

Food Concessions Request for Proposal



Seattle Parks & Recreation

healthy people healthy environment strong communities

Contracts & Support Administration
Seattle Parks & Recreation
300 Elliott Ave W, Suite 100
Seattle, WA 98119

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www.seattle.gov/parks/seasonalconcessions

Seeking Healthy, Innovative Concessions in Parks

Each year Seattle Parks and Recreation (SPR) offers a limited number of food concession permits in select city parks. Concession permits are awarded through a competitive evaluation process called the Request for Proposal (RFP). Successful proposals must demonstrate the ability to provide healthy, innovative, affordable, safe and reliable services to park patrons while paying reasonable concession fees.

Seasonal Concessions - Food Vending in Parks

Evaluating the Proposals

An independent panel will review proposals submitted through the RFP process. The panel will score the proposals and interview the proposers (if necessary). The proposer with the highest scored proposal will be offered the permit opportunity. Once the RFP selection concludes and successful proposers notified, the SPR website will be updated to show which parks remain available. Late applicants for parks will be evaluated if space is available.

Park Locations

Park locations vary with sites appropriate for carts, food trucks and other self-contained food service businesses. Please see the specific park information for more details and fees.

Generally, park sites are as depicted. SPR will not add power or water to a site. SPR will not authorize the creation of storage space or structures to support a proposed business model.

Questions about the Request for Proposal?

Please email amy.hamaker@seattle.gov. Responses to questions and additional information and/or changes will be posted on SPR's website within three business days. The deadline to submit questions is March 2, 2020.

Submitting Your Proposal

- Use the attached document to submit your proposal.

- Submit a clear and concise explanation of your proposed business. There is no need to submit elaborate materials or purchase folders or binding.
- Provide all references and materials requested in the instructions including photos or site maps.

2020 Request for Proposal Schedule

| | |
|---------------|---|
| January 17: | Proposals Available |
| March 6: | Application Deadline Proposals due at 3 PM |
| April 20: | Successful applicants chosen and notified (Tentative) |
| May 15: | Permit issued and payments collected |
| May 22-Sept 7 | Peak vending season |

Parks that are Unavailable Through this Process

SPR is not accepting seasonal food concessions at the following locations: **Green Lake Park, Discovery Park, Golden Gardens Park, Washington Park Arboretum, Madrona Beach Park and Gas Work Parks**

Westlake and Occidental Parks are administered by the Downtown Seattle Association (206) 613-3225.

At time of permitting, vendors are required to provide the following items:

- Proof of insurance listing City of Seattle as an additional insured accompanied by a policy endorsement on a form CG 2026
- \$75 permit fee per park
- City of Seattle business license
- Background check
- Seattle-King County Department of Health Permits (if necessary)

Other Considerations:

- No gas, coal, charcoal or similar portable cooking equipment is permitted unless the prior written approval of SPR has been obtained and the Seattle Fire Department has issued a fire permit.
- Most park sites do not have electricity so vendors must be self-contained. If electricity is available, check the existing electrical capacity of the site to make sure there is sufficient electrical capacity for your equipment. Do not use multiple extension cords or multi-plug adapters. If you are not certain of the electrical capacity available at a park site, then you are advised to seek the opinion of a qualified electrician. Electrical cords and cables must be covered with proper cable covering.
- The concessionaire must supply the appropriate fire extinguisher.
- All vendors must include some healthy options on their menu.
- There are specific dates when large community events take place in Seattle parks, such as Seafair, Art Fairs, Festivals, etc. During these dates, the event holds the permit and concession permits are suspended. Concessionaires may work with these event organizers to seek permission to vend during the event. A list of Major Special Events can be found at: <http://www.seattle.gov/special-events-office/calendar>.
- You will not be permitted to place signs in the park except on your cart.
- Usually you will not have a parking space in the park.
- Seattle-King County Department of Public Health must approve all proposed food carts. Please check

with the Public Health Department to determine requirements prior to submitting a proposal.

- There is no overnight storage for your equipment in the park.
- You will need 2 large trash receptacles and appropriate recycling and compost containers depending on what products you sell. If there is no dumpster in the park, then you will have to remove your own trash each day. Pick up any trash dropped in the park by your customers.
- Your cart, trailer or vehicle must be reasonably attractive in the sole opinion of the Superintendent and well-maintained.
- Amplified sound is not permitted.
- No Styrofoam containers, plastic straws or utensils, may be used. All items must be compostable.

If selected, you are required to fulfill the payment terms of your permit agreement. Concession permits may not be sold or transferred to another entity.

SPR reserves the right to disapprove any proposed business activity. Proposals cannot be accepted for the sale of tobacco or cannabis products, firearms, pornography, alcoholic beverages and products in glass containers.

Scoring Criteria-What Does SPR Consider?

- 1) Experience
- 2) Proposed Services
How does the business enhance the park and benefit users? Align with SPR mission?
How will neighbors view the proposed activities? Is there a history of the proposed activity in the park?
Are products unique with healthy options ?
- 3) Presentation
Is cart attractive and professional? Employee attire?
- 4) Proposed Schedule of Operations
- 5) Menu and pricing
- 6) Business references
- 7) Complete proposal

Does the proposer demonstrate an understanding of the insurance requirements? Has the vendor researched what additional permits are required (if any)?

All applicants are required to visit their desired location prior to submitting a proposal. Sites are as depicted and vary in locations and description; some use permanent concession facilities, others will require self-contained mobile units that need to be removed at the end of each business day. If you have any questions about these locations, please contact the concessions coordinator before submitting your proposal.

Alki Beach Park (2 spaces)

57th and Alki SW

- Description: Busy beach location with pedestrian promenade, sand volleyball courts, and public restroom.
- Space/Site Available: An off-street paved walkway area next to the 57th Street Comfort Station on Alki Avenue. This is a small site and not appropriate for a large truck. The proposed business must suit the space available.
- Electricity may be available from an existing electrical service on the comfort station wall; those proposing must have a qualified electrician verify the electrical service prior to submitting a proposal.
- The comfort station (restrooms) may not be open at all times.
- The concessionaire selected will pay \$2134 for the season. This location has a number of special events in the summer at which the concessionaire may or may not be permitted to vend.

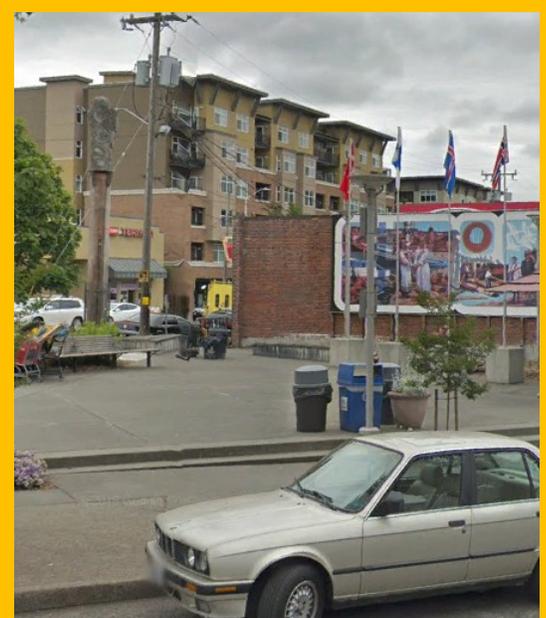
DUE TO COMFORT STATION RENOVATION IN 2020 SITE MAY NOT BE AVAILABLE. CHECK WITH CONCESSION COORDINATOR.



Bergen Place

5240 22nd Ave NW

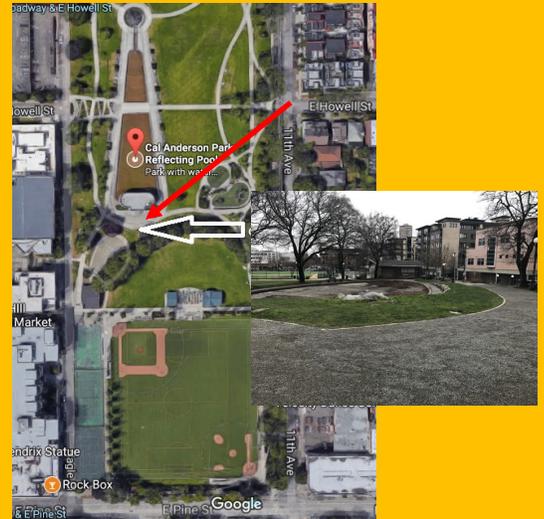
- Description: Community park located in the heart of the Ballard business district.
- Space /Site Available: A paved space for a cart. The concessionaire will coordinate the concession location with SPR staff. Cart must be pushed into the park as driving in the park is not allowed.
- No restrooms.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$1067 for the season.



Cal Anderson Park

1635 11th Ave E

- Description: Youth and adult ball games, playground, wading pool, artistic water feature serves as a gathering place.
- Space /Site Available: A paved space for a cart. The concessionaire will coordinate the concession location with SPR staff. Cart must be pushed into the park as driving in the park is not allowed.
- Restrooms located nearby.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$533 for the season.



Carkeek Park

950 NW Carkeek Park Rd

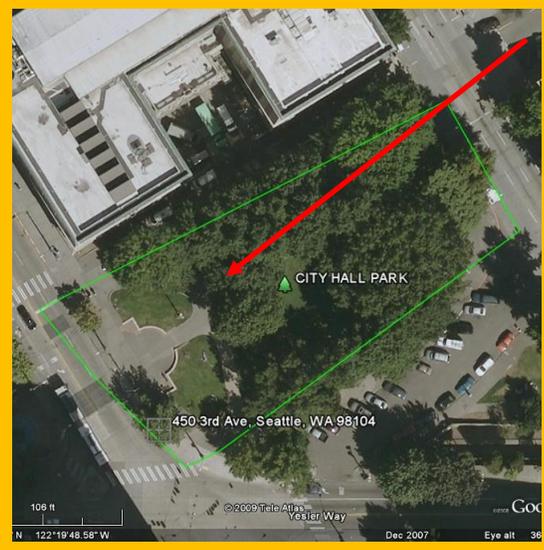
- Description: Large park with play and picnic areas, hiking trails, and beach access.
- Space/Site Available: Concessionaire may park in legal spaces only.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$533 for the season.



City Hall Park

450 3rd Ave

- Description: 1.3 acre urban park located next to the King County Courthouse.
- Space/Site Available: A paved concession site in the west edge of the park, near 3rd Avenue. Alternate site locations may be considered.
- No storage, electricity or water.
- There is no access to utilities or restrooms
- The concessionaire selected will pay \$533 for the season.



Lincoln Park

8011 Fauntleroy Way SW

- Description: This West Seattle Park contains ballfields, playgrounds, picnic sites, miles of trails and a heated saltwater pool.
- Space/Site Available: A space without utilities is available for a food truck or self-contained concession. Site to be agreed upon between SPR and concessionaire. There is no storage or overnight parking. Please include site plan map with your proposal.
- The concessionaire shall not sell products with heavy syrups, as the syrups have been known to attract bees and wasps. Popcorn and similar items that area spread by the wind are likewise not permitted. Use of a generator is not permitted at this location. Electricity may be available from an existing electrical service; the proposer must have a qualified electrician verify the electrical service prior to submitting a proposal.
- The concessionaire selected will pay \$533 for the season. A key deposit is required.



Lowery C. "Pop" Mounger Pool

2535 32nd Ave W 98199

- Description: Busy community pool located in Magnolia
- Space/Site Available: A food service alcove approximately 12 ft. wide by 4ft. feet deep is available for a concession stand. Food service area is equipped with locking gates that would allow for secure storage during non-operating hours. During concession hours, a large space of approximately 12 ft. wide by 6 ft. deep would be allocated by expanding the Food Service area out onto the pool deck. The concessionaire at this location will be asked to carry a small inventory of swim diapers for sale to parents in addition to food products.
- Food service area does not include any cooking facilities, but it is equipped with 208V 40W electricity. Potable water and hand washing facilities are adjacent to the food service. The vendor would need to provide a rolling table or counter with locking wheels. The table would need to have a closed front and appear neat, clean and well maintained. The unit would be able to roll out approximately 2 feet during operation hours and then be rolled back and locked in the secure Food Service area.
- The concessionaire selected with pay the seasonal fee of \$1067.



Matthews Beach Park

9300 51st Ave NE

- Description: Seattle's largest freshwater bathing beach. There are picnic areas, playground, and basketball courts.
- Space/Site Available: A parking lot location within the park or small concession available.
- The concessionaire should arrive early to obtain parking.
- Limited on-site storage with electrical service is available.
- The concessionaire selected will pay the seasonal fee of \$2134.
- A key deposit may be required for this location.



Madison Park

E Madison and Howe St

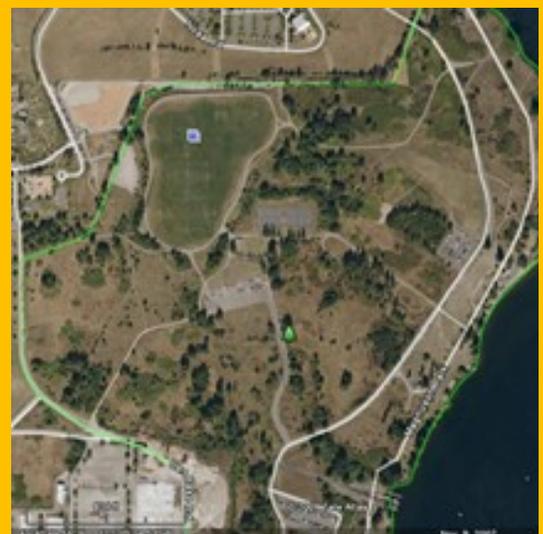
- Description: A lovely grassy park on the shores of Lake Washington.
- Space/Site Available: A space without utilities is available for a self contained concession. The concessionaire will coordinate concession location with SPR staff.
- No power, water or storage is available.
- No parking is available.
- The concessionaire will pay the seasonal fee of \$1067.



Magnuson Park

NE 65th St Entrance

- Description: A lovely grassy park on the shores of Lake Washington
- Space/Site Available: A space without utilities is available for a self-contained concession. The concessionaire will coordinate concession location with SPR staff.
- There is no overnight parking, storage, electricity, or water.
- The concessionaire will pay the seasonal fee of \$1067.



Mount Baker Beach Park

2205 Lake Washington Blvd S

- Description: Freshwater bathing beach on the shores of Lake Washington.
- Space/Site Available: A space without utilities is available or small self contained concession. The concessionaire will coordinate the concession location with SPR staff.
- The concessionaire selected at this location will be asked to carry a small inventory of swim diapers for sale.
- The concessionaire will pay the seasonal fee of \$533.



Northacres Park

12718 1st Ave NE

- Description: Busy park with 2 ballfields, play area, a dog off-leash area and a spray park.
- Space/Site Available: The concessionaire will coordinate the concession location with SPR staff. Location works well for mobile vending.
- No electricity and no storage in the park.
- The concessionaire will pay the seasonal fee of \$533.



Pritchard Beach

8400 55th Ave S

- Description: Busy waterfront park with swim beach and beautiful waterfront views.
- Space/Site Available: A space without utilities is available for a food truck or other self contained concession. Power and water may be made available from the bathhouse if approved by Parks. The concessionaire will coordinate the concession location with SPR staff.
- The concessionaire will pay the seasonal fee of \$533.



Occidental Park

117 S Washington St

- Occidental Park is administered by the Downtown Seattle Association in partnership with Seattle Parks and Recreation.
- General info: parks@downtownseattle.org or visit the Downtown Seattle Association [website](#).



Seward Park

5895 Lake Washington Blvd S

- Description: 300 acre park located in Southeast Seattle with trails, tennis courts, swim beach and picnic areas.
- Space/Site Available: A space without utilities is available for a food truck or other self contained concession. This space is located near the Seward Park Environmental & Audubon Center.
- The concessionaire selected at this location may be asked to carry a small inventory of swim diapers for sale.
- The selected concessionaire selected will pay \$533 for the season.



Stan Sayres Park

3808 Lake Washington Blvd S

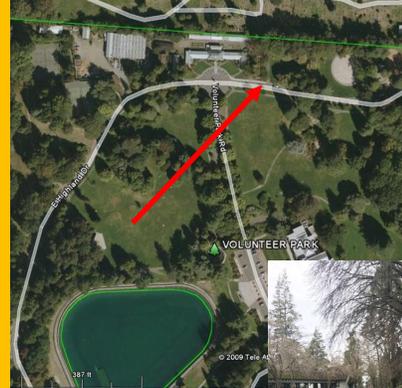
- Description: The home of the Mt. Baker Rowing and Sailing Center, Stan Sayres boasts beautiful mountain views.
- Space/Site Available: A space without utilities is available for a food truck or other self contained concession.
- The concessionaire will pay the seasonal fee of \$533.
- This permit does not authorize vending during Seafair.



Volunteer Park

14th Ave E and E Prospect to Roy St

- Description: Busy park with playground, wading pool, gardens and other amenities.
- Space/Site Available: A street parking location within the park. This is not a reserved space so the concessionaire should arrive early. Overnight parking is not allowed. The concessionaire will coordinate the location with SPR staff.
- There are no utilities or storage available.
- The seasonal concession fee is \$533.



Westlake Park

401 Pine St

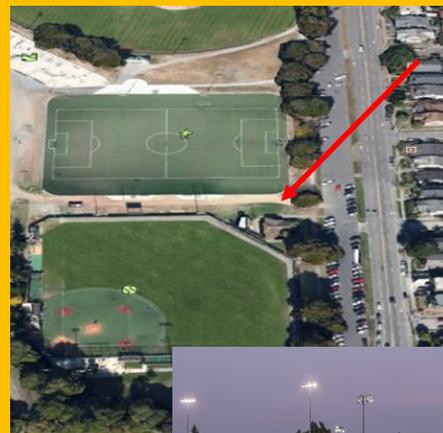
- Westlake Park is administered by the Downtown Seattle Association in partnership with Seattle Parks and Recreation.
- General info: parks@downtownseattle.org or visit: www.downtownseattle.org



Lower Woodland Park

1000 N 50th St

- Description: Busy park location with ballfields in use throughout the summer.
- Space/Site Available: Concessionaire sought for ballfields during busy/heavily scheduled days. Schedule may vary, but must include weekends through the summer.
- There is no storage, utilities, or overnight parking.
- The selected concessionaire selected will pay \$533 for the season.





www.seattle.gov/parks/seasonalconcessions

Please fill out in Adobe Reader, type or print information clearly and attach maps and photos. Unsigned applications will not be accepted. Pages 11-14 of this document may be submitted electronically. If submitting an original copy via US Mail or in-person, attach two additional copies of the proposal and all attachments. Proposals **must be received** by SPR no later than **3 pm on March 6, 2020**.

Options for submission: Submit via email to amy.hamaker@seattle.gov or mailed/hand-delivered to the address above. Please label your proposal: 2020 Seasonal Concessions RFP, Attn: Amy Hamaker

Contact Information

**Required Information*

| Organization Information | | | | | | |
|--------------------------|-------------------|----------------|-----------------------|----------------------|-----------------------|-----------|
| Company Name | | | Organization Type | | | |
| Address | | | Suite | City | State | Zip Code |
| Phone () | Email Address | | Organization Website: | | | |
| Main Contact | | | | | | |
| First Name* | Last Name* | Gender* | Ethnicity (optional) | Languages (optional) | Date of Birth* / / | |
| Residential Address* | | | Apt./Suite | City* | State* | Zip Code* |
| Primary Phone* () | Cell Phone () | Email Address* | | | Promotional Email | |
| Secondary Contact | | | | | | |
| First Name | Last Name | Gender | Ethnicity (optional) | Languages (optional) | Date of Birth / / | |
| Residential Address | | | Apt./Suite | City | State | Zip Code |
| Primary Phone () | Cell Phone () | Email Address | | | Promotional Email | |

Organization Description and Proposed Services

| | |
|---|--|
| In this section, you will describe your proposed business, any positive financial, environmental, social or cultural benefit to the City of Seattle. Please be as complete as possible in the space allotted. | |
| Type of Organization | |
| Experience in Concessions Business | |

Seasonal Concession Fees

Based on your expertise in the seasonal concessions business and having:

- 1) Thoroughly read the enclosed RFP documents
- 2) Asked SPR any questions you may have had about the terms, conditions and responsibilities described
- 3) Visited the proposed sites
- 4) Sought legal and financial advice as needed
- 5) Researched the applicable laws, ordinances, statutes and regulations, you make the following firm and irrevocable offer to pay concession fees as shown below:

You are bidding on a vending permit for the peak season (May 22nd—September 7th), May and September are pro-rated. Extended permit dates are dependent upon park availability and approval.

Memorial Weekend (May 22nd) through Labor Day Weekend (September 7th) 2020 - Peak Season Rates

Tier I Parks – 2020 Seasonal Concession Fee -\$2134

Alki Beach Park, Matthews Beach Park

Tier II Parks – 2020 Seasonal Concession Fee -\$1067

Lowery C. “Pop” Mounger Pool, Bergen Place, Madison Beach Park, Magnuson Park

Tier III Parks – 2020 Seasonal Concession Fee -\$533

Carkeek Park, Cal Anderson Park, City Hall Park, Freeway Park, Jefferson Park, Lake Union Park, Lincoln Park, Lower Woodland Playfield, Mount Baker Beach, Northacres Park, Pritchard Beach Park, Seward Park, Stan Sayres Park, Volunteer Park, Other Park: _____

Tier levels are determined by a variety of factors including park attendance, size and need activation and services.

Leasehold Excise Tax of 12.84% applies to park concession fees. Off-peak monthly rate available. Please check the FAQ on SPR's website.

Fees

Please indicate the parks you are requesting in order of preference:

1. _____ 3. _____
 2. _____ 4. _____

If you are requesting to vend at multiple parks or an extended season, please note:

Fees are payable in advance. For each park you operate in, there is a \$75 permit fee due at the time of permit issuance. Through this process, you are bidding on the peak season, May 22-Sept 7, and you will be required to pay the full peak season rate.

The payment plan options are as follows:

- Pay in full at the time of permitting.
- Submit monthly payment to City Treasury by the first of each month.

Your signature below indicates that you have read the document and understand your payment responsibilities.

| | | |
|----------------------------|-------------|-------------------------------|
| Applicant Signature | Date | Applicant Printed Name |
| | | |

_____ By initialing this line as an electronic signature, I agree to all the terms and conditions that may apply to the Seasonal Concessions permitting process and agree that all information contained in this proposal is true and correct to my knowledge. All documents received by City of Seattle are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.