



Request for Expressions of Interest (RFEI)

Number: DOK07-2018

The District of Kitimat is requesting expressions of interest from interested parties for the supply of Visitor Centre and Tourism Services. This RFEI is intended to determine whether or not there is sufficient market interest to proceed to a competitive bidding process. In the event there is sufficient interest in this requirement, the District of Kitimat may, but is not obligated to, initiate a competitive bidding opportunity.

Kitimat is a community of about 8,000 people located on the north coast of British Columbia. The community sits at the head of Douglas Channel next to Kitimat River. Kitimat is situated on the traditional territory of the Haisla Nation, who have occupied the land in the area since time immemorial.

Kitimat and the surrounding area have plenty of entertainment offerings for residents and visitors alike. Indoor and outdoor recreation facilities and surrounding wilderness provide plenty of opportunity for an active, outdoor, west coast lifestyle.

The community was developed in the 1950s to serve the aluminum industry. Over the years, forestry and methanol industries also located here; they have since ceased operations. Recently the LNG industry arrived, which will bring significant investment to the area. As a result, industry is the main employer in Kitimat.

It is anticipated that with LNG development, the community will see an increase in visitation from workers and general visitors. The District of Kitimat believes that effective Visitor Centre and Tourism Services are necessary to expand the tourism sector, support visitors, and sustain a healthy and vibrant community. The District of Kitimat currently contracts these services out based on a four-year contract term which will expire in 2019.

The District of Kitimat seeks to provide a Visitor Centre and Tourism Service that reasonably aligns with the tourism development activities of Destination BC and Northern BC Tourism. The District of Kitimat expects the service provider to take a leadership role in the Visitor Centre and Tourism Services. Activities will include, but not be limited to:

- running a Visitor Centre, providing suitable brochures and information to benefit visitors and residents;
- promoting and facilitating various events open to visitors and residents;
- actively participating in regional visitor/tourism promotion activities;
- designing and publishing an annual visitors guide; and
- being a member of Destination BC and Northern BC Tourism.

The service provider will maintain minimum Visitor Centre hours of:

- 8 hrs/day, 5 days/week during the months of September - June
- 8 hrs/day, 7 days/week during the months of July and August (including statutory holidays)

Further, the service provider will liaise, strategize, and partner with the District of Kitimat's Economic Development department.

A strong knowledge of the tourism industry, and local tourism offerings and opportunities will be considered key assets.

The expected value of the contract (including delivering all competencies) is between \$110,000 and \$120,000 per annum.

Interested parties are invited to respond to this RFEI by submitting a letter to the District of Kitimat that includes a brief statement of the nature of their interest in the District of Kitimat's requirement. Responses should only include a statement of interest and a brief description (no more than one page) of the vendor's relevant qualifications. There will be no evaluation, ranking, or selection of vendors as a result of this RFEI; it will not be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

If subsequent competitive bidding opportunities are issued, the District of Kitimat is under no obligation to advise any vendor responding to this RFEI. Vendors should monitor the BC Bid website (www.bcbid.ca) for such opportunities, which will be open to all vendors, whether or not a response to this RFEI was submitted.

Responses should be delivered by hand, regular mail, facsimile or email to the following location before Wednesday, November 7th, 2018, and should quote RFEI Number DOK07-2018:

District of Kitimat
Purchasing Department
270 City Centre
Kitimat, BC V8C 2H7

Email: purchasing@kitimat.ca

OR

Contact Person:
Robyn Iannarelli
Purchasing Manager
purchasing@kitimat.ca