



ANNOUNCEMENT

REQUEST FOR PROPOSAL

Food & Beverage Vendor for Winter Village

PROJECT OVERVIEW

Winter Village Tampa will celebrate the holiday season throughout Downtown Tampa from November 19, 2021 – January 3, 2022, in Curtis Hixon Waterfront Park (600 N. Ashley Drive, Tampa, FL 33602) and the surrounding areas. The Tampa tradition, started in 2016, brings an outdoor ice-skating rink, waterfront dining, pop-up holiday shops, and a 360-degree light show to the beautiful Tampa Riverwalk. This holiday experience is open 7 days a week (vendor hours vary) for the public to enjoy and features specialized programming such as The Winter Village Express, Holiday Classics with the Tampa Theatre, and a new expansion into Lykes Gaslight Park this year.

TAMPA DOWNTOWN PARTNERSHIP OVERVIEW

Tampa Downtown Partnership is a private, not-for-profit 501(c)(6) that fosters Tampa's vibrant and diverse multi-use neighborhoods and plays a key role in creating a 24-hour urban center where people can learn, live, work and play.

PURPOSE

The Tampa Downtown Partnership hereby gives notice of their request for proposals from qualified and experienced applicants for the following leases:

(1) food and beverage restaurant space with a separate bar space within Winter Village at Curtis Hixon.

and / or

(1) coffee restaurant space within Winter Village at Curtis Hixon.

The Tampa Downtown Partnership's intent with the lease of the space(s) is to provide additional food and beverage options to the visitors of Winter Village. The space(s) will be leased as is and will require additional build out at the expense of the operator.

MINIMUM PROPOSAL REQUIREMENTS

- (1) Successful experience in the restaurant industry.
- (2) A use of the space that is complementary to the activities at Winter Village and experience.
- (3) A contributing but limited themed holiday menu.
- (4) Proposals shall address planning, design, and project implementation including sufficient staffing and management during operating hours.

All applicants must fully respond and address all items of the project proposal submittal package. Proposals are due no later than 4:00 pm on Friday, October 8, 2021, to the Tampa Downtown Partnership. You will be contacted mid-October with our decision.

Contact Agency	Tampa Downtown Partnership 400 N. Ashley Dr., Suite 2125 Tampa, FL 33602
Attention	Rachel Radawec
Telephone	813.221.3686
Email	rradawec@tampasdowntown.com

Winter Village Timeline

- October 8: Proposals due.
- October 15: Notified of status.
- October 22: Branded signage submission deadline.
- October 29: Promotional media package items submission deadline.
- November 8 – November 17: Install
- November 14: Operator installation begins.
- November 18 – January 2: Operations.
- January 3 – January 9: Strike.
- January 5: Operators must vacate.

Additional Items

- List of required and/or restricted food/beverages
 - In order to comply with Winter Village sponsorship and/or competing vendors the Tampa Downtown Partnership will supply a list of any products/brand that many need to sold or restricted based on contractual agreements.
- Promotional Package
 - Tampa Downtown Partnership will provide a full media package listing all places in which Winter Village is promoted within the Tampa Bay region.
 - Logos and photos of your menu items will be required to assist with the marketing efforts. Deadline for submission October 29, 2021.
- Special Event Schedule
 - In addition to the Winter Village audience and Riverwalk traffic, this opportunity provides visibility during several additional programmed events in and around Curtis Hixon. Tampa Downtown Partnership will supply a full list of events with

increased foot traffic. The Winter Village onsite manager will also be available for assistance and communication throughout the project duration.

The Tampa Downtown Partnership will provide the following

- Kiosk fully built and painted
- Overhead signage
- Menu board signage
- Stanchions for line management
- Exterior planters with festive foliage
- Power - please provide us with needs
- Potable water hook up
- Additional shared storage located in back of house
- Secure WiFi connection
- Serving counter located inside of kiosk
- AC wall unit

This proposal form includes the following attachments

1. Winter Village Site Plan from 2020, subject to change (Exhibit A)
2. Cut sheets for vendor kiosk – please note there are two different style kiosks (Exhibit B)

Lease Pricing

Food and Beverage, which must include Bar - \$7,000 plus 7% revenue
Coffee Kiosk - \$2,000 plus 7% revenue

Applicant

Identify all parties germane to the proposal

Name: _____ Address: _____

Phone: _____ Email: _____

Name: _____ Address: _____

Phone: _____ Email: _____

Catering License

Does the applicant hold a current catering license, mobile liquor license and COI naming the City of Tampa and Tampa Downtown Partnership as additionally insured? Yes _____ No _____

Prior Restaurant Experience

Describe the Applicant's experience in the restaurant field.

Development Intent

Describe in detail the proposed restaurant concept and how the use will integrate with the Winter Village concept. Attach any drawings or plans you have to explain the proposed use.

Staffing

Describe how you plan to staff your operation to fulfill all hours of operation.

Operations

Explain, in detail, your process for preparing food on site. Please include any required equipment and electrical needs.

Development Schedule

Provide a proposed project timetable from lease execution to opening; submit as an attachment.

Lease Term

Confirm you have the ability to execute a high level of quality for all of the following Winter Village hours of operation.

___ Yes, I CAN commit to all the below times ___ No, I CANNOT commit to all the below times

School in session:

November 19, 2021 - November 21, 2021; November 27, 2021 - December 19, 2021

Monday - Thursday	4pm - 9pm
Friday	4pm - 10pm
Saturday	10am - 10pm
Sunday	12pm - 9pm

School not in session:

November 22, 2021 - November 26, 2021; December 20, 2021 - January 3, 2022

Monday - Saturday	10am - 10pm
Sunday	12pm - 9pm

We will be closed/open on the following holidays with adjusted hours

Thanksgiving	CLOSED
Christmas Eve	Close early at 6pm
Christmas Day	Open late at 4pm
New Year's Eve	TBD



FOOD OPERATIONS KIOSK

Dimensions (WxDxH) 12 ft. x 8 ft. x 9 ft.

Door Opening Dimensions (W x H) 61 in. x 70.5 in.

Storage Capacity 630 cu. ft.

Features

- Sliding barn style doors fitted on low-profile steel roller track
- 4 transom windows
- 5-ft. wide door opening
- Heavy-duty zinc-plated door latch and two handles
- 6'4" tall sidewall height | 8' tall front wall
- Treated siding resists rot, decay & insects
- Aluminum threshold protects your entryway
- Two wall vents



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Provided by Vendor

- All equipment needed for service
- Additional tables to create counter space
- Extension Cords
- Sink with any additional hose components
- Meet County and State Health Requirements
- Must supply all operating goods and material

* These requirements are subject to change



BAR OR COFFEE OPERATIONS KIOSK

Dimensions (WxDxH) 10 ft. x 7.5 ft. x 9 ft.

Door Opening Dimensions (W x H) 64 in. x 70 in.

Storage Capacity 565 cu. ft.

Features

- Heavy-duty locking T-Handle door
- 3 transom windows
- 5-ft. wide door opening
- Heavy-duty zinc-plated door latch and two handles
- 6' tall sidewall height | 8' tall front wall
- Treated siding resists rot, decay & insects
- Aluminum threshold protects your entryway
- Includes wall vents



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