

NOTICE TO PORTABLE FOOD/DRINK CONCESSIONAIRES

The City of Escanaba is seeking proposals from food/drink concessionaires for the purpose of providing concessions in Escanaba's Ludington Park during the 2024 summer season. One successful vendor will be awarded exclusive food and drink concession rights during the summer season, except on designated special event days in Ludington Park. Food trucks/trailers/carts will be allowed in the Beach House parking lot area and must be self-contained with water and electricity. (limited electric is available)

Sealed proposals will be received by the City of Escanaba Clerk's Office in Room 101 of City Hall, 410 Ludington Street, Escanaba, Michigan, on or before 1:00 p.m. on March 4, 2024, for furnishing food/drink concessions at Ludington Park. The proposals will be publicly opened and read at said time and date. (FAX and E-MAIL transmittals will not be accepted.)

Concessionaire's proposal forms and specifications are available at the City Clerk's Office or the Recreation Department Office, 225 North 21st Street. Proposals will not be considered unless the proposal form furnished by the City is properly completed and enclosed in a seal envelope marked:

LUDINGTON PARK CONCESSION PROPOSAL - 2024

The City of Escanaba reserves the right to reject all proposals, or any part of any proposal and to waive irregularities in the proposals received.

Kim Peterson
City of Escanaba Recreation Director
recreation@escanaba.org
(906) 786-4141
P. O. Box 948
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SPECIFICATIONS, POLICIES AND GUIDELINES
FOR
LUDINGTON PARK FOOD/DRINK CONCESSIONS
2024 SUMMER SEASON

1. **GENERAL INFORMATION:** The City of Escanaba is soliciting proposals from food/drink vendors and concessionaires to provide food and soft drink services at Ludington Park during the entire 2024 summer season. Ludington Park is a 120 acre city/regional park containing a variety of prime recreation and picnic facilities. Ludington Park services a population of approximately 30,000 persons in Delta County and is utilized daily by several hundred to several thousand users.

The City of Escanaba intends to award one (1) seasonal concessionaire the right to vend food/drinks in Ludington Park for the duration of the summer season. This vendor will be assigned a specific “territory” within the park near Harbor Hideout and the Karas Bandshell. Proposals submitted by concessionaires will be evaluated upon several factors including menus/food/drink selection, anticipated days and hours the concessionaire proposes to operate his/her vending business in Ludington Park and/or past performance with the City of Escanaba. The use of food trucks/trailers/carts will be allowed to park in the designated Beach House parking lot for the summer season.

2. **CONCESSIONAIRE’S FEE:** The prospective concessionaire shall submit a fee with the *Proposal Form* in the amount of \$300 in order for the City of Escanaba to consider awarding concession rights within the one territory within Ludington Park. The appointed concessionaire’s fees shall be retained by the City to offset costs involved, i.e.: trash collection, utilities, etc. Concessionaires not selected will have their \$300 returned in ten (10) days after such bid opening. The food trucks/trailers/carts will be charged a \$20 daily fee, \$100 weekly fee or \$50 three-day weekend fee.
3. **CONCESSIONAIRE’S MENU/FOOD AND DRINK SELECTION:** Concessionaire’s proposals will be evaluated on a number of factors. Food and drink selection offered by the Concessionaire to the public will be evaluated. Provide a complete list of foods, both prepared and/or pre-packaged, and drink selection within the proposal form.
4. **CONCESSIONAIRE’S DAYS/TIMES OF OPERATION:** Provide upon the proposal form, days of the week and daily times the vending operation is anticipated to be present and operational in Ludington Park. This will be a critical factor in the City’s evaluation of the concessionaire’s proposal as the City wishes the park/beach to be serviced with food and drink concessions at peak use times both during weekday evenings and on weekends. It is the intent of this paragraph to permit the vendor maximum flexibility to determine best days and times to vend in the park. The Recreation Department must be notified of the days and times of operation for the food trucks/trailers/carts to be located at the Beach House parking lot. The Recreation Department will post the vendor’s dates and times of service when given appropriate time to do so on their Facebook page.

5. **HEALTH INSPECTION CERTIFICATION:** Provide, with this proposal, a current valid copy of the concessionaire's County Health Certification for 2024. If a current certificate is not available, last year's certification will suffice or evidence certification has been applied for. A valid 2024 County Health Certification is required prior to the placement of any vending unit in Ludington Park.
6. **INSURANCES:** The concessionaire shall provide, with this proposal, evidence of the following insurance policies/certification:

Workers Compensation

Coverage A	Statutory – Michigan
Coverage B	\$100,000

Comprehensive General Liability

Bodily Injury	\$1,000,000 Combined Single Limits (minimum)
Property Damage	\$1,000,000 Combined Single Limits (minimum)

Comprehensive Auto Liability

Auto Liability	\$1,000,000 Combined Single Limits (minimum)
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Upon award of the vending rights to the concessionaire, the concessionaire shall provide the City of Escanaba with a current and updated Certificate of Insurance providing the minimum coverages, as specified. The City of Escanaba shall be named as “additional insured” to all policies.

7. **CONCESSIONAIRE'S VENDING UNIT LOCATION:** The appointed concessionaire may vend food/drink concessions within the territory awarded. The vending unit must be portable. The concessionaire has the option to place and keep vending unit in Ludington Park for extended time periods for the duration of the agreement. It shall be the Concessionaire's responsibility to secure the vending unit when not in use and the City of Escanaba shall not be responsible for damages, theft or vandalism to the unit. The vending unit may not be placed upon any roadway or other areas which may create a safety hazard nor interfere with customary park activities. The food trucks/trailers/carts will vend in the Beach House parking lot and pay a daily fee of \$20. Units cannot be parked overnight, unless vending the next consecutive days. The Recreation Department must be notified of vending days. Units must be secured appropriately and will not be the responsibility of the City of Escanaba.
8. **CONCESSIONAIRE'S HOURS OF OPERATION:** As per Section 5 of the Specifications the vendor is to provide his/her anticipated hours of operation in Ludington Park within the territories granted. Ludington Park hours are 7:30 a.m. to 11:00 p.m. seven days a week. Vendors may not be open for business outside these hours.
9. **SUMMER SEASON TERM DEFINED:** The summer season is defined as May through Labor Day. The appointed concessionaire must vend during this time period as a minimum and may also vend, at his/her discretion before May or after Labor Day.
10. **TRANSIENT MERCHANT'S LICENSE:** The appointed concessionaire must obtain a Transient Merchant's License from the City Clerk's Office. The seasonal license fee is \$60.00 with the concessionaire providing proof of Health

Certification, Insurances, and successfully pass a fire inspection by the Public Safety Department, if applicable.

11. **UTILITIES:** This applies only to the one concessionaire that will be located in the park every day during the summer season. The food trucks/trailers/carts must be self-contained and provide their own water and electricity. The City of Escanaba will provide electric and/or water service connections for the Concessionaire at locations listed below. The City, however, is not obligated or responsible for service interruptions.

<u>SITE</u>	<u>ELECTRIC</u>	<u>WATER</u>
Municipal Beach	110V	None
Bandshell	110/240V	Yes
Harbor Hideout	110/240V	Yes
Municipal Dock	110/240V	Yes

Water utilities within Ludington Park, except for Aronson Island, are available at each drinking fountain location. Any alternative to utilities shall be completed at vendor's expense pending approval from the City of Escanaba.

12. **TRASH AND LITTER:** The concessionaire must provide a minimum of two (2) trash receptacles to adequately handle trash and litter generated by the concession. Trash generated by vendors/customers must be bagged, tied, and disposed of daily by the vendor. The vendor is responsible for the proper disposing of all trash, litter and packaging.
13. **ALCOHOLIC BEVERAGES/OTHER LAWS:** The concessionaire may not dispense alcoholic beverages and agrees to adhere to all codes, ordinances, laws, policies and directives governing Ludington Park.
14. **SPECIAL EVENT DAYS:** The successful concessionaire/vendors awarded rights to vend in Ludington Park during the summer season will be the only food/drink vendors within the territory of Ludington Park so assigned by the City, except during those days/times designated as "Special Events". On "Special Event" days, the City shall have the option to select the placement of other food/drink vendors in the park.

Certain special events shall also have concession rights for the event awarded to the event's sponsoring organization. The Ludington Park concessionaires will be given the opportunity to participate in these activities, subject to the terms and conditions of the sponsoring organizations.

15. **SUB-LEASING:** The successful concessionaire shall be prohibited from sub-leasing or in any way transferring his/her right to vend in Ludington Park to any other party or individual.
16. **CONDITION OF PREMISES:** Taking possession of the premises by the concessionaire shall constitute acknowledgment that such premises are in good condition. Vendor shall accept concession premises in its existing condition and the City shall not be required to make any alteration.

17. **QUALITY OF SERVICE:** All items sold by the concessionaire shall be of first class quality and the services provided by the concessionaire shall be rendered courteously and efficiently. The City reserves the right to prohibit the sale of any item that it deems objectionable.
18. **APPEARANCE OF VENDING AREA:** The Concessionaire shall submit a photo of the vending unit with the proposal. The vending unit shall appear compatible with the surroundings in Ludington Park. The vending unit area shall also be kept in a neat and orderly fashion.
19. **INDEMNIFICATION:** The concessionaire shall hold the City of Escanaba harmless from and shall defend and indemnify the City of Escanaba from and against all liability for injuries or deaths of persons or damage to property arising from activities under this assignment, including loss predicated on active or passive negligence of the City of Escanaba.

20. **CITY COORDINATOR:**

Kim Peterson, Recreation Director
Catherine Bonifas Civic Center
225 North 21st Street
Escanaba, MI 49829

Mail: P.O. Box 948
Escanaba, MI 49829

Phone: 786-4141

E-Mail: recreation@escanaba.org

LUDINGTON PARK FOOD/DRINK CONCESSIONAIRE PROPOSAL FORM

I/We hereby submit the following proposal to provide food/drink concessions at Ludington Park, Escanaba, Michigan for the 2024 Summer Season:

Name of Concession Company or Non-Profit Organization	_____
Name of Concession Unit, If Applicable	_____
Name of Concession Owner/ Responsible Individual	_____
Address	_____
City	_____ Zip _____
Phone _____ (Home) _____ (Work)	
Email _____	

Territory/area of Ludington Park I/We wish to be considered for food/drink vending rights during the 2024 Summer Season (✓ one):

TERRITORY #1 – Harbor Hideout/Karas Bandshell – All Summer

TERRITORY #2 – Beach House Parking Lot (food trucks/trailers/carts) - Daily

CONCESSIONAIRE'S FOOD/DRINK/MENU SELECTION: Provide a description of your food, drink and menu selection, including pre-packaged and prepared items:

DESCRIPTION OF CONCESSIONAIRE'S VENDING UNIT: Provide a description of the vending unit, i.e.: physical size and appearance; facilities and equipment contained. Please include photo:

IS THE VENDING UNIT:

- CAPABLE OF GENERATING ITS OWN ELECTRIC POWER NEEDS? YES NO
- CURRENTLY CERTIFIED BY THE COUNTY HEALTH DEPARTMENT? YES NO

CONCESSIONAIRE'S DAYS/TIMES OF OPERATION: Provide a list of days/times your vending business is expected to operate in Ludington Park:

<u>DAY</u>	<u>HOURS OF OPERATION</u>
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Provide dates when your concession unit will not be available for service in Ludington Park, i.e.: previous commitments:

HEALTH INSPECTION CERTIFICATION:

- Current County Health Certificate (copy) attached;
- Do not have a current Health Certificate, but will obtain certification if selected.

INSURANCE POLICIES/CERTIFICATION:

- Current insurance certificates (copy) attached;
- Do not have current insurance certificate, but will obtain insurances, as per specifications.

CONCESSIONAIRE'S FEE: Provide a check, cashier's check or money order in the amount of \$300 for the all summer season territory. The appropriate fee for food trucks/trailers/carts will be paid upon set up in the Beach House parking lot designated area. Make checks payable to the City of Escanaba. **Check is enclosed.**

I/We have read and understood the **Specifications, Policies, and Guidelines for Ludington Park Food/Drink Concessions - 2024 Summer Season**, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION _____

NAME OF OWNER/REPRESENTATIVE _____

SIGNATURE OF OWNER/REPRESENTATIVE _____

DATE _____