



Making a difference...together

Request for Expressions of Interest

Capital Regional District
Salt Spring Island Market Coordinator
SSI 2018-001

The Capital Regional District ("CRD") invites qualified individual service providers with experience in community event coordination to submit Expressions of Interest to provide Market Coordination services for the CRD's Salt Spring Island Market In the Park.

The purpose of this Request for Expressions of Interest is to select a maximum of three (3) of the most qualified individuals which may be invited to participate in the next stage of the selection process. Interested individuals must submit the information required in this Request in order to be considered.

A contract will not necessarily result from this Request for Expressions of Interest. For further information please contact Dan Ovington, at dovington@crd.bc.ca or 250.537.4448

1. **Background**

The Saturday Market is located in the village of Ganges on Salt Spring Island and operates on Saturdays from the Easter long weekend or the first weekend in April, whichever is earlier, to the last weekend of October, annually. Activities take place in and adjacent to Centennial Park, which is made available by the Salt Spring Parks and Recreation Commission (PARC). Fees are charged for vendor space at the Market, with a set number of seasonal vendor spaces being available, as well as daily rental spaces rented on a first-come, first-served basis. Specific rules exist relative to the source of commodities offered for sale, referred to as the "Make it, Bake it, Grow it" guidelines. On-site coordination of activities is required during all hours the Market is in operation, as well as off-site administration activities provided before and after Market hours, by the Market Coordinator Contractor.

2. **Scope of Services**

The following duties and responsibilities are required. The Contractor will:

- review all new vendor applications, ensure they qualify under the "Make it, Bake it, Grow it" guidelines and refer applications to PARC staff if necessary
- annually coordinate the assignment of seasonal vendor spaces within the designated Market area to account for the seniority of Farmer and Craft Vendors
- coordinate the placement and relocation of vendors within the designated Market area on a weekly basis to account for Seasonal Vendor absences and Day Vendor replacements
- collect vendor fees, based on the fee schedule established by PARC; issue receipts; and, deposit all funds at the PARC office, together with copies of receipts, on a weekly basis
- provide a written weekly report, including a summary of fees collected and attendance figures for each vendor category, as well as a synopsis of the day's events during the official market season
- provide monthly attendance report of seasonal vendors identifying fees to be charged including "no show" fees
- take weekly calls from seasonal vendors reporting their absence

- ensure that all food vendors abide by Vancouver Island Health Authority (VIHA) regulations and have VIHA approval prior to vending
- regulate Children Vendors and Non-profit Organizations in the Market area
- monitor the three busking areas to ensure buskers are following the market guidelines.
- ensure that Market signs are in place and supervised each Market day, and returned to storage at the end of the day
- provide direction and monitor the loading and unloading of vendors
- notify PARC staff about vendors who are deemed not to be adhering to the market by-laws, policies and regulations
- respond promptly to telephone/fax/mail/email inquiries regarding the Market philosophy, guidelines, rules and operations
- liaise with PARC representatives, PARC staff, the business community and VIHA representatives as required
- assist PARC staff to prepare Market Advisory Group (MAG) meeting agendas, attend MAG meetings, provide reports on activities and other matters as requested and follow up on assigned tasks
- hand out notices to vendors as and when required by PARC
- ensure copies of all records and correspondence are filed at the PARC administration office as requested
- monitor off season vending during the months of November to March to ensure that vendors are registered

3. **Fees**

The maximum fee for the services above shall be \$26,775, excluding applicable taxes, including all costs and expenses to manage and coordinate the market from Easter Weekend or the first Saturday in April to the last Saturday in October. Other services not listed under the scope of service may be proposed for an additional fee with this request for expressions of interest.

4. **Insurance**

Proof of comprehensive general liability insurance in the name of the Contractor in the amount of not less than THREE MILLION DOLLARS (\$3,000,000.00) per occurrence and business use automobile insurance for all vehicles used while providing the Service in the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) per occurrence is required.

5. **Submission Requirements**

Service providers are asked to emphasize individual experience and expertise in carrying out projects of a similar nature.

The following information is required for the evaluation of credentials (please provide the information in six pages or less with a minimum font of 10pts):

Background and Experience:

- Education and Managerial Expertise.** Describe your relevant education and how you have the necessary technical expertise and managerial background to carry out this assignment. Include a one (1) page maximum description of your capabilities in this regard.
- Past Experience.** List and briefly describe past projects undertaken by you within the last 15 years that are relevant and closely comparable to work proposed herein. Indicate your degree of your responsibility in each of the listed projects.
- References.** Provide names, address and telephone numbers of three client contacts for past projects. Note: spot checks of references will be made to verify client/employer satisfaction with the services provided.

6. Closing Date and Time

The purpose of this request for expressions of interest is to select a maximum of three (3) of the most qualified and experienced individuals which may be invited to participate in the next stage of the selection process for the Market Coordinator role. While through this process the CRD reserves the right to determine the next steps in the process, which may include negotiation with the front-runner(s) resulting from this Call for Credentials, collapsing the selection process or pursuing a different selection process altogether.

Submission of credentials should be made to the undersigned no later than 4pm November 29, 2017. Submissions are to be directed to:

Dan Ovington, Manager Parks and Recreation
108 – 121 McPhillips Avenue
Salt Spring Island BC V8K 2T6
dovington@crd.bc.ca

7. GENERAL

- A. The CRD may, in its sole and absolute discretion, independently verify any information in any submission.
- B. This request for expressions of interest does not create a prequalification, tender or RFP process. This request for expressions of interest is not an invitation for an offer to contract and it is not an offer to contract made by the CRD.
- C. Without limiting the generality of the foregoing, the CRD reserves the right to refuse to proceed with a subsequent competitive process; require any clarification of any submission; request additional information on any submission; reject any or all of the submissions without any obligation or any compensation or reimbursement to respondents; modify this request at any time; proceed with the project or role in some other manner separate from this request, and; re-advertise for new submissions for this work or work of a similar nature.
- D. Service providers must disclose in their response or submission any actual or potential conflicts of interest and existing business relationships it may have with the CRD, its elected or appointed officials or employees.
- E. All documents submitted to the CRD become the property of the CRD and will not be returned to a respondent. They will be received and held in confidence by the CRD, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* of BC.
- F. The CRD and its directors, officers and employees are not liable for any oral, verbal or written information or any advice, or any errors or omissions, which may be contained in this request or otherwise provided to a respondent pursuant to this request. The CRD will not be liable to any respondent for any claims whatsoever incurred by a respondent in preparing or making a submission or participating in any discussions or negotiations or any other activity related to or arising from this request for expressions of interest.

Expressions of Interest should be submitted in the following format:

| <u>Education and Managerial Expertise:</u> | | |
|---|--------------------|-----------------|
| | | |
| <u>Past Experience:</u> | | |
| | | |
| <u>References:</u> | | |
| Name: | Address: | Phone #: |
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| <u>Additional Services:</u> | | |
| Service: | Extra Fees: | |
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