**RFA RESPONSE DOCUMENT - TEMPORARY CONCESSIONS**

This Response Document must be submitted by January 31, 2024 - No later than 4:30 p.m.

ANSWER ALL QUESTIONS COMPLETELY

EVALUATION SCORING RELIES ONLY ON WHAT IS WRITTEN IN THIS RESPONSE DOCUMENT

**FULL NAME AND COMPANY INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Name: | - Type Name Here - , Title of the Person…. | | | | |
| Company or Organization: | - Type Company Name Here - , a Choose a state. Choose Organization Type (the “Company”) | | | | |
| Billing Address: |  | State: | Choose State | Zip: |  |
| Mobile #: |  | | | | |
| Email address: |  | | | | |
| Website and Social Media: |  | | | | |

**PARK REQUESTED**

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| Rank the below parks (use 1 as most desirable) or X if you do not want to use a park space | |
| **Michael Butler Park at Town Lake Metropolitan Park – 1000 Barton Springs Rd 78704**   * Snack/Beverage concession * No Electrical Access Available / No Water Access Available - Only Cart Allowed |  |
| **Zilker Metropolitan Park – Parking Lot 1 – 2040 Lou Neff Rd 78746**   * Snack/Beverage concession * No Electrical Access Available / No Water Access Available - Only Cart Allowed |  |
| **Zilker Metropolitan Park – Parking Lot 2 – 2175 Lou Neff Rd 78746**   * Food, Beverage, Snack, and/or sport/leisure products concession * Electrical Access Available / No Water Access Available - Truck, Trailer, or Cart Allowed |  |
| **Zilker Metropolitan Park – Volleyball Courts – 2240 Lou Neff Rd 78746**   * Food, Beverage, Snack, and/or sport/leisure products concession * Electrical Access Available / Water Access Available - Truck, Trailer, or Cart Allowed |  |
| **Zilker Metropolitan Park – Barton Springs Southside – 1076 Azie Morton Rd 78704**   * Snack/Beverage concession * No Electrical Access Available / No Water Access Available - Only Cart Allowed |  |

**BACKGROUND AND QUALIFICATIONS**

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| Describe your background and qualifications in providing your service to the public. |
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| What is unique about your product? |
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| How will the concession meet the varied demands of park users with varied income levels? |
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**SUMMARY OF BUSINESS EXPERIENCE**

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| How long has the company been in business? |
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| List any previous operation in City of Austin Parks. |
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| List any previous operation within City of Austin Right of Way or other locations. |
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| Describe experience in daily high-volume locations serving a diverse population. |
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**PARK OPERATION**

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| Is there an ability to start business operations within fourteen (14) days after contract authorization? |
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| Identify the concession manager and amount of staff expected to work at the park.  Describe their respective roles and responsibilities. |
| Manager(s):  Amount of Staff:  Roles and Responsibilities: |
| What are the proposed hours and days of operation? |
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| Describe a typical day for the operation of the concession, recognizing that park users will arrive as early as sunrise and leave after sunset. Explain what daily tasks would be performed. |
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| Explain how you plan to assure the concession provides a safe and sanitary service.  – If serving food products, specify quality control procedures for maintaining fresh food products and removing outdated products. |
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| Will there be a company uniform for staff? |
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| Describe the customer complaint process, include how complaints are handled and resolved. |
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| List the Social Media platforms used and company website |
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**SUSTAINABILITY**

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| Identify the type of packaging, disposable implements, and similar items that will available to consumers. What practices will help assure that littering is prevented?  *Note: Glass bottles or containers are not permitted.* |
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| Plan to remove waste, litter, and recycling from park |
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| If composting, describe plans for collection and removal |
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| List the contracted company that will collect and remove oils, grease, and grey water |
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| Describe any additional practices to mitigate environment impacts. |
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# **CONCESSION MENU / PRODUCT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Please explain the features of your menu and the products you are offering.  – If serving food products, identify what healthy/healthier menu options you intend to provide. | | |
|  | | |
| Is there an ability to offer contactless payment options as well as accept payment in cash and credit card? | | |
|  | | |
| Is there an ability to accept pre-orders in advance from park patrons? | | |
|  | | |
| **Please list the proposed menu items and cost to patrons:**  \*Add/insert additional pages as needed, OR attach a menu of items and costs.  ***TIP*** *– in Word, use the “tab” key at the last line to create additional rows.* | | |
| **Item/Menu Item** | **Nutrition Value**  **(If Food/Beverage)** | **Cost or**  **Range of Cost** |
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**PHYSICAL DESCRIPTION**

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| Please describe your food truck, trailer, cart, awning and/or equipment. |
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| Provide no less than 4 photos:  Concession devices shall clearly identify concession name and should be free of damage.  Choose one of the below options to provide images:   1. **Insert** digital images into the application below, or 2. **Attach** digital copies in the email with the completed RFA Response Document |
| Image 1:  Image 2:  Image 3:  Image 4: |

**CONCESSION INFORMATION**

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| --- | --- |
| Describe the vehicle/equipment needs for the concession | |
| **Dimensions:**  (Length/Width/Height) |  |
| **Utility Needs:**Specify Electrical (50/30/15 amp) & Water needs |  |
| Preference given to concessions that will not need utility access nor rely on use of a generator | |

**Commercial Use and Concession**

**Standards of Operation**

Understanding that parks are a valuable resource for a large population who have diverse methods of recreation the purpose of this program is to balance the public’s ability to recreate while engaging visitors through professional instruction or experience.

As a permit holder using City of Austin parkland I shall:

Business Operation:

* Clearly display identifiable business/organization name, and staff
* Signage (including menu and pricing), uniform shirt, hat, or other
* Clearly display business contact information for patron feedback.
* Clearly display all required City of Austin permits.
* Commercial Activity location, stand, vehicle, trailer, and/or push cart must be clean and in operational condition without visible damage or defects.
* Shall not engage in conduct which could reasonably create a hostile work environment while on duty or on City premises, to include any work-related setting outside the workplace, such as trips, employment matters, or professional conferences, etc.

Public Interaction:

* Have a valid permit from the City of Austin Parks and Recreation Department and carry and/or display these credentials during business operations.
* Train employees in non-discrimination practices and standards to assure that no person be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, sex, age, disability or national origin.
* Follow ADA guidelines to provide and maintain access for people with disabilities.
* Follow the rules and City ordinances at park spaces and offer courtesy to park users
* Offer courtesy to others who are recreating in the parks.
* Provide a safe and quality experience to park patrons and employees.
* Ensure respect for public property and the property of residents and other businesses.

I understand the listed Standards of Operation and shall ensure compliance. I understand that Violations of the Standards of Operation may include warnings or up to and including termination of contract and permit revocation. The accumulation of no more than two (2) warning notifications may be given regarding the above written standards. Upon three (3) notifications the permit shall be revoked and contract terminated.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This RFA does not commit the City to enter into a contract, the City shall not pay for any costs incurred in the preparation and submission of applications or in anticipation of a contract.

Availability may change based on Department needs and Local guidelines.

**SIGNATURE AND AGREEMENT:**

I certify that the information contained in this approval request is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Company listed in the request.

I have also read, understand, and I am willing to comply with the concession policies and procedures set by the City of Austin Parks and Recreation Department. Company acknowledges that each concession is subject to general park rules and regulations as currently exist and as may be adopted administratively orby ordinance by the City of Austin and agrees to abide by these rules, regulations and requirements.

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|  | Click here to enter a date. |
| Signature of Applicant | Date |

**STEPS:**

* Thoroughly read and understand the RFA Instruction Document
* Examine the exhibits attached to the RFA Instruction Document
* Sign “[Agreement Signature](#SignatureAgreement)” and “[Standards of Operation](#StandardofOperation)” within this RFA Response
* Submit this completed RFA Response Document

**DEADLINE FOR APPLICATION SUBMISSION:**

Interested applicants, must submit this RFA Response Document.

* Submit by email to [Gergo.Perlaky@austintexas.gov](mailto:Gergo.Perlaky@austintexas.gov)
* Applications must be submitted on or before January 31, 2024
* Applications are due no later than 4:30 p.m.

# **NOTICE OF REQUIREMENTS: (Links)**

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| --- |
| * [**Health Department Permit**](https://www.austintexas.gov/department/temporary-food-events)**:** A health permit will be required before the time of contract execution and final permit release for permits with food/beverage sales. |
| * [**State of Texas Sales and Use Tax Permit (tax id)**](https://comptroller.texas.gov/taxes/sales/)**:** Texas tax law requires organizations to collect tax on most of sales of taxable items. https://comptroller.texas.gov/taxes/sales/ |
| * [**Insurance**](http://austintexas.gov/sites/default/files/files/Parks/Special_Events/policies/insurance.pdf)**:** A Certificate of Insurance meeting City of Austin standards will be required   + DETAILS: [www.austintexas.gov/parkevents](http://www.austintexas.gov/parkevents) - see “insurance” in the policies section. |
| * [**Background Check**](http://austintexas.gov/sites/default/files/files/Parks/Special_Events/Concessions/CBI_process.pdf)**:** All vendors and concessionaires are required to show compliance to City of Austin Criminal Background Investigation policies. |
| * [**Standards of Operation**](#StandardofOperation)**:** Business Operation and Public Interaction standards |

**FOR PARD OFFICE USE ONLY**

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**Parks and Recreation Department Review:**

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|  | Approved |  | Denied |

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Site Supervisor/ Printed Name Date

Division Manager Signature

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|  | Approved |  | Denied |

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Event Manager Signature Printed Name Date