



City of Cranbrook
Request for Expression of Interest
Recreation and Culture Beverage Supply
CRA2026-E-002

The Corporation of the City of Cranbrook (the “City”) invites Expressions of Interest (EOI) from interested parties looking to offer Beverage Supply services for the Recreation and Culture Facilities.

1. City Overview

Cranbrook is a thriving, progressive community offering exciting opportunities to citizens, businesses and visitors. With a population of over 20,000 and a service population in excess of 70,000, the City of Cranbrook is the largest municipality in south-east British Columbia. The City of Cranbrook is committed to enhance the high quality of life enjoyed by its residents.

Western Financial Place (WFP) is the largest sport and entertainment venue in the Kootenays. WFP, operated by the City of Cranbrook, is a 4,200-seat multipurpose facility, home to the Cranbrook Bucks. WFP has a Leisure Pool that houses an 8-lane 25-metre lap pool, a wave pool, waterslide, jacuzzi, sauna and steam room. The facility also has a squash court, restaurant, and other tenants.

2. Examination of Expression of Interest Documents

It is the responsibility of the proponent to examine the Expression of Interest Documents. The Proponent may not claim, after the submission of an Expression of Interest, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Cranbrook.

3. Beverages Required

The City of Cranbrook is seeking a supplier for non-alcoholic beverages, which include:

- carbonated beverages (e.g. Pepsi, Coke, Diet Coke, Diet Pepsi, Seven Up, Sprite);
- Bottled Water (e.g. Dasani, Aquafina);
- Sport Drinks (e.g. Gatorade, Powerade, VitaminWater);
- Energy Drinks (e.g. Red Bull, Monster); and
- Fruit Juices (e.g. Five Alive, Tropicana)

4. Points of Sale Available for Beverage Supply

- Vending machine placements at Western Financial Place, Memorial and Kinsmen Arenas;
- Exclusive product supply to the Western Financial Place restaurant and arena concession operator;
- Exclusive product supply to the Memorial Arena and Kinsmen Quad Ball Park concession operators;

5. Background Information

Cranbrook's Western Financial Place is located at 1777 – 2nd St. N. The facility has a 4,200-seat ice arena, aquatic centre and three privately operated businesses within the facility. The arena is home to the Cranbrook Bucks hockey team and hosts Minor Hockey, Figure Skating, Adult Hockey, spring lacrosse and summer hockey camps. The facility is also used to host special events including, but not limited to, local events, motor sport shows and concerts.

The Cranbrook Bucks host 26+ regular season games. Along with Bucks games, typically the venue hosts three to six concerts, plus other entertainment events annually.

The facility hosts a restaurant/lounge overlooking the ice surface, with a capacity of 150 people. Four concessions in each concourse corner are located on the arena's main concourse.

The aquatic centre hosts approximately 45,000 swim usages annually.

The Memorial arena is located at 1432-2nd St N. The Memorial arena hosts the Figure Skating Club, Cranbrook Minor Hockey and up to twelve adult user-groups. The facility is used by ice user-groups seven days a week from September to the end of March. The majority of adult hockey tournaments are held at the Memorial arena.

In the spring and summer, lacrosse teams use the Memorial Arena.

The Kinsmen arena is located adjacent to the Memorial arena. Use in this facility normally includes minor hockey, school skate activities, some adult groups and public skating. The facility is open from October to mid-March.

In typical years, the Kinsmen Quad park is open yearly from late April to mid-October. The park is used by Cranbrook Minor Ball 3-5 days/week during May, June and July, and by Cranbrook Mixed Slopitch 3 days/week from April to July and September to October. Tournaments include Mid Season and Year End tournaments for Minor Ball, as well as the Year End Slopitch tournament in July. The Kinsmen Quads also host the annual Spirit of the Rockies tournament. The lease space is identified on the floor plan attached as Schedule 'A'.

6. Site visits.

To request a site visit, contact:

Kirby Korven, A/Director Recreation and Culture
(250) 489-0260 or via email kirby.korven@cranbrook.ca

7. Term

The term will be for a predetermined period from date of commencement, with an OPTION TO RENEW for an additional negotiable period, upon mutual agreement between both parties.

8. Scope of Service

The Supplier will maintain a high standard of quality in the supply of product and the installation and maintenance of equipment related to the contract.

Equipment

Automatic vending machines shall be new and/or of good quality. All vending machines shall be attractive in appearance. Energy efficient machines are required.

Supplier must provide an easy and efficient process for refunding money lost due to vending machine malfunctions. The City has no employee who can be designated to process refunds.

Placement of vending machines will be agreed upon by Supplier and the City of Cranbrook. Permission to exchange or remove vending machines must be approved in advance by the Western Financial Place – General Manager-Venues & Events.

The Supplier must provide adequate coolers and fountain dispensing equipment for Western Financial Place's concessions and restaurant; and as required, the Memorial Arena concession. This equipment must be of new and/or good quality and where visible, be attractive in appearance.

Supplier shall at all times be responsible for all service, maintenance and repair of its equipment. Service shall be provided within twenty-four (24) hours of notification of malfunction or vandalism to vending machines. Restaurant/Concession equipment must be functional for all special events and BCHL games. In the event the restaurant opens for a regular schedule (currently it is only open for special events and BCHL games), then service must be provided within twenty-four (24) hours notice of notice of malfunction.

Power to the equipment must fit the present configuration at each location. Supplier is not charged for power consumed by their equipment.

All equipment is to be installed by the Supplier at no charge to the City of Cranbrook. All equipment shall remain the property of the Supplier.

Product Pricing

Must provide competitive pricing comparable or equivalent to national pricing contracts for the Cranbrook Bucks - for the arena concessions and restaurant. The Bucks manage food services for hockey games, concerts, and events.

Provision of Service

Western Financial Place vending machines are planned to be operated by the Cranbrook Bucks Hockey Club. Vending machines will use the product line from the exclusive beverage supplier.

Memorial Arena concession is currently operated on an as-needed-basis by event or tournament concessionaires. Individuals or groups operating the concession will be advised that they are required to use the product line from the exclusive beverage supplier.

9. The Submission

The following information is to be included in the Expression of Interest response:

1. Submittal Form (attached at end of this document);
2. Each submission shall include the company name. Proponents may use this section to introduce the proposed opportunity and the key provisions of the submittal;
3. The name of the person(s) authorized to represent the response in negotiating and signing any agreement which may result from the EOI;
4. The following statement: "Contractor accepts all terms and conditions contained in the City of Cranbrook's Expression of Interest for Beverage Supply";
5. A brief description of the business, its nature, history (including number of years in operation and number of current employees), client base, projects, staff growth, etc. Attach any relevant literature (brochures, etc.);
6. List proposed improvements (if any) to beverage supply services;
7. List proposed products to be sold; and proposed pricing of those products;
8. List proposed fees paid to the City of Cranbrook for the right to supply beverages;
9. List proposed marketing fees paid to the City of Cranbrook for the right to supply beverages;
10. Description of electrical equipment/fixtures and non-energized equipment being brought in;
11. The term of the supply contract and renewal options;
12. Proposed promotional and marketing initiatives within the facilities;
13. Previous Beverage Suppliers have been offered the right to purchase the tickets for one private suite at the Western Financial Place - with twelve adult Cranbrook Bucks Season passes. Please note if this is of interest; and
14. Any other supporting information you may wish to include with your submission.

10. Review Process and Supply Agreement

City staff will consider the submissions and will (by invite only), invite one or more parties for further detailed discussions. The City, at its sole discretion, will decide which, if any, of the applicants to accept.

Prior to any supply agreement being finalized, the City will require a Certificate of Liability Insurance. The City shall have the final authority on all matters regarding submissions to this Expression of Interest.

11. Enquiries and Closing Date:

Enquiries regarding the Expression of Interest should be directed to:

Director Recreation and Culture
c/o City of Cranbrook
40 - 10th Avenue South
Cranbrook, BC V1C 2M8
E-Mail: kirby.korven@cranbrook.ca

Please forward Expressions of Interests clearly labelled “**CRA2026-E-002 Recreation and Culture Beverage Supply**” via email or mail to the address above no later than **4:30 PM Mountain Time, Monday, June 29th, 2026.**

12. Conditions of Expression of Interest Submission

1. The submissions are for information only. A submission does not entitle or obligate the submitter to supply beverage services. The Expression of Interest is non-binding;
2. The City reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not;
3. The submitter can withdraw the submission at any time on giving notice to the Financial Services Manager (the City);
4. The City may withdraw the Expression of Interest at any time;
5. The submitter should provide all information asked for by the Expression of Interest. If the submitter fails to do this, the City may decline to consider the submission;
6. Requests for further information. The submitter must provide such information at its own cost. If the submitter fails to respond in a reasonable time the City may decline to consider the submission further;
7. If the submitter fails to lodge the submission as described above by the closing date, the City may decline to consider the submission;
8. The City will not meet or contribute to any costs associated with a submission. The submitter must meet all costs;
9. The submitter and their representative must not, without written permission of the City, make public any statement in relation to any Expression of Interest document; and
10. The City will not enter into any correspondence or discussion with any submitter relating to decision made by the City on supplying beverage services.

Submittal Form

(This page to be completed and returned with your submission)

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY

POSTAL CODE

NAME OF CONTACT PERSON (PLEASE PRINT)

PHONE NUMBER

MOBILE NUMBER

E-MAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

PLEASE PRINT NAME

DATE