



REQUEST FOR PROPOSALS

Date: May 19, 2022

To: Interested Food Vendors

From: City of Burlington Department of Parks, Recreation & Waterfront

Re: Food Vendors at July 3rd Independence Day

1. Introduction

The City of Burlington Department of Parks and Recreation ("the City") is hereby requesting proposals for food concessions at Waterfront Park on the event date July 3rd, 2022 for the Burlington Independence Day Celebration. The selected responder(s) will be issued a concession agreement, reflecting the terms of this Request For Proposals ("RFP") and other mutually agreed upon terms reflected in a Concession Agreement to be executed after the selection process is complete.

2. Proposal Evaluation

The Department will evaluate experience in vending, clarity of proposal/skills/expertise, knowledge of concessions, menu variety, compensation and completeness of proposal will be through a competitive review & selection process.

A selection committee made up of representatives from the Department of Parks, Recreation & Waterfront and will evaluate each proposal in response to this RFP.

Evaluation criteria will include, but are not be limited to:

- The responder's experience in the food and beverage concession business
- The responder's ability to provide services within preferred times
- The responder's ability to provide quality, healthy, and local food options
- The responder's offer to compensate the City
- The responder's vending cart or structure's aesthetic appeal and scale

3. Proposal Requirements

Responders shall provide the following information:

- Business name and address, including telephone number and email contact.
- Year established, including former business name and year established if applicable.
- Type of business ownership, and name and location of parent company and subsidiaries, if any.
- A paragraph outlining the description of the specific skills and services the responder is offering, and a description of general qualifications including past or similar experience providing food and beverage concessions.
- A proposed menu and pricing proposal.
- A photograph or to-scale drawing of the proposed vending cart or facilities.
- A description of power source and/or power needs for facilities.
- Requested number and location of spaces, if more than one.
- Ability to provide required insurance coverage of 2 million general aggregate, with City of Burlington listed as additionally insured.



4. Term of Agreement

Subject to possible earlier termination as provided herein, the concession agreement shall at minimum begin July 2 and end July 4, 2022.

In consideration for the use of City property the vendor agrees to pay the City a fee per vending location during the term of this agreement. Fees are as follows:

\$800 for Waterfront Park food vendors

\$400 for Perkins Pier food vendors

There may be an added cost for extra electrical requests, to be determined by BPRW staff and electrician.

5. Terms and Conditions

All facts and opinions stated within this RFP, are based on currently available information and additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.

Responders to this RFP shall be responsible for the accuracy of the information they provide to the City. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFP's, and to either substantially modify or terminate the proposed concession at any time prior to final execution of a concession agreement.

The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.

The City reserves the right to request clarification of information submitted and to request additional information from any respondent. The City may not accept any submittal after the time and date specified on the RFP. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process.

If negotiations are not completed with the top ranked respondents, negotiations may proceed with the next most qualified. Upon selection of qualified respondents through the RFP process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected respondents on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFP process again.

All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. Qualifications submitted under the RFP process shall be considered



public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.

The City of Burlington encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.

6. Public Records Policy

Due regard will be given for the protection of proprietary information contained in all proposals received; however, respondents should be aware that all materials associated with this RFP are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from.

Deadline for receipt of responses to this RFP is June 2, 2022 at 4:00PM. Proposals can be sent to Parks, Recreation & Waterfront to the attention of KJ Doyle kjanedoyle@burlingtonvt.gov or delivered or mailed to 645 Pine St, Suite B, Burlington, VT 05401.