



TO: City of Austin Vendors

FROM: Davin Bjornaas, Recreation Program Supervisor
A.B. Cantu/Pan American Recreation Center

DATE: May 3, 2017

SUBJECT: Temporary Food/Drink Vendor Solicitation

The City of Austin - Parks and Recreation Department (PARC) is soliciting food/drink vendors as well as commodity vendors for the Hillside Concert Series on July 4th, 11th, 18th, & 25th from 6pm- 10pm. Vendors will be selected based on diversity of menu/product, cost to patrons, experience serving crowds and product sustainability. The Department will be soliciting proposals for:

- A minimum of one (1) and a maximum of three (3) food/beverage vendors
- A minimum of one (1) and a maximum of two (3) commodity/clothing vendors

The charter of the City of Austin, Article VII Section 15, Purchase Procedures, reads: Before the City makes any purchase or contract for supplies, materials, equipment or contractual services, opportunity shall be given for competition unless exempted by state statute. The Parks and Recreation Department is required by this charter to solicit bids for required services.

The 2017 Hillside Concert Series will take place at the A.B Cantu/Pan American Recreation Center located at 2100 E. Third Street, Austin, TX 78702. As many as 2,000 people will come to the park every week to enjoy live music and entertainment. In an effort to provide quality service we are seeking out vendors to offer both food and beverages to our participants.

All questions and concerns on the application and scope of work must be remedied by close of business (5:00 PM) on June 2, 2017.

Proposal Submittal Deadline:

- Friday, June 16, 2017
- 5:00 p.m. central standard time (no late submittals accepted)

Applications may be delivered in person or submitted by mail to:

City of Austin
Parks and Recreation Department
A.B. Cantu/Pan American Recreation Center
Attn: Davin Bjornaas
2100 E. Third Street
Austin, Texas 78702



Application requirements due:

1. Concession application, which includes a thorough representation of products, menu, and booth/stand.
2. Product pricing and listing.
3. Experience serving crowds in a park like environment. Must list name of events, date(s) of events, and total event sales.
4. Must provide copy of Texas Sales & Use Tax Permit

Eco-Friendly:

All vendors are encouraged to be “green” and use packaging materials made from renewable sources instead of Styrofoam or non-recyclable materials. Styrofoam is not allowed. The City of Austin is assessing every event component with the goal of producing a more environmentally responsible event. Through shared ideas and original thinking, we can work together to establish environmental “best practices” by employing materials, technologies and behavioral practices that minimize waste, decrease energy usage, and lessen pollution.

Vendors Locations, Quantity, and Length of Service:

Pan Am Hillside, 2100 East Third Street, Austin, TX 78702; **July 4th through July 25th** (every Tuesday in July); 6:00 p.m. – 10:00 p.m.**

*Chosen vendors could vend a minimum of 1 nights, or up to a maximum of 4 nights. Vendors may not be chosen for all 4 nights based on our discretion.

Compliance Guidelines: (for approved and notified vendors)

Vending Regulations:

- Vendors will be responsible for the containment and disposal of their “**gray water**” and **grease**.
- **No glass products** are allowed on premises.
- All serving cups must be paper or plastic 1 or 2.
- Paper cups cannot have foam lining.
- Plates must be paper.
- Use of recyclable or biodegradable serving containers is encouraged.
- Public napkins must be of recycled content.
- Limit the need for cutlery by focusing on a product line that is hand held and/or can be consumed without utensils (i.e. nachos, hotdogs, popcorn, etc.).
- Cutlery of recycled or biodegradable products is strongly encouraged.
- All cardboard, cans and other recyclable materials must be broken down and/or rinsed and placed in the appropriate City provided recycling containers **AT END OF EVENT**.
- Vending area should be kept neat, orderly and clean in appearance at all times.
- All cooking must be within vendor’s mobile unit.
- There **is no power or water at the site**, all utilities must be provided by the Vendors such as in a generator. All cords must be secured or ramped at the **VENDOR’S** expense from the supply location.



Awarded Vendor Requirements:

- Vendors must acquire their own food permits. Contact Austin/Travis County Health Department for Temporary Health Permit form and requirements.
- A copy required Liability Insurance
- A \$50 a day Parks and Recreation Department Permit fee. If awarded multiple days a 50 dollar fee per day applies.
- COA will have trash cans on site.
- If temporary power is required the Vendor can solicit Austin Energy for a temporary power connection, all use fees apply. An onsite generator can also be used for temporary power. Additional PARD and Austin Energy work will be billed to the requestor at market cost.
- Copy of gray water contract or written containment plan.
- Copy of grease disposal contract or written containment plan.
- Signed concession contract committing to report **all sales and profit**.

Site and Power Specifications:

- All vending will take place on park grounds.
- **Locations have no power.** Plan accordingly when submitting your proposal. Additional requirement which may be approved and negotiated as acceptable will be billable to the successful vendor based on billable staff/electrician time.
- Vendors must supply their own appropriately sized and gauged extension cord(s) for use from the power supply.
- Battery or solar operated lanterns are acceptable. No open flames.
- No access to potable water, VENDOR must supply own.

Selection Criteria:

Food Vendors:

- Diversity of menu/product: What types of products will be offered and how the products relate to the event.
- Cost to patron: Food/beverage vendors must give a price list showing price per quantity.
- Experience: Demonstrate experience serving crowds in a park like environment.

Commodities Vendors:

- Cost to patrons
- Experience: Demonstrated ability serving festival-like crowds
- Family-Friendly appropriate products

**In the event there are multiple “like” vendors who meet all requirements and selection criteria, the Vendor Coordinator may split the weeks between vendors (i.e. vendor “A” is awarded weeks 1 & 3, while vendor “B” is awarded weeks 2 & 4).*

Contact Information:

- Booth/Stand assignments, vehicle pass, vendor credentials, and set-up instructions will be assigned June 27th via email according to the email address listed on the application.

- Vendor Coordinator:

Davin Bjornaas

Phone: 512-476-9193

Email: Davin.Bjornaas@austintexas.gov

Map of Park and Vending Spaces

