

**REQUEST FOR PROPOSALS
FOR RIVERFRONT FOOD TRUCK VENDING SERVICES**

CITY OF BEACON

Notice is hereby given that the City of Beacon is requesting sealed proposals for FOOD TRUCK VENDING SERVICES for the Pete and Toshi Seeger Riverfront Park (Riverfront) and the City managed public pool at University Settlement Camp (USC Pool) to provide food vending services for residents and guests of the City of Beacon. Proposals must be received by **3:00 p.m., Friday, March 24, 2017** at the City of Beacon Municipal Center, located at One Municipal Plaza, Suite One, Beacon, New York 12508.

To request a copy of the Request for Proposals document call, write or email:

Etha Grogan
Assistant to the City Administrator
City of Beacon City Hall
One Municipal Plaza, Suite One
Beacon, New York 12508
845-838-5002
egrogan@cityofbeacon.org

The City of Beacon reserves the right to reject any and all proposals and to waive any and all irregularities in the best interest of the City.

*** Proposals received after the designated time and date may be returned unopened ***

I. Project Overview and Proposal

The City of Beacon is a historic community experiencing a renaissance in southern Dutchess County and is very interested in providing for the greatest enjoyment of the City's amenities. For general information about Beacon, visit the City's website at www.cityofbeacon.org.

- The City is seeking proposals to provide food truck vending services at the riverfront near the Pete and Toshi Seeger Riverfront Park located at 123 Red Flynn Drive and at the USC Pool located at 724 Wolcott Avenue.
- Proposals should include a description on the vending service and a proposed menu with prices.
- The successful Applicant, selected by the City, shall enter into a formal license agreement with the City, which license shall set forth in greater detail the terms, conditions and requirements set forth herein.

II. Project Goals

- The City is proactive in providing for a wide variety of public experiences, both along the riverfront and within other parts of the City.
- The food vending services provided pursuant to the license will enhance the public's experience of the City by adding to the variety of available services and activities in close proximity to the Beacon Metro-North station and the USC Pool.
- The City seeks Applicants who will offer creative and exciting food options at a reasonable cost that can appeal to a large segment of the public.
- Applicants should operate family-friendly businesses. Applicants who utilize crude or offensive imagery or language on their trucks/trailers or menus may not be selected.
- The City would like to enhance the public's overall appreciation of the community and all it has to offer.

III. Qualifications

In order to be considered, an Applicant must operate a food vending truck or trailer and must possess all required permits and approvals required under Federal, state and local law to operate such truck or trailer, including any necessary Department of Health permits. Food trucks/trailers must be fully operable and in good and sanitary condition. The City shall evaluate each complete application received and shall determine the application that will best achieve the Project Goals. An application may be rejected, at the City's option, if the applicant is discovered to have a history of violations.

IV. Scope of Services

- The successful applicant shall provide food vending services at the City's riverfront and at the USC Pool pursuant to a formal license agreement with the City. The specific location of the services shall be selected in cooperation with and subject to the approval of the City, but the City is expecting no greater than three available spots of relatively equal size and

the riverfront and one rotating spot at the USC Pool. The City will mark out proposed sites. No other sales or services may be provided other than what is agreed to by the City.

- It is expected that this service will be provided between the months of April and October, weather permitting for the Riverfront and June through September for the USC Pool.
- All services will be provided on a daily basis and all trucks, furniture, equipment, and other items used by the provider shall be cleared from the riverfront and USC Pool each evening at the conclusion of the service. No items will be permitted to be stored at the site.
- It is expected that the license will be granted on an annual basis, with the opportunity to extend the license annually for up to two additional year's total.

V. Rating and Selection Criteria

The contract will be awarded to the Applicant whose proposal is within a competitive range and determined to be the most qualified to work with the City of Beacon. In selecting the successful Applicant, the City shall consider (i) past experience; (ii) professional expertise, (iii) the price the Applicant will pay for the license; (iv) the reasonableness of the pricing of the items on the menu, (v) whether the Applicant is likely to advance the Project Goals; and (vi) whether the Applicant meets all of the Qualifications stated herein.

VI. Proposal Requirements

Proposals must be submitted in a sealed envelope labelled "City of Beacon Food Truck Vending Services RFP Responses" and include:

- (1) a request for a license to provide these services;
- (2) photographs of the Applicant's food truck/trailer;
- (3) a brief statement explaining the Applicant's business model and philosophy;
- (4) a description of the property dimensions needed, and if possible, a proposed layout of the service area;
- (5) copies of all permits and approvals the Applicant holds for the operation of the food truck/trailer; and
- (6) a proposed menu, with prices.

The successful Applicant should demonstrate a thorough understanding of the nature of the requirements and show experience in this type of service. Each proposal shall lay out a clear and realistic business plan for the conduct of these services. The business plan shall show the provider's ability to provide the necessary products in a professional fashion.

Provider must describe his/her ability to perform the required services. Names, titles, qualifications, and relative contribution of all the individuals who will be providing services should be given for evaluation. Indicate how their combined qualifications/assignments enable them to competently provide the service. The provider must assign an individual to take the lead on this service and provide all required documentation to the City and must include such individual's name, mailing address, telephone number and email address.

Provider must clearly state the nature and cost of all menu items and the license amount offered to the City for the use of the property at the Riverfront and/or Pool.

VII. Insurance and Indemnity

The successful Applicant shall acquire and maintain, for the term of its license with the City, and any renewal or extension thereof, insurance coverage with policy limits of such amounts as specified by the City. The Applicant shall also agree to defend, indemnify and hold the City harmless for any claim arising from its services.

**RIVERFRONT FOOD TRUCK VENDING SERVICES
PROPOSAL**

Monthly license fee amount offered to the City: \$ _____
(no partial payments for periods less than one full month will be considered)

Proposed menu items, including cost: \$ _____

[List or attach]

Other costs anticipated: \$ _____
(must provide costs for all anticipated services and equipment involved)