulation](#) states that every operator of a food service establishment, and at least one employee on every shift, must hold a FOODSAFE Level 1 certificate, or certificate from a course recognized as equivalent to FOODSAFE.
- c. The concession must be operated in accordance with provincial health and Workers' Compensation Board (WorkSafeBC) legislation and the existing qRD rules and procedures as they apply to Shelter Point Park. The Concession Safety Check List is attached as Appendix B.
- d. The concessionaire must maintain the concession porch, decks and equipment in a clean, safe and sanitary condition.
- e. The concessionaire must maintain the area surrounding the concession in a clean and tidy condition by removing and disposing of all garbage in the area bounded by the entrance

road to the concession on the east, the fencing and partition that separate the concession from the caretaker suite on the north, the ocean on the west and the far side of the parking lot on the south. Concession garbage must be disposed of in the park dumpster. The area is covered by the *Heritage Act*; no animals may be unsupervised on the grounds.

- f. The concessionaire must obtain the required Operating Permit from the Vancouver Coastal Health at 604-485-3310.

## **6. Equipment and Supplies**

- a. The concessionaire must supply all additional equipment, dishes, utensils and cleaning supplies necessary to the operation of the concession stand. Whenever possible, cups, plates, utensils, napkins, etc. should be reusable, or be of compostable or recyclable material. Please identify types of materials for serving on Schedule 2.
- b. All qRD equipment will be identified and acknowledged by the successful candidate and will remain on the premises clean and in good working order.
- c. Any failures of qRD equipment would be the responsibility of the qRD. The qRD needs to be notified as soon as possible so repairs can be made.
- d. The concessionaire will be responsible to repair or replace equipment that has failed due to negligence on the concessionaire or its employee's part. Approval must be obtained by the qRD to repair or replace such items.
- e. The concessionaire is solely responsible for conducting research on, learning about, and training their employees on all provided equipment/appliances.
- f. At the conclusion of the contract all qRD equipment and fixtures in the building must be left clean and in good working order.

## **7. Utilities & Services**

- a. The hydro service and telephone (if required) must be put in the concessionaire's name for the period of the contract. The concessionaire must make private arrangements for the delivery and payment of propane used in the concession.

## **8. Additional Employees**

- a. The concessionaire will have full and exclusive authority to hire, compensate and terminate any employees that he/she requires to operate the concession stand.
- b. All employees must be trained in the safe operation of concession equipment. The concessionaire must provide WorkSafeBC coverage for all employees. Proof of WorkSafeBC coverage must be provided before the contract is signed.

## **9. Insurance Requirements**

- a. The concessionaire must show evidence of insurance coverage for theft of her/his property from the concession stand and for a minimum of \$2,000,000 personal liability. The qRD will carry fire and theft insurance on the building and qRD assets.
- b. Proof of this insurance coverage must be provided before the contract is signed.

## C. CONTRACT ARRANGEMENTS

### 1. Bid Price

The bid submitted will be for the 2025 year. **Once a contract is signed, this bid amount is a firm price for the duration of the contract and is not negotiable.**

### 2. Duration of Contract

The contract will be awarded for one year with provisions for renewal for two more years, dependent on the Regional District's determination of satisfactory performance on the part of the contractor. The concessionaire will be under no obligation to renew the contract.

### 3. Payments

#### a. Contract Fee

The concessionaire shall be required to pay the contract fee in two equal instalments, at the following intervals:

- First payment due the date the contract becomes effective
- Second payment due on Friday, August 1, 2025.

#### b. Deposits

A damage/cleaning deposit of \$500 must be paid when the contract is signed. The concessionaire must arrange an inspection with the qRD upon closing for the year; if the concession is clean, tidy, and damage-free, the deposit will be refunded.

## D. TENDER REQUIREMENTS

All bids must include the following information:

1. Deliver to the qRD office or email Appendix C - Registration of Intent to Respond form to Caroline Visser [operations@qathet.ca](mailto:operations@qathet.ca) in order to receive Addenda. Responses to inquiries that correct an error or clarify any provisions of the Invitation to Tender will be answered by Addenda emailed directly to proponents and posted on the qRD website. It is the responsibility of proponents to monitor their email or check the qRD website.
2. Schedule 1: Bid Form (the Contract Price)
3. Schedule 2: Proposed Menu and Associated Prices
4. Schedule 3: Tenders Training, Experience and References (all references must be current and must include accurate, reliable contact information)
5. Schedule 4: Management (describe how you propose to manage the facility)
  - a. the dates you propose to begin and end the service;
  - b. how many hours a week you will personally be present at the concession;
  - c. how the operation will be managed in your absence.

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APPENDIX A

**Shelter Point Concession Building: Building & Equipment Information**

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**BUILDING DIMENSIONS**

Interior:	540 square feet
Covered dining area:	<u>230 square feet</u>
<b>TOTAL</b>	<b>770 square feet</b>

**EQUIPMENT**

- 1 - beverage fridge
- 1 – 3-bin stainless steel sink
- 1 – Imperial propane range
- 1 – Imperial propane grill
- 2 – Vulcan deep fryers
- 2 - 6 foot stainless steel prep counters
- 1 - 4 foot stainless steel prep counter
- 1 - 10 foot stainless steel exhaust/fire suppression hood with roof fan unit
- 2 – upright freezers
- 1 – 7 foot walk-in fridge
- 1 - Badger wet chem fire extinguisher
- 1 - Advantage 10lb ABC fire extinguisher
- 1 - Kiddie fire suppression system
- 1 - John Wood hot water tank
- 1 – condiment fridge
- 2 – patio tables
- 6 – chairs

Shelter Point Park Concession Equipment – APPENDIX A cont.



beverage fridge



exhaust/fire suppression hood with roof fan



2 upright freezers



7 foot walk-in fridge



Imperial propane grill



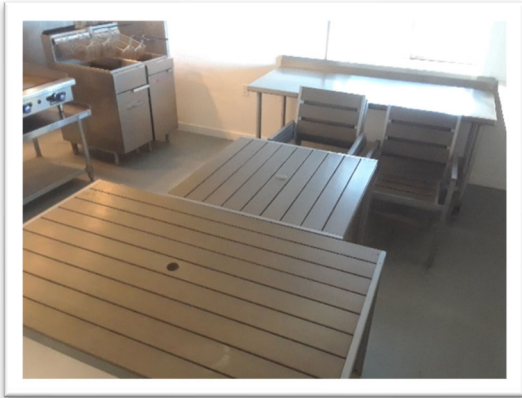
Imperial propane range



refrigerated sandwich salad prep table



two Vulcan 2-basket deep fryers



patio tables & chairs



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**APPENDIX B**

**Shelter Point Concession Building: Safety Check List**

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**EACH DAY DURING OPERATIONS**

1. Run exhaust fan at all times when operating grill and deep fryers.
2. Keep all perishables refrigerated when not in use.
3. Clean up all spills immediately.
4. Keep rags or papers used for clean-up away from grill, stove and deep fryers.
5. Follow personal hygiene and restaurant operation procedures as specified by the Ministry of Health.
6. Strain deep fryer grease as directed by provincial Health Regulations.

**EACH NIGHT DURING CLEAN UP**

1. Turn off all grills, deep fryers and stove. Double check this before leaving.
2. Put away all perishable food.
3. Thoroughly clean filters and drip tray in vent canopy with hot, clean cloths.
4. Wash all dishes and pots using methods approved by Ministry of Health.
5. Wipe all work surfaces, working counters, service counters and tables with clean, hot cloths.
6. Sweep the dining area floor and remove any stains/spills.
7. Mop the floor with hot, soapy water and then rinse with clean water. Dump out the dirty water and rinse out the mop and bucket with clean, hot water.
8. Bag all garbage and remove from the concession. Place garbage in the dumpster.
9. Wash cleaning cloths and leave to soak in a mild bleach solution.
10. Ensure all garbage, recycling and other receptacles are emptied and clean.
11. Wash porch.
12. Lock the doors and windows, after checking that grill, stove, fryers and exhaust fan are turned off.

**WEEKLY**

1. Wash the garbage, recycling and other receptacles.
2. Clean grease trap.
3. Wash the windows on the porch inside and out.
4. Conduct documented safety meetings with staff covering, but not limited to: fire, natural disaster, other.

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**APPENDIX C**

**Registration of Intent to Respond**

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**NAME OF TENDER: Shelter Point Park Concession Management 2025**

If you intend to submit a tender, it is critical that the Regional District can supply you with any Addenda or other correspondence related to the Invitation to Tender.

To ensure that your company receives this material, please email this Registration of Intent to Respond form to [operations@qathet.ca](mailto:operations@qathet.ca) or deliver to the qathet Regional District office at #202 – 4675 Marine Avenue, Powell River, BC V8A 2L2

Please provide the following information:

I, \_\_\_\_\_ representing \_\_\_\_\_ intend to submit a Tender for the Shelter Point Park Concession Management.

1. Company Name \_\_\_\_\_
  
2. Company Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Contact Name \_\_\_\_\_
  
4. Title or Position \_\_\_\_\_
  
5. Phone Number \_\_\_\_\_
  
6. Fax Number \_\_\_\_\_
  
7. Contact Email \_\_\_\_\_

It is the responsibility of the tenderer to confirm receipt of this Intent to Respond form by the qRD.

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**SHELTER POINT PARK CONCESSION MANAGEMENT CONTRACT**

**SCHEDULE 1 - Bid Form**

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TO: qathet Regional District  
#202 - 4675 Marine Avenue  
Powell River, BC V8A 2L2

DATE: \_\_\_\_\_

The undersigned proposes to supply concession services at Shelter Point Park for the 2025 camping season as set out below, and also confirms that the information on the attached Schedules 2, 3 and 4 is complete and accurate.

**BID PRICE**

I propose to use the park concession facility and equipment at a determined contract price to provide my services. I understand that the bid amount provided below is a firm price for the duration of the contract and is not negotiable. I understand that the facility and equipment will not be modified unless those modifications are required by provincial regulation.

**Contract Bid** \_\_\_\_\_

**Plus GST** \_\_\_\_\_

**Total** \_\_\_\_\_

**REQUIRED INFORMATION** (must be provided before contract is signed)

1. Workers Compensation Board (WCB) Registration Number
2. Evidence of Insurance Coverage (theft and liability)

**SIGNATURES**

In submitting this bid, I understand and agree that the highest or any bid will not necessarily be accepted.

I also understand that until a formal agreement is prepared and executed, this bid form along with Schedules 2, 3 and 4, together with Notice of Acceptance, shall constitute a binding contract between us.

**SIGNED AND SEALED BY:**

\_\_\_\_\_  
**Printed Name of Tenderer or Company**

\_\_\_\_\_  
**Signature of Tenderer**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Telephone Number(s)**

\_\_\_\_\_  
**Email Address**



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SHELTER POINT PARK CONCESSION MANAGEMENT CONTRACT

SCHEDULE 3 – Tenderer’s Training, Experience and References

1. Tenderer’s training and experience

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2. Tenderer’s employment or business references – three (3) required

*Printed Name*

*Relationship to Tenderer*

*Contact Information*

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Tenderer’s Signature \_\_\_\_\_

Date: \_\_\_\_\_

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**SHELTER POINT PARK CONCESSION MANAGEMENT CONTRACT**

**SCHEDULE 4 – Management (use additional pages if necessary)**

**1. Proposed opening and closing dates**

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**2. Proposed schedule of operation, days of week, hours of day**

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**3. An estimate of how many hours per week you personally expect to be present at the facility**

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**4. How the operation will be managed in your absence**

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**5. Indicate how you will operate under communicable disease prevention?**

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Tenderer's Signature \_\_\_\_\_

Date: \_\_\_\_\_