**REQUEST FOR APPLICATIONS - TEMPORARY CONCESSION**

Recreation Centers

Food, Beverages, and/or Snacks/Treats

**OVERVIEW**

The City of Austin Parks and Recreation Department (PARD) is seeking applications from highly qualified and experienced concessionaires to provide Food, beverages, and snacks/treats to park patrons near a choice of Recreation Center sites – Parque Zaragoza Recreation Center and Oswaldo A.B. Cantu/Pan American Recreation Center. The vendors will be selected based on their compatibility requirements described in the attached Scope of Work. PARD looks forward to receiving your application and to a potential future partnership.

City of Austin Parks and Recreation Centers provide neighborhood recreational opportunities for the Austin community.  The successful vendor will serve and benefit the park, recreation center, and the surrounding neighborhood through concession services that enhance the public’s experience. Vendors should plan to create a menu that will attract customers with food, beverage, and snack services reflective of the community it is intended to serve.

**STEPS**

* Thoroughly read and understand this RFA instruction document
* Examine the exhibits attached to this 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 Monday, May 20th, 2019**
* **Applications are due no later than 4:30 p.m.**

**SUBMIT APPLICATIONS IN PERSON, BY MAIL, OR EMAIL TO**

City of Austin - Parks and Recreation Department

200 South Lamar Blvd.

Austin, Texas 78704-1046

Attn: Gergo Perlaky

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

**QUESTIONS**

* If you have any questions regarding this concession opportunity, please contact

Gergo Perlaky – Austin Parks and Recreation Office of Special Events

* + Phone: 512-974-6515
  + Email: Gergo.perlaky@austintexas.gov

**SCOPE OF WORK**

1. **PURPOSE**

The City of Austin (City) seeks applications for a temporary concession permit in response to this Request for Application (RFA) from an individual or company qualified and experienced in food and beverage service operations to provide Food, beverage, and snack/treat service to park patrons in the park space adjacent to the two (2) mentioned Recreation Centers.

1. **BACKGROUND**

Parque Zaragoza Recreation Center – The Recreation Center offers programs which focus on cultural and athletic activities for youth, adult sports and leisure activities, teen activities, Totally Cool Totally Art, and special events. The 17,500 square foot center design includes a gymnasium for basketball and volleyball, complete with locker rooms and showers. Other rooms include an arts and crafts room, weight/exercise room, kitchen, multi-purpose room and administrative office space.  The center is located on the Parque Zaragoza park grounds which offers other amenities including a swimming pool, an outdoor stage area, outdoor basketball court, sand volleyball court, and a multi-purpose field.

Oswaldo A.B. Cantu/Pan American Recreation Center - The Oswaldo A.B. Cantu/Pan American Recreation Center offers a variety of year-round recreation and leisure programs for youth, teens, adults and seniors. Such activities include youth and adult sports, Youth Boxing, Totally Cool Totally Art teen program, After School programs, Day Camps, Spring Break and Summer Camps, and Community Special Events like the Hillside Summer Concert Series, Annual Halloween Carnival, Community Thanksgiving Dinner, and Cookies with Santa.

1. **OBJECTIVE**

To provide Park patrons with access to food, snack/treat, and beverage service the City is soliciting temporary permit applications from qualified and experienced mobile, kiosk, or pushcart food and beverage concession operations with the emphasis on the availability of nutritious, affordable, food, snacks/treat, along with hot and cold beverages.

Maximum Number of Permits Issued under this RFA:

* The City seeks to award temporary permit(s) to provide a maximum of one (1) mobile food, beverage and/or snacks/treats concession operations at each site.

**One (1) Vendor at Parque Zaragoza Recreation Center - 2608 Gonzales Street 78702**

**One (1) Vendor at Oswaldo A.B. Cantu/Pan American Recreation Center - 2100 East 3rd Street 78702**

1. **REQUIREMENTS**
   1. General:
      1. Vendor must have a minimum of three (3) years experience in mobile concession operations.
      2. Term, Hours and Days:
   2. The permit term for this concession will be one six (6) -month period with an option, at the City’s discretion, for one additional up to six (6) - month extension.
   * **Permit Term to begin June – November**
     1. Minimum and Maximum Hours of Operation

**Minimum** **Maximum**

* **Days/week** Fri. Sat. Sun. 7
* **Hours** 5 hours/day 5 am – 10 pm
  + 1. The cost of the six-month permit is $500.00
    2. Preference is for vendors to begin operation no later than 14 days after the notification of the award of permit.
    3. Events may affect access to the concession site. Vendor’s use of the site will be subservient to the needs of the City and event organizers. With reasonable notice, Vendor will be required to remove food truck, stop sales, or alter business operations at the request of the City or event organizers.
    4. Vendor shall accept both cash and credit payment options.
    5. Vendor must comply with all local, state, and federal laws pertaining to the operation of a mobile vendor. All permits must be mounted in a conspicuous location.
    6. Vendor shall be responsible for removing from park property all solid waste and recycling from the concession area at their own cost.
    7. Vendor should operate the concession with a minimal impact to the environment by eliminating or reducing emissions, best practices for the use of chemicals for pest elimination, sanitation, and cleaning; water and energy conservation; and waste management and recycling in accordance with Park Rules as applicable. **(See Exhibit A)**
    8. Limited 110 volt Edison style electrical outlets are available onsite. The city may elect to provide access to the outlets provided the demands and location do not create safety of similar issues.
    9. The site may have variable access to electrical and water utilities – no generators allowed.
  1. Desired Device/ Food Truck Specifications:
     1. **See Exhibit D** for desired locations.
     2. Kiosk, pushcart, or mobile truck are desired device types.
     3. The exact location will be determined at the time the permit is awarded relative to the device specification, size, weight and infrastructure needs of the park. The Vendor may be required to cordon the area for safety purposes.
  2. Menu:
     1. Preference will be toward a menu of food, snacks/treats, and beverages with focus on the following:
        1. Diverse beverage service offering healthy, carbonated, flat, and/or juice based offerings.
        2. Cold or frozen snacks, slushes, smoothies, or similar – with a variety of base ingredients (juice, milk, cream, etc.).
        3. Frozen novelties - popsicles, ice creams, gelatos or similar
        4. Snacks – examples include but are NOT limited to: granolas, popcorn, cheese/crackers, fresh fruit or similar.
        5. Alcohol sales are not allowed. Glass and Styrofoam are not allowed.
     2. Menu must list nutritional information and price for each item. The menu should reflect any changes of offerings by time of day or other consideration.
     3. Menu items should be reasonably priced and affordable for all park patrons regardless of their income or financial circumstance.
     4. Menu should provide kid-friendly healthy options.
     5. Menu preferences are healthy and nutritious options that are:
     6. Low in fat, salt and sugar;
     7. Low in saturated and trans fat;
     8. Vegetarian and gluten-free;
     9. Fruits or vegetables;
     10. Whole grain;
     11. Alternatives to soft drinks or other sugar-sweetened beverages;
     12. Purchased from producers within the State of Texas and from a business within the City of Austin;
     13. Certified Organic or Naturally Grown; and
     14. Ingredients not treated with synthetic chemicals, hormones, or antibiotics.
  3. Insurance: Insurance Requirements are attached for reference. An Insurance Certificate **is not required to be purchased and/or submitted unless awarded a permit through RFA process**. Approved vendor(s) shall provide a Certificate of Insurance naming the City of Austin as an additional insured party. Vendors are required to show proof of comprehensive general liability insurance with a combined single limit of $500,000 per occurrence. Additional vehicle and statutory workers’ compensation insurance may be required. **(See Exhibit C)**
  4. Local Business Presence:The City seeks opportunities for business in the Austin Corporate City Limits to participate on City Contracts. A firm is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits or has a branch office located in the Austin Corporate City Limits in operation for the last five years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm’s headquarters that offers the services requested and required under this solicitation.

1. **PROPOSAL SUBMITTALS**:

Applicants should organize and submit detailed proposals as follows.

* 1. Completion of the [RFA Response Ducment - Application](http://www.austintexas.gov/page/current-temporary-concessionaires) **(Exhibit B)**

1. **EVALUATION CRITERIA:** 
   1. Hours of Operation: Ability to be open for business during minimal hours of operation **(2 points)**
   2. Start-up time: Ability to set up concession no later than 14 days after award of permit **(1 points)**
   3. Experience: Demonstrated experience maintaining a concession area and serving on a day-to-day basis a diverse population within a high-use setting **(10 points)**
   4. Sustainability: Ability of vendor to operate the concession with a minimal impact to the environment by eliminating or reducing emissions, best practices for the use of chemicals for pest elimination, sanitation, and cleaning; water and energy conservation; and waste management and recycling **(2 points)**
   5. Equipment: Aesthetic appeal and quality of concession truck or trailer **(5 points)**
   6. Menu and Cost Health, nutrition, and selection of offered food and beverages as well as cost of food and beverages to patrons **(10 points)**
   7. Optional: Taste test and food truck visit may be conducted at discretion of the City.
      1. **(If required by the City, up to 10 additional points may be awarded)**

**EXHIBITS:**

Exhibit A: [Park Rules](https://library.municode.com/tx/austin/codes/building_criteria_manual?nodeId=S14PAREDEPA)

Exhibit B: [RFA Response Document - Application](https://library.municode.com/tx/austin/codes/building_criteria_manual?nodeId=S14PAREDEPA)

Exhibit C: [Insurance Requirements](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/policies/insurance.pdf)

Exhibit D: Map