

Expression of Interest - Retail Food and Beverage Services

Dawson Creek and District Hospital

Issue Date: October 31, 2025

Submission Deadline: 2:00 PM MST on January 16, 2026

1. Objective:

Northern Health Authority (the “Authority”) is conducting an Expression of Interest (“EOI”) process to advertise the upcoming opportunity to operate the café space in the new Dawson Creek and District Hospital (the “Hospital”) and assess the level of market interest. This EOI invites interested parties (“Applicants”) to submit proposals to express interest in providing retail food services to staff, visitors and the public at the Hospital.

Submitting an EOI proposal does not create a binding agreement or claim for compensation. All proposals will remain confidential, and the Authority has no contractual obligations related to this process.

2. Hospital Overview:

The Authority is building a new, state-of-the-art hospital in Dawson Creek to address current and future health and patient care needs. The vision of the Hospital is to create a model of excellence in health care that will incorporate modern best practices and standards for the hospital, as well as meet the future needs of the region.

The Hospital will improve the healing environment and provide culturally safe care for residents of the Northeast. It will benefit patients, families, physicians, and staff through strengthened existing services. The Hospital will support recruitment, retention, and engagement of health care workers and bring local economic benefits to the City of Dawson Creek, surrounding areas, and local Indigenous communities.

The Hospital is being built by Graham Design-Builders LP (the “Design-Builder”) under a design-build contract, and is currently under construction and targeted to open in Spring 2027. The Hospital is located at 925 112th Avenue, Dawson Creek, V1G 2Y3.

More information on the Hospital Replacement Project can be found at the following link on the Let’s Talk project website at <https://letstalk.northernhealth.ca/dcdh-replacement>

Additional information about the Authority is available at <https://www.northernhealth.ca/>

3. Instructions to Applicants:

- a. Applicants are required to respond to the EOI in accordance with the terms outlined in this document. Proposals shall be based on the information provided in Appendix A. Proposals shall be in PDF form and are to be marked with the applicant’s name and the title of *DCDH Retail Food and Beverage Services – EOI*.

- b. Proposals shall be emailed prior to the deadline to the Contact Person, Ramona Daly, ramona.daly@northernhealth.ca. Proposals will only be accepted via email; please do not submit proposals through BC Bid.
- c. All communications and/or questions are to be directed prior to the deadline to the Contact Person, Ramona Daly, ramona.daly@northernhealth.ca
- d. It is the responsibility of the Applicant to thoroughly examine this document and satisfy the full requirements of the EOI. If deemed required by the Authority, addenda will be issued to modify the contents of the EOI. If Applicants would like to be informed of any addenda made to the EOI, please email the Contact Person, Ramona Daly. Changes regarding the EOI will be emailed to the Applicant's Contact Person.
- e. The Authority reserves the right to accept or reject any proposals.

4. Process for Submitting Questions

All communications or questions about this EOI should be sent by email to the Contact Person. No phone call enquiries, or communications via BC Bid will be accepted. An Applicant may request that a response to a question be kept confidential if the Applicant considers the question to be commercially sensitive or confidential in nature, and if the Authority decides that a question must be distributed to all Applicants participating in the EOI, then the Authority will permit the Applicant to withdraw the question rather than receive a response. However, any question and response may, in the Authority's discretion, be distributed to all Applicants that have requested to be informed on the EOI, or the Authority may keep either or both the question and response confidential if in the judgment of the Authority it is fair or appropriate to do so.

To submit a question to the Contact Person, please use the form in Appendix B. The Authority will include its response in Appendix B and return it to the Applicant or Applicant(s) via email to the Applicant's Contact Person.

5. Competitive Selection Timeline:

The following is the Authority's estimated timeline for the EOI process. All dates in the timeline are subject to change at the discretion of the Authority.

Activity	Timeline
EOI issue date	October 31, 2025
Question submission deadline	January 14, 2026
EOI closes – Proposal submission due	2:00 PM MST on January 16, 2026

Proposals to the EOI will not be accepted after the closing date and time.

6. Proposal Submission Form:

Proposal submissions to the EOI should be submitted as per Appendix A.

7. Request For Proposals Process

In the future, the Authority intends with a request for proposals (“RFP”) process for selection of the successful service provider (the “Food and Beverage Contractor”). The Food and Beverage Contractor will then enter negotiations to sign a contract with the Authority for the delivery of their services. Applicants of the EOI may be asked to participate in this process.

8. Opportunity Overview:

Upon execution of the contract, the scope of the Food and Beverage Contractor includes the following:

- The café space will be available for the sale of food and beverage items to staff, visitors and the public. The Food and Beverage Contractor will not be responsible for providing meals to patients.
- The café space is approximately 75 square metres (800 square feet). See Appendix C for more details and reference images. Currently, there is no design for the space and will require improvements to be functional for retail food and beverage operations. The design and construction of the café space is anticipated to be completed by the Design-Builder, with input from the Authority. The Food and Beverage Contractor will not be responsible for any design input into the café space, and is intended to be ready for operations upon opening day.
- The café is intended to be used as a kiosk offering and not as a kitchen for food preparation. It is anticipated that the Food and Beverage Contractor will prepare food off-site, transport it to the Hospital, and use appliances and available space to heat up food for serving. Examples of food offerings include ready-to-eat meals such as soup, sandwiches, salads, as well as coffee, tea, cold drinks, etc. The food offerings shall include a variety of fresh, affordable and healthy food items for a broad range of customer needs. Alcohol / cannabis sales are prohibited.
- Appliances will be supplied and owned by the Authority. Deep fryers or other appliances causing grease-laden vapours are not allowed. It is anticipated that the following appliances may be used, including but not limited to:
 - Microwave.
 - Kettle.
 - Coffee machine.
 - Ice machine.
 - Freezer(s)/cooler(s), as needed.
 - Other appliances/devices that will be determined through the design process.
- Operating hours will be negotiated in the contract, including availability for statutory holidays.
- Catering for staff meetings or other events: no exclusivity. The contract will not obligate either party to conduct business exclusively with the other party. The Authority may pursue catering from other businesses, as needed.

Further details on the retail food and beverage scope of services will be outlined in the RFP process.

9. Term of Contract:

The initial term of the contract will be negotiated with the Food and Beverage Contractor and the Authority may, at its sole discretion, extend the term for a further period as agreed upon with the Authority and the Food and Beverage Contractor. It is anticipated that the parties will execute a contract after award of the RFP process and work towards implementation of the food service plan and start up beginning in spring 2027.

The details on the responsibilities of the Food and Beverage Contractor will be detailed in the contract. A draft contract will be shared with proponents during the RFP process.

Appendix A – Proposal Submission Form

To be considered as an interested party for this opportunity, and to receive future information on the final application process, we ask that you please complete this form and email it at your earliest opportunity but before the deadline to the **Contact Person:**

ramona.daly@northernhealth.ca

Failure to complete and return this form could result in no further communications or missed communications with you regarding this EOI and subsequent RFP opportunities. The Authority will only accept proposals emailed to the Contact Person and will not accept proposals submitted through BC Bid.

Submission of this form confirms your interest in responding to this EOI and being contacted to participate in the RFP process.

Company Name:	
Address:	
Contact Person Name:	
Contact Person Email Address:	

Please tell us how you heard about this opportunity:

- Let's Talk DCDH Website
- Dawson Creek & District Hospital Replacement Project Quarterly Newsletter
- Friends/Family
- Word of mouth
- Northern Health Social Media
- BC Bid
- Chamber of Commerce
- Other: _____

Name & Title: _____

Signature: _____ Date: _____

Appendix B – Question Form

Please refer to section 4 – Process for Submitting Questions of this EOI for details on submitting questions.

The Authority welcomes and encourages any questions about food and beverage services scope that may help inform the RFP. These questions may be addressed in the EOI, or deferred to the RFP. The Authority encourages multiple questions and comments to be submitted in this form.

Name of Applicant Company and Contact Person:	
Is this question confidential?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Question/ Comment:	
Authority Response (Authority Use Only):	

Appendix C – Café Space Drawings

Please note: Renderings and images are approximate and subject to change at any time. They are simulated views and information depicted is illustrative. There is no guarantee that what is depicted will ultimately appear as shown in the final design and construction.

Figure 1: Level 1 Floor Plan - Cafe (in dark orange) by front entrance

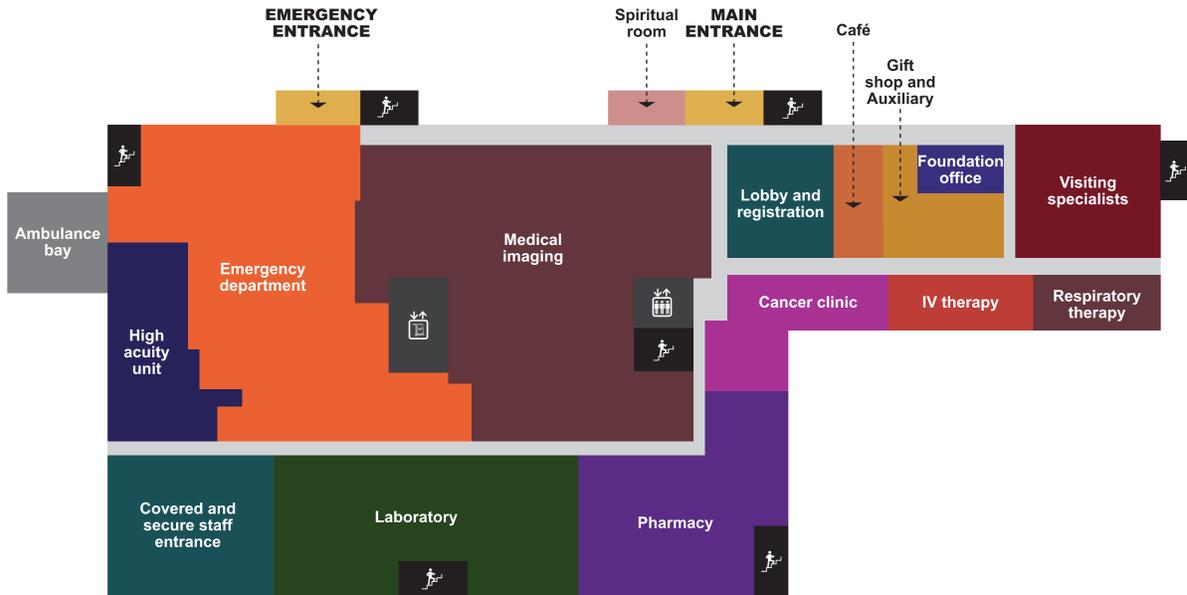


Figure 2: Rendering of cafe space



Figure 3: Floor plan drawing of cafe space

