**REQUEST FOR APPLICATIONS – TEMPORARY CONCESSIONS**

**Response Document**

This Response Document must be submitted by February 1, 2021 - No later than 4:30 p.m.

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.

Availability may change based on State, Local, and Health Orders or City Department guidelines.

**FULL NAME AND COMPANY INFORMATION**

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| --- | --- |
| 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 or social media: |   |
| List all other parties involved: |  |

**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 |
| **Vic Mathias Shores at Town Lake Metropolitan Park – 700 W. Riverside Drive 78704*** Food, Beverage, Snack/Treat, and/or sport/leisure products concession
* Electrical Access Available / Water Access Available
* Truck, Trailer, and Cart Access Allowed
 |   |
| **Zilker Metropolitan Park – Parking Lot 2 – 2175 Lou Neff Road 78746*** Food, Beverage, Snack/Treat, and/or sport/leisure products concession
* Electrical Access Available / No Water Access Available
* Truck, Trailer, and Cart Access Allowed
 |  |
| **Zilker Metropolitan Park – Volleyball Courts – 2240 Lou Neff Road 78746*** Food, Beverage, Snack/Treat, and/or sport/leisure products concession
* Electrical Access Available / Water Access Available
* Truck, Trailer, and Cart Access Allowed
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| **Zilker Metropolitan Park – Zilker Café Area – 2131 William Barton Drive 78746*** Snack/Treat concession
* No Electrical Access Available / No Water Access Available
* Only Cart Access Allowed
* Must vacate area when permanent concession is ready for service in building
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**START UP**

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| Confirm Ability to: * Set up at the vending site within fourteen (14) days after contract authorization.
* Minimum three (3) days per week of operation
* Accept minimum forms of payment cash and credit card
* Offer contactless payment options
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**EXECUTIVE SUMMARY**

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| In Three (3) pages maximum - Provide a narrative to include, but not limited to, the following:* Brief company history
* Key Strengths of company and how performance will exceed others
* How the concession will meet the varied demands of park users of varied income level
* How the concession will meet City of Austin Standards of Operation
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**SUMMARY OF BUSINESS EXPERIENCE**

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| Provide a narrative to include, but not limited to, the following:* Description of business experience
* Number of years company has been in business
* Operation in City of Austin Parks in the past
* Operation within the city limits of the City of Austin
* Experience in daily high-volume Locations serving a diverse population
* Ability to accept pre-order meals in advance from park patrons
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**SUSTAINABILITY**

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| Provide a narrative to include, but not limited to, the following:* Plan to minimizing packaging
* Plan to dispose of waste, litter, and recycling
* If composting, describe plans for collection and daily removal
* Plan to handle items such as oils, grease, and grey water
* Describe any additional practices to mitigate environment impacts.
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# **CONCESSION MENU / PRODUCT INFORMATION**

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| Please list the following in the space provided* Proposed menu items
* Nutritional value if food/beverage
* Cost to patron of each product
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| **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 INFORMATION:**

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

**AESTHETICS:**

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| Provide no less than 4 photos:* Ensuring standards and quality of concession vehicle
* Concession devices should be free of damage
* Clearly identify concession name and concession contact

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:  |

**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 will:

Business Operation:

* Clearly display identifiable business/organization name and staff through signage, 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.

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.
* Ensure respect for public property and the property of residents and other businesses.

I understand the listed Standards of Operation and will ensure compliance. I understand that two (2) warning notifications will be given regarding the above written standards. Upon three (3) notifications the permit will be revoked.

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

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 participants, must submit all this RFA Response Document.

* Submit by email to Gergo.Perlaky@austintexas.gov
* Applications must be submitted on or before February 1, 2021
* 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.
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| * [**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.
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| * [**Standards of Operation**](#StandardofOperation)**:** Business Operation and Public Interaction standards
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**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