



**Expression of Interest  
For  
Vending Services**

Expression of Interest No.: **EOI 26-036**

Issued: February 26, 2026

Submission Deadline: **March 19, 2026 at 3:00PM local time**

## EXPRESSION OF INTEREST (EOI) NO: 26-036

### VENDING SERVICES

The purpose of this notice is to invite responses from parties interested in providing:  
**Vending Services**

#### **OVERVIEW**

The District of Saanich (the “District”) is seeking one (1) qualified supplier to provide food and beverage vending services at its facilities. The objective is to continue to have an automated and self-sufficient vending machine operation in place to provide nutritional snacks and beverages, including but not limited to all equipment, supplies and personnel necessary to supply, install, stock, operate and maintain the equipment. All costs of operating the vending machines will be the responsibility of the successful respondent.

Currently the facilities include:

Location	Address	Current number of vending machines - Food	Current number of vending machines - Beverages
Saanich Municipal Hall	770 Vernon Ave	1	1
Cedar Hill Recreation Centre	3220 Cedar Hill Road	1	1
Gordon Head Recreation Centre	4100 Lambrick Way	1	1
Saanich Commonwealth Place	4636 Elk Lake Drive	3	3
G.R. Pearkes Recreation Centre	3100 Tillicum Road	3	3

The successful supplier will supply, fill and maintain snack food and beverage vending machines as identified.

The District may add or remove machines or request changes in location of services as required.

#### **Local and Sustainable Food and Beverages**

The District is committed to strengthening our local economy and reducing our carbon footprint by offering local food products and beverages in our facilities. This is in alignment with the Saanich Climate Plan, as well as Feed BC, a provincial initiative to encourage and support a shift to more B.C. food in government facilities.

‘Local’ is defined as food and beverages which are produced, prepared, processed, or procured on Vancouver Island and within British Columbia.

## **Healthy Choices Vending**

The District is inviting responses that provide competitive pricing, strategic pricing to encourage sales of healthy choices, a pleasing product presentation style, display signage on vending machines which reflects healthier choices, little duplication of product in the same machine, and awareness of current trends in the healthy choices and environmental fields.

Healthy Choices Vending is when all vending machines offer healthier food and beverages according to the [Healthier Choices in Vending Machines in BC Public Buildings](#).

Vending machine products will follow the guidelines of the Sell Most (30%), Sell Sometimes (70%), Do Not Sell (0%) categories. Consultation with the District will be required to ensure the approved percentages and a balance of products are provided.

The products to be supplied through all vending machines shall be pure, wholesome, fresh and fit for human consumption. Cigarettes and alcohol shall not be sold. Expired food should not be provided in the machines and if found present, must be removed immediately.

In 2011, Saanich Council endorsed a resolution to phase out the use of plastic waters bottles at all municipal facilities. It should be noted that no bottled water can be sold in vending machines within District facilities.

## **Vending Machine Energy Efficiency**

The Supplier should provide vending machines that possess ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. The Supplier is encouraged to visit [energystar.gov](http://energystar.gov) for complete product specifications and an updated list of qualifying products.

Low Power Mode: In addition to meeting the 24-hour energy consumption requirements listed above, qualifying models shall come equipped with hard wired controls, and/or software capable of automatically placing the machine into a low power mode during periods of extended inactivity while still connected to its power source to facilitate the saving of additional energy, where appropriate. The machine shall be capable of operating in each of the low power mode described below:

- Lighting low power state - lights off for an extended period of time.
- Refrigeration low power state - the average beverage temperature is allowed to rise above 40°F for an extended period of time.
- Whole machine low power state - the lights are off and the refrigeration operates in its low power state.

In addition, the machine shall be capable of automatically returning itself back to its normal operating conditions at the conclusion of the inactivity period. The low power mode-related controls/software shall be capable of on-site adjustments by the vending operator or machine owner.

Note: Machines that are vending temperature sensitive products, such as milk, must not have the refrigeration low power state enabled on site by the vending operator or machine owner due to the risk of product spoilage.

## **Financial**

A financial proposal detailing all costs/commissions, terms & schedule of payments, is to be included with submission.

Respondent's financial proposal must be in accordance with all B.C. Provincial & Municipal Regulations.

The supplier shall pay the District a monthly commission and provide a detailed summary of the breakdown for the sale of all goods on each machine.

### **Supplier Responsibilities**

Vending machines should be appealing in appearance and dependable in their operations. The respondent shall support and install any **Stay Active, Eat Healthy and/or BCRPA designed tools** signage on the vending machines as requested to support healthy eating. Product advertising logos on the machines must be approved in advance by the District.

The Supplier shall remit commissions on an agreed upon time frame basis, supported by a summary of the sale of all goods on each machine, to the appropriate facility. The respondent is required to submit an illustrative sample of the type of report showing sales and commissions payable to the District with the submission.

The respondent shall endeavour to offer vending machines that have a cash free payment option (accept tap, credit and debit cards) as well as cash. Machines must remain current with Canadian currency and must be updated within two (2) months of issuance of release of a new Canadian coin or bill. The Supplier should provide their own WiFi or cellular connectivity as the nature of the District's public WiFi system is subject to fluctuations in usage and demand which sometimes causes unpredictability for payment processing.

The respondent must be compliant with the Payment Card Industry Data Security Standard (PCI DSS version 4).

The respondent will provide a cash float to the District at each vending location in case of machine malfunctions to permit customer refunds. The float will be held and operated on behalf of the Supplier by the District.

The Supplier will provide branded Out of Order signs.

The Supplier is required to submit semi-annual reports for each machine showing the products sold in the Healthy Choices (SM, SS, DNS) categories on July 31 (for January-June) and January 31 (for July- December).

Final machine selection, product selection and price ranges will be based upon consultation with the District, and the District reserves the right to determine final selections.

All machines shall be placed where approved by the District and shall not be installed or removed without the prior approval of the District.

The respondent must keep up, maintain, repair and service the machines at their own expense. The respondent must provide prompt service for malfunctioning machines and resolution of any other operating concerns. Machine servicing must be provided within 12 hours from the time a call is made between the hours of 8:00am to 10:00pm, seven (7) days a week, excluding statutory holidays. Food product replenishment and refund float replenishment must be provided within 12 hours from the time a call is made between the hours of 8:00am to 6:00pm, seven (7) days a week, excluding statutory holidays.

Respondents must ensure that the vending machines and sale of products comply at all times with any regulatory bodies which govern such operations, including but not limited to any federal, provincial or local government bodies. Machines supplied must be at all times a maximum of three (3) years of age, holding a CSA, UL or NSF certification and having a GFI breakers system in place, energy efficient (i.e., lights turn off when not in use), and in acceptable condition and appearance. The District reserves the right to request replacement of equipment if in its opinion the malfunctioning of the equipment is detrimental to the revenue-generating opportunity provided within the facility. The machines must be anchored to the facility to prevent tipping and for earthquake preparation, upon approval by District staff.

### **District Responsibilities**

The District will provide equipment, space and power to the vending machine locations. Respondents should review the existing machines and locations for accurate measurements. Respondents are entirely responsible for determining whether the locations can accommodate their equipment. Should a respondent require additional space they must provide specific details regarding the space required and a drawing showing how the equipment will look once in place. The District will determine whether it is prepared to permit adjustments or reconstruction of the existing spaces which shall in all cases be at the respondent's cost.

The District will provide and maintain any recycling containers for recyclable items from the vending machines.

The District, may from time to time close its recreation facilities for unanticipated events as well as planned projects. Recreation facilities have planned annual maintenance requiring a full closure, generally for two-week periods.

### **No Guarantee of Volume of Work or Exclusivity of Contract**

The District makes no guarantee of the value or volume of work to be assigned to the successful respondent. The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables. The District may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

### **EVALUATION CRITERIA**

In the evaluation process, the District may consider the respondent's past performance or conduct on previous contracts with the District or other institutions.

The District will consider the following when evaluating submissions:

#### **Company Background, Equipment, Servicing**

Respondents should provide a brief company profile as background and context for their capacity to provide the services described in this EOI. The company profile should include:

- Areas of recognized expertise in the marketplace.
- Parent company (if applicable).
- Number of years providing vending services.
- Provide information on how machines connect to the internet via sim card or otherwise.
- The type, age, condition, and footprint of proposed equipment, including any plan to purchase new equipment.
- List payment options, i.e., coin, electronic or card payment.

- Equipment Servicing:
  - Roles and responsibilities.
  - Explanation of service provider, explain if the service provided is in-house or contracted out.
  - Contact information and response time for service during regular business hours, as well as after hours.
  - Explain service call procedures; describe how the District contacts the supplier to request a service call.
  - Advise if all service call outs are included or if there are any charges for any labour, parts, consumables.
  - Damage and wear tear – describe who is responsible.
- Product portfolio available now and products contemplated to be added in the future complete with estimated timelines.
- Financial management & reporting.
- Provide details on how your company will manage beverage vending.
- Provide the standard restocking procedure. Explain if there is a schedule and how restocking is handled.
- Anything else the respondent may wish to include to enhance this section.

### **Value Add**

Respondents should provide a description of any value-added services or options which they feel may be of interest to the District. Below are examples of value-added services which are of particular interest to the District.

- List any options that are available through the vending machines which are not food and beverage, i.e. skate tape, reusable water bottles and coffee cups, swim goggles and caps etc.
- If applicable, an outline should be provided addressing any value-added concepts such as annual lump sum payments, partnerships, sponsorships and outline any specific value-added programs that are to be included.

### **References**

Provide a minimum of three (3) client references where similar services have been provided in the past two (2) years. Indicate the term of the Contract. These references will be evaluated in relevance to this solicitation.

### **Healthy Choices**

A separate section outlining the types of food and beverages to be provided, competitive pricing, strategic pricing to encourage sales of healthy choices, a pleasing product presentation style, display signage on vending machines which reflect healthier choices, little duplication of product in the same machine, and awareness of current trends in the healthy choices and environmental fields.

### **Local and Sustainable Food and Beverage Considerations**

The District is seeking a supplier that will consider incorporating local food and beverages in its vending machine offerings. Preference will be made for products from regional, small, and medium-sized businesses, social enterprises, and/or businesses owned by women, People of Colour, Indigenous People, people identifying as LGBTQIA2S+, people with disabilities, or other people facing systemic discrimination.

Respondents are to describe food and beverage options they will offer that fall under the following categories and give a description of each:

- i. local
- ii. small, and medium-sized businesses,
- iii. social enterprises, and/or businesses owned by women,
- iv. People of Colour or Indigenous People,
- v. people identifying as LGBTQIA2S+,
- vi. people with disabilities, or other people facing systemic discrimination.

### **Financial Information**

- A percentage of monthly gross revenues (commission) to be offered to the District, in addition to the terms and schedule of payments.
- An illustrative sample of the type of report to be provided showing sales and commissions payable to the District.
- Your proposed one-time marketing fund payment.
- Your proposed annual marketing fund payment.
- An outline of any value-added concepts such as non-monetary support, partnerships or marketing programs or any other information which the Respondent believes is relevant to their submission.
- A description of refund procedures and the size of the refund float to be provided.
- Cash free payment option(s).

### **Corporate Sustainability Practices**

- Respondents are to provide details of applicable corporate sustainability.
- Provide information on your Sustainability practices, the focus of which are related to energy management and waste reductions.
- Provide details of efforts to reduce emissions from operations which may include:
  - Energy efficiency.
  - Vehicle fuel efficiency.
  - Greenhouse gas reductions.
  - Recycling and waste reductions.
  - Provide details on your company's Corporate Social Responsibility (CSR) initiatives.
  - Provide any information or documentation on ENERGY STAR Efficiency.

### **RESPONSE INFORMATION**

Submissions should be made attention to **Shannon Gervais-Proulx, Procurement Specialist** and sent by email to: [purchase@saanich.ca](mailto:purchase@saanich.ca).

**Responses would be appreciated on or before 3:00PM local time, March 19, 2026.** Late submissions may not be considered.

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administrative and operational functions. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. [250-475-1775](tel:250-475-1775), e. [foi@saanich.ca](mailto:foi@saanich.ca)