

Instructions to Applicant(s)

In order for the vending license application to be accepted for consideration, the following information is required from the applicant(s) pursuant to Bylaw C501: “*Respecting Vending on Municipal Lands*”:

1. Complete application and bid sheet (one per site).
2. Description and photograph of any stand or food service vehicle to be used (if available).
3. Criminal record/vulnerable sector check report (dated within 30 days of the date of application).
4. Copy of all health permits as required.
5. Copy of photo ID (for example, a Nova Scotia driver’s license).
6. Proof of Insurance with a minimum \$2,000,000 liability *to be provided if the applicant bid is successful.*

**Incomplete applications will *NOT* be considered.**

Joint applications

If two or more persons intend to share a site, each person must provide a separate vending License Application Form with the submission.

Verification of completeness

These instructions provide guidance to the applicant to successfully complete the application. It is solely the responsibility of the applicant(s) to ensure all relevant information is included in the application.

**Applications must be submitted to Procurement at 40 Alderney Drive, Dartmouth, NS Suite 103, No later than 12:00pm on December 31, 2014. Applications will not be publicly opened.**

Instructions for successful Bidder

The successful applicant shall, within ten (10) days, deliver to the license administrator the amount equal to one-fifth (1/5) of the successful bid amount plus the annual license fee. Any outstanding documentation required to complete the process must also be provided within ten days.

The person(s) to whom a site is issued shall, prior to November 1<sup>st</sup>, of the second (2<sup>nd</sup>), third (3<sup>rd</sup>), fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) years of the term for which the license is issued deliver to the License Administrator payment in the amount equal to one-fifth (1/5) of the original successful bid amount plus the annual license fee.

**The applicant/license holder shall be familiar with and abide by all vending regulations in accordance with By-Law C-501.**

Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Stand or Food Service Vehicle: \_\_\_\_\_

Description of the merchandise to be sold: \_\_\_\_\_

Description of site: \_\_\_\_\_ Site # \_\_\_\_\_

Joint Application:  Yes  No

**(If "Yes" a separate vending License Application Form, from each individual must be included)**

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**The following must be submitted within the application:**

Criminal Record Report/Vulnerable Sector Search

Copy of Photo Identification (example, Nova Scotia driver's license)

Written consent from the owner (if applicant is not the owner of the food service vehicle or stand)

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**Please check Yes or No if the following documents are attached:**

Proof of Insurance \$2,000,000 Coverage (Certificate of Insurance naming Halifax Regional Municipality as Addition Insured)  Yes  No

Photograph of stand or mobile canteen  Yes  No

Copy of valid Health Permit  Yes  No

**The applicant/license holder shall be familiar with and abide by all vending regulations in accordance with Bylaw C-501.**

Signature: \_\_\_\_\_

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

## VENDING LICENSE APPLICATION BID SHEET


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### Food Service Vehicle

Please complete the following worksheet.

This worksheet provides an itemized list of the fees related to licensing the site for the prescribed period of January 2015 – December 2019.

Site # \_\_\_\_\_

		<u>Per year</u>		<u>5 year</u>	
(1)	<i>Annual License Fee (A.O. 15)</i>	\$ 915.00	x5	\$ 4575.00	
(2)	<i>Offer per site</i>	\$	x5	\$	 Bid Amount for 5 years
(3)	<i>Total Fee (C501 plus A.O 15)</i>	\$	x5	\$	


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### Food or Non-food Service Stand

Please complete the following worksheet.

This worksheet provides an itemized list of the fees related to licensing the site for the prescribed period of January 2015 – December 2019.

Site # \_\_\_\_\_

		<u>Per year</u>		<u>5 year</u>	
(1)	<i>Annual License Fee (A.O. 15)</i>	\$ 230.00	x5	\$ 1150.00	
(2)	<i>Offer per site</i>	\$	x5	\$	 Bid Amount for 5 years
(3)	<i>Total Fee (C501 plus A.O 15)</i>	\$	x5	\$	

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### Please note:

- Only one bid sheet per submission is required.
- If bidding for multiple sites, a separate vending License Application Form and Bid Sheet must be submitted.

## AVAILABLE SITES

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### Food Service Vehicle Sites:

2. Spring Garden Road, North Side, 32.5 metres East of Brunswick Street
3. Grafton Street, West Side, 25 metres North of Spring Garden Road
4. Argyle Street, East Side, 18 metres South of Carmichael Street
6. Argyle Street, East Side, 20 metres North of Carmichael Street
7. Wright Avenue, North Side, 105 metres West of Joseph Zatzman Drive
10. Dingle Road, in the Sir Sanford Fleming Park Parking Lot
11. Point Pleasant Park-Parking Lot at Black Rock Beach

### Food & Non Food Stand Sites:

2. Spring Garden Road, North Side, 30.5 metres East of Brunswick Street
3. Grafton Street, East Side, 71 metres North of Spring Garden Road - **Non-Food Merchandise Only**
4. Grafton Street, West Side, 56.5 metres North of Spring Garden Road
5. Grafton Street, East Side, 58 metres North of Spring Garden Road - **Non-Food Merchandise Only**
6. South Park Street, West Side, 96 metres South of Spring Garden Road
11. On the Halifax North Common, Cunard Street, South Side, 48 metres East of Princess Place
12. On the Halifax Central Common, 5816 Cogswell Street, 199 metres East of Bell Road