



ARTESIAN COMMONS CONCESSION

PROPOSAL PACKET

City of Olympia | Capital of Washington State

NOTE: This bid opportunity originally closed on January 31, 2014. Two vendor spaces remain and will be available until a vendor is selected and under contract.

Olympia Parks, Arts & Recreation is requesting proposals for the operation of a mobile food unit concession at the Artesian Commons. A monthly fee of \$300 per vendor will be required.

Up to three vendors will be selected, each providing a specialty menu that creates diverse offerings among the three. The food concession contract will be issued for the 2014 season beginning no earlier than May 3, 2014 and terminate April 30, 2015. Vendors will be expected to operate Monday through Saturday between 11:00am and 7:00pm. The primary season will run from May 3, 2014 through October 31, 2014. Additional days or extended hours may be considered and require written authorization by the Director of Parks and Recreation.

Prior to beginning operation, the selected vendor(s) must provide the city with a copy of the business's valid Thurston County Health Department Mobile Food Unit (MFU) permit and approved restroom agreement(s) covering the proposed operating schedule.

Enclosed you will find the following:

- Proposal Requirements
- Selection Criteria
- General Contract Template
- Map of Location of Concession

Concession operation details:

Vendor space is limited to a parking stall 25 feet in length as depicted on the attached site plan.

Mobile vendors on City property are subject to fire inspection. Selected vendors shall provide approved fire extinguishing systems for griddles or fryers.

Concessionaires are expected to remove their mobile food units from the artesian court on a daily basis for cleaning and restocking at their approved commissary location(s).

Concessionaires will not use additional tables, grills, bbq/smoker units, coolers, or other structures or appliances that are not an integral part of their mobile food unit.

110V/30A power will be available for each vendor. Potable City water will not be available. A vendor-only handwash station approved by Thurston County Health will be provided and maintained by the City.

Please contact Scott River at (360)753-8506, with any questions or to arrange a site visit.

NOTE: For the week of April 7-11, please contact David Hanna at (360)753-8020 with any questions about this opportunity.

This packet and information provided as part of the bid proposal may be subject to public disclosure.

Proposal Requirements

Proposals must include the following information to be considered complete.

A cover letter describing the applicant's motivation, ability and experience in providing concessions. Include a minimum of one (1) reference with knowledge of applicant's experience with concessions. The references should include contact person, telephone number and relationship to the applicant.

A summary defining cleaning, maintenance and customer service standards that the applicant will provide.

Photo and description of the vehicle proposed for operations.

Menu and prices for each item.

A statement outlining the applicant's process and experience for documenting and reporting revenues.

Finalists should be prepared to display the proposed vehicle and prepare a sample menu item for a selection committee of up to three people. The City of Olympia reserves the right to reject any and all submissions.

**Concession Bid Cover Sheet
Artesian Commons
2014**

Business Name: _____

Owner: _____

Address: _____

Phone Number: _____

Vendor Requirements

The following tasks will be required of the selected vendors. By checking "yes", you agree to the requirement. Checking "no" automatically disqualifies the bid. I understand the vendor team will be required to:	Yes	No
I understand the vendor team will be required to:		
Open and close the food court daily, including securing the vendor-only handwash station.		
Set up, clear and wipe as necessary, and secure at closing all tables and chairs for customers.		
Raise, lower and secure the stage canopy/awning.		
Empty trash receptacles as necessary.		
Operate the sound system within the parameters established by the City.		
I understand my business will be required to:		
Maintain and submit a City of Olympia business license and any licenses, permits or certifications as required by local or state authorities.		
Provide insurance as required by the attached contract template.		

Disclosures

The successful contractor and/or its employees or volunteers will have unsupervised access to children, vulnerable adults or disabled people. The successful contractor will be required to demonstrate that both they and their employees have passed a background check pursuant to RCW 43.43.830.

Have you ever been convicted of a felony? Yes No

If yes, please explain the circumstances involved with your conviction:
