**City of Austin Parks and Recreation Department**

**REQUEST FOR APPLICATIONS – TEMPORARY CONCESSIONS**

**Response Document**

This Response Document must be submitted: On or before January 31, 2020 - No later than 4:30 p.m.

**FULL NAME AND COMPANY INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Contact Name: | , Title of the Person…. | | | | | |
| Company or Organization Name: | , a Choose a state. Choose Organization Type (the “Company”) | | | | | |
| Billing Address: |  | | State: | Choose State | Zip: |  |
| Mobile #: |  |
| Email address: |  | | | | | |
| website or social media: |  | | | | | |
| List all other parties involved: |  | | | | | |

**PARK REQUESTED**

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| Rank the below (use 1 as most desirable) or X if you do not want to use a park space | |
| **Deep Eddy Municipal Pool – 401 Deep Eddy Avenue, 78703**   * Beverages and/or Snacks/Treats * Electricity and Water Access Available – No cooking in the building facility |  |
| **Vic Mathias Shores at Town Lake Metropolitan Park – 700 W. Riverside Drive 78704**   * Food, Beverage, Snack/Treat, and/or sport/leisure products concession * Electrical and water access available |  |
| **Zilker Metropolitan Park – Zilker Café Food Court Area – 2201 Barton Springs Road 78746**   * Food and Beverage concession * Electrical and Water access available * Temporary Concession must vacate when Zilker Café construction is complete |  |
| **Zilker Metropolitan Park – Parking Lot 2 – 2175 Lou Neff Road 78746**   * Food, Beverage, Snack/Treat, and/or sport/leisure products concession * Electrical available * No Water access available |  |
| **Zilker Metropolitan Park – Volleyball Courts – 2240 Lou Neff Road 78746**   * Food, Beverage, Snack/Treat, and/or sport/leisure products concession * Electrical and Water access available |  |
| **Zilker Metropolitan Park – Southside Barton Springs Pool – 600 Azie Morton Road 78704**   * Snack/Treat concession * No electrical or water access – no generators allowed |  |

**Start Up**

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| Confirm ability to set up at the vending site within fourteen (14) days after contract authorization. |
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**Executive Summary**

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| Summarize how the concession will meet the Purpose, Background, Objective, and Preferences of this Request for Applications in three (3) pages or less.  Summary should minimally include:   * Description of business experience * Sustainability practices * How the concession will meet the varied demands of all park users families – toddlers to adults * Affordability to Public – financially accessible for park goers of varied income levels * How the concession will meet City of Austin Standards of Operation |
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**Summary of Business Experience**

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| Have you operated in City of Austin Parks in the past?  If yes, how many days and what park? |
|  |
| Have you operated within the city limits of the City of Austin?  If yes, how many days and where? |
|  |
| Please describe your demonstrated experience maintaining a concession area and serving on a day-to-day basis a diverse population within a high-use setting. |
|  |
| Will the business operation be able to accept pre-order meals in advance from park patrons? |
|  |

**Sustainability**

|  |  |
| --- | --- |
| Describe plans for minimizing and disposing waste | |
| Plan to minimize waste and unnecessary packaging: |  |
| Plan to dispose waste, litter, and recycling? |  |
| Plan to mitigate and remove trash and recycling from the area? |  |
| Plan to handle items such as oils, grease, and grey water? |  |

**Additional Sustainability Practices**

Describe any additional practices to mitigate environment impacts.

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# **Concession Menu/Product Information:**

List the proposed menu options, nutrition value (calories/serving) and the prices.

* See Menu preferences (Section 4.4 of Instruction Document)

| **Item/Menu Item** | **Nutrition Value**  **(If Food/Beverage)** | **Cost or**  **Range of Cost** |
| --- | --- | --- |
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\*Add/insert additional pages as needed, OR attach a menu of items and costs.

***TIP*** *– in word, you are able to use the “tab” key at the last line, and create additional rows.*

**Concession Device Information:**

|  |  |
| --- | --- |
| Describe the vehicle/equipment needs for the concession | |
| **Dimensions:**  (Length/Width/Height) |  |
| **Utility Needs:**(specify electrical & water needs) |  |

**Aesthetics:**

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| Please provide no less than 4 Photos to ensure exterior standards and quality of concession truck, cart, trailer, or canopy.  Choose one of the below options to provide images:   1. **Insert** digital images into the application, or 2. **Attach** printed, or digital copies to the completed application |
| Image 1:  Image 2:  Image 3:  Image 4: |

**Local Business Presence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Local Firm** |  | | |
| **Physical Address** |  | | |
| Is your headquarters located in the Corporate City Limits? **(circle one)** | | Yes | No |
|  | |  | |
| Has your branch office been located in the Corporate City Limits for the last 5 years? | | Yes | No |
|  | | | |
| Will your business be providing additional economic development opportunities created by the contract  award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?) | | Yes | No |

**STEPS**

* Thoroughly read and understand the RFA Instruction Document
* Examine the exhibits attached to the RFA Instruction Document
* Submit a completed RFA Response Document

**DEADLINE FOR APPLICATION SUBMISSION**

Interested participants, must submit all the items listed in Section five (5) of the Scope of Work – Proposal Submittals.

* **Applications must be submitted on or before Friday, January 31, 2020**
* **Applications are due no later than 4:30 p.m.**

**SUBMISSION OPTIONS**

**Email:**

[Gergo.Perlaky@austintexas.gov](mailto:Gergo.Perlaky@austintexas.gov)

**Deliver:**

Austin Parks and Recreation Department

Office of Special Events

200 South Lamar

Austin, TX 78704

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

# **NOTICE OF REQUIREMENTS**

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| * **Health Department Permit:** *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):** *Texas tax law requires organizations to collect tax on most of sales of taxable items.* [**https://comptroller.texas.gov/taxes/sales//**](https://comptroller.texas.gov/taxes/sales/) |
| * **Insurance:** *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:** All vendors and concessionaires are required to show compliance to City of Austin Criminal Background Investigation policies. |
| * **Standards of Operation:** Vehicle Exterior expectations and public interaction standards |

**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 |
|  |  |

**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’s Supervisor/ Printed Name Date

Division Manager Signature

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| --- | --- | --- | --- |
|  | Approved |  | Denied |

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Event Manager Signature Printed Name Date