



## **REQUEST FOR PROPOSALS**

**Date:** February 27, 2019

**To:** Interested Food Vendors

**From:** City of Burlington Department of Parks, Recreation & Waterfront

**Re:** Food Truck Events at Leddy Park

### **1. Introduction**

The City of Burlington Department of Parks and Recreation (“the City”) is hereby requesting proposals for food concessions at Leddy Park on seven designated event dates this summer: June 19, June 26, July 10, July 17, July 24, July 31, and August 7. The selected responder(s) will be issued a concession agreement, reflecting the terms of this Request For Proposals (“RFP”) and other mutually agreed upon terms reflected in a Concession Agreement to be executed after the selection process is complete.

### **2. Proposal Evaluation**

The Department will evaluate experience in vending, clarity of proposal/skills/expertise, knowledge of concessions, menu variety, compensation and completeness of proposal will be through a competitive review & selection process.

A selection committee made up of representatives from the Department of Parks, Recreation & Waterfront and will evaluate each proposal in response to this RFP.

Evaluation criteria will include, but are not be limited to:

- The responder’s experience in the food and beverage concession business
- The responder’s ability to provide services within preferred times
- The responder’s ability to provide quality, healthy, and local food options
- The responder’s offer to compensate the City
- The responder’s vending cart or structure’s aesthetic appeal and scale

### **3. Proposal Requirements**

Responders shall provide the following information:

- Business name and address, including telephone number and email contact.
- Year established, including former business name and year established if applicable.
- Type of business ownership, and name and location of parent company and subsidiaries, if any.
- A paragraph outlining the description of the specific skills and services the responder is offering, and a description of general qualifications including past or similar experience providing food and beverage concessions.
- A proposed menu and pricing proposal.
- A photograph or to-scale drawing of the proposed vending cart or facilities.
- A description of power source (generator, propane, etc).
- Proposed terms including dates of operation and compensation to the City in the form of a percentage of receipts.



#### **4. Term of Agreement**

Subject to possible earlier termination as provided herein, the concession agreement shall at minimum begin June 17 and end August 7, 2019.

In consideration for the use of City property the vendor agrees to pay the City 20% of receipts during the term of this agreement.

#### **5. Terms and Conditions**

All facts and opinions stated within this RFP, are based on currently available information and additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.

Responders to this RFP shall be responsible for the accuracy of the information they provide to the City. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFP's, and to either substantially modify or terminate the proposed concession at any time prior to final execution of a concession agreement.

The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.

The City reserves the right to request clarification of information submitted and to request additional information from any respondent. The City may not accept any submittal after the time and date specified on the RFP. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process.

If negotiations are not completed with the top ranked respondents, negotiations may proceed with the next most qualified. Upon selection of qualified respondents through the RFP process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected respondents on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFP process again.

All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.

The City of Burlington encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.



## **6. Public Records Policy**

Due regard will be given for the protection of proprietary information contained in all proposals received; however, respondents should be aware that all materials associated with this RFP are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from.

**Deadline for receipt of responses to this RFP is March 22, 2019 at 4:00PM. Proposals can be sent to Parks, Recreation & Waterfront via [eallen@burlingtonvt.gov](mailto:eallen@burlingtonvt.gov) or delivered or mailed to 645 Pine St, Suite B, Burlington, VT 05401.**



**Leddy Beach Bites Food Vendor Application Form**

If there is not enough room, add information on an additional page

1. Business Name (include truck name if different): \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Email: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Year established, including former business name and year established if applicable: \_\_\_\_\_

\_\_\_\_\_

6. Type of business ownership, and name and location of parent company and subsidiaries, if any: \_\_\_\_\_

\_\_\_\_\_

7. Description outlining the specific skills and services the responder is offering, and a description of general qualifications including past or similar experience providing food and beverage concessions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. A proposed menu and pricing proposal: \_\_\_\_\_

\_\_\_\_\_

9. Description of vending cart/truck (include type, size, etc): \_\_\_\_\_

\_\_\_\_\_

10. Description of power source/needs (generator, propane, etc): \_\_\_\_\_

\_\_\_\_\_

11. Proposed terms including available dates of operation and compensation to the City in the form of a percentage of receipts:

\_\_\_\_\_

12. Attach a photograph or to-scale drawing of the proposed vending cart or facilities.