City of Hamilton
Request for Proposals

City Food Concessions

City Hall
17 Church Street
Hamilton, HM11

Date Issued: Wednesday, October 14, 2020

All proposals are due, via email, no later than **Monday, November 23, 2020, at 5:00PM**.
Please email your proposal to events@cityhall.bm.

For any questions concerning this proposal please contact:
Tamara Bradshaw
Projects & Rentals Coordinator
tbradshaw@cityhall.bm
441-292-1234 ext. 224

OUTLINE

In the efforts to attract more people to the City and to continue to cater to the working public, the City of Hamilton is seeking new food concession vendors to occupy our parks and other areas. The type of concession will vary from location to location, with the size and type of concession being taken into consideration. Interested parties are eligible to bid on one or multiple pre-approved spaces. Applicants are requested to frame their proposals in such a way as to protect the environmental integrity of the surrounding area.

Objective: To compliment the City's vision of vibrancy by providing quality services that attract more footfall to the City and support economic growth.

ELIGIBLE LOCATIONS & GUIDELINES

VICTORIA PARK

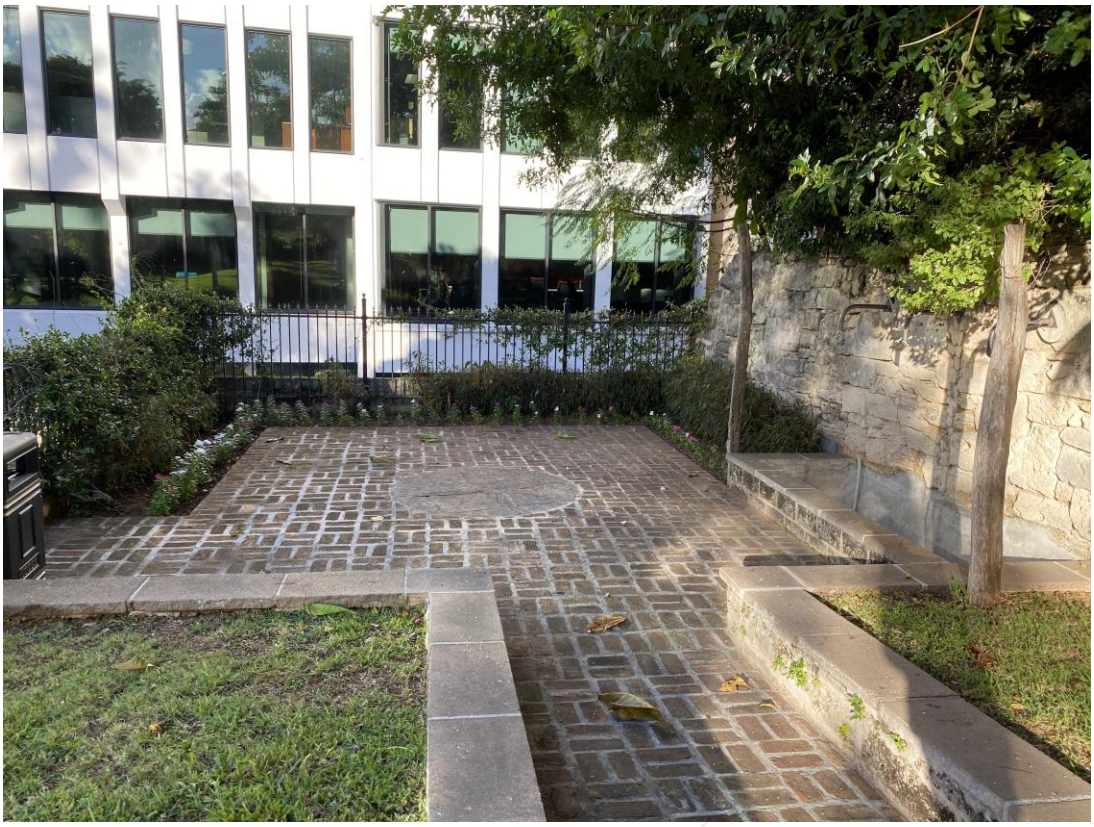


Victoria Park is open to the public 365 days a year from 8:00 a.m. to sunset (which ranges from about 5:30 p.m. in the winter to 8:30 p.m. in the summer). There is a specific designated concrete space located in the south side park that is available for rent.

Designated Space Specifications:

- Width Restriction – 204 inches
- Depth restriction – 120 inches
- Apparatus must be fully mobile (single axel with tow hitch) and maneuvered into place on a 72 inches wide paved walkway *without* motor vehicle
- Concession may be semi-permanent but able to be removed upon request
- Electricity supply available (metered)
- Water connection available

QUEEN ELIZABETH PARK



Queen Elizabeth Park (formally known as Par-la-Ville Park) is open to the public 365 days a year from 8:00 a.m. to sunset (which ranges from about 5:30 p.m. in the winter to 8:30 p.m. in the summer). There is a specific designated concrete space located in the western side park that is available for rent.

Designated Space Specifications:

- Height restriction - 72 inches – applies (Queen Elizabeth Park has an arch over the main entrance. The arch is dismantled infrequently for emergency access only
- Width Restriction – 84 inches
- Length restriction – 156 inches
- Apparatus must be fully mobile (single axel with tow hitch) and maneuvered into place on brick courtyard *without* motor vehicle
- Concession may be semi-permanent but able to be removed upon request
- Electricity supply available (metered)
- Water connection available

DR. E. F. GORDON SQUARE



Dr. E.F. Gordon Square is the open space located at the northeast corner of the Dundonald Street and Court Street junction. The designated space will be on the sidewalk of this area and is available 24/7.

Designated Space Specifications:

- Width Restriction – 144 inches
- Length restriction – 96 inches
- Apparatus must be fully mobile (single axel with tow hitch)
- Concession may be semi-permanent but able to be removed upon request
- Electricity supply available (metered)
- Please note there is no water connection

LAFFAN STREET



Designated space for food concession located in Laffan Street Car Park directly across from the City of Hamilton Works Depot building on Laffan Street. This space is within the car park on the north side by the entrance.

Designated Space Specifications:

- Width Restriction – 60 inches
- Length restriction – 180 inches
- Apparatus must be fully mobile (single axel with tow hitch) and maneuvered into place
- Concession must be mobile and able to be removed upon request (lunch wagon preferred)
- Electricity supply available (metered)
- Water connection available

FRONT STREET WATERFRONT



Designated space for food concession located on Front Street in the location where the horse stables used to be near the entrance of Number 1 Car Park. This space is located on the dockside of the sidewalk.

Designated Space Specifications:

- Width Restriction – 216 inches
- Length restriction – 144 inches
- Apparatus must be fully mobile (single axel with tow hitch) and maneuvered into place over a sidewalk that is 6 inches high
- Concession must be mobile and able to be removed upon request
- Electricity supply available (metered)
- Water connection available

TERMS AND CONDITIONS OF LEASE

Location Criteria: The City will consider proposals on a case by case basis and will only consider food concessions that do not directly compete with any existing businesses in the surrounding areas of the eligible locations. The food concession must provide an added value to the area in terms of diversity of available options, vibrancy, customer experience and aesthetics.

Hours of Operation: Within the guidelines listed above for each location, applicants should provide information on their intended hours of operation. Applicants should be aware that once having listed their hours of operation, they are be expected to be on site during those hours and days on a consistent basis.

Sale and/or Consumption of Alcohol: The City will not consider proposals that include the sale of alcohol.

Wagon Classifications: A lunch wagon is defined as any motorized vehicle that is capable of preparing and offering for sale, hot and cold food & beverages, for public consumption. Such vehicle must have a valid TCD Permit for road use. A mobile wagon is defined as any non-motorized vehicle/temporary structure that is movable and capable of preparing and offering for sale, hot and cold food & beverages, for public consumption. Both listed types of wagons are able to be considered for a food concession permit.

Semi-permanent and Mobile Facilities:

a. **Semi-permanent facilities in other parks:** Semi-permanent facilities would be suitable for *Victoria Park* and *Queen Elizabeth Park* only. The design for a semi-permanent facility must receive the prior approval of the City and be constructed by the operator at his own expense. It must be capable of being locked up at night to prevent access by the public. Although the parks are locked at night, the City cannot guarantee the absolute safety and integrity of any structure left in the park, thus the more secure the semi-permanent facility is, the better. The facility should provide sufficient shelter to allow operations to continue in moderately inclement weather but can also be removed entirely in the event of severe weather, i.e. threat of a tropical storm or hurricane. The decision to remove the structure will be at the discretion of the City. The operator will bear the cost of constructing a semi-permanent structure and for maintaining it to the satisfaction of the City. The location of the semi-permanent facility within the park will be the designated listed space only. Any other location must be proposed to the City in writing and must receive written consent and approval before it can be used.
b. **Mobile Facility**: The City requires mobile facilities to be moved daily to allow for appropriate cleaning and maintenance of designated area. A mobile facility must be wheeled and capable of being moved manually. Motorized lunch wagons or stands cannot be driven into the parks and therefore would only be suitable for the designated spaces listed in this Request for Proposal locations only. Mobile facilities must be removed from the park each evening and returned each morning. The City of Hamilton will not accept responsibility for any damages to a mobile facility.

Health Department Certification: The operator will be responsible for acquiring a valid Health Department Permit prior to commencing operations and ensuring the permit is kept up to date. The operator is also responsible for ensuring that their operations are in line with the Department of health regulations and standards.

Qualifications and Experience of Staff: The City expects all staff employed by the applicant are qualified and/or experienced for the duties they are hired to perform.

Terms of the Lease: The initial lease for the granted facility will be 1 year (from January 1, 2021 until December 31, 2021) and will include a provision for an annual rent increase based on the consumer price index (CPI), or such other amount as may be determined by the City. Operator will be able to have first right of refusal for the granted space if they are in good standings with the City and there are no incidents recorded on file. After which the operator will be able to request a renewal of their lease for the following calendar year at least three months prior to the expiration of the lease. Final decisions of renewals will

remain at the sole discretion of the City.

The City will not to allow any other food vendors to operate in the parks during the lease period, except for caterers or vendors who are hired for private functions held in these spaces. The general public will be free to bring food into the parks and to consume it in the parks.

The City will make electrical power and water available to operators at the dedicated location where possible, with the understanding that the operator will be responsible for the monthly cost of electricity and water and will pay the utilities directly to the provider.

Termination of the Lease: If for any reason, the City decides to terminate the lease at scheduled expiry date without renewal, the operator will be given three months' notice. If for any reason the City decides to terminate the lease prior to scheduled expiry date and with valid reason, the operator will be given one month's written notice.

If for any reason the operator decides to terminate the lease at scheduled expiry date without renewal, the operator must give the City at least three month's written notice. If for any reason the operator decides to terminate the lease prior to the scheduled expiry date, the operator must give the City at least two month's written notice.

Rent: The rent for any food concession facility throughout the City is $800 per quarter due one week prior to the start of the quarter.

Fees and Charges: In addition to the monthly rent, the operator will be responsible for all utility charges and will be billed directly by the respective utility provider and will pay the utility directly to the utility provider. For additional space beyond the designated rental area, i.e. additional seating area or parking space, a flat fee of $500 per year will be charged and paid in full at the start of the lease term.

External Furniture: If the operator wishes to install external furniture that will take additional space, a visual representation of the furniture must be included in the initial proposal and must be approved by the City with written consent prior to installation. An additional fee will be added for the use of space and storage for external furniture. This fee is listed in *'Fees and Charges'* at $500 per year.

Garbage Disposal: The operator will be responsible for ensuring that all garbage is put out for collection by the City at the appointed days and times, as mandated by the City. All facilities will be required to separate out regular trash and recyclable items and to purchase and use the City-approved wheeled garbage disposal bins for such purposes. (Application form will be provided).

PROPOSAL PROCESS

RFP Timeline:

Wednesday, October 14, 2020	Call for proposals begin
Monday, November 23, 2020, at 5 pm	Deadline for submission of all proposals
Tuesday, November 24 – Friday, November 27, 2020	Review of Submissions
Tuesday, December 1, 2020	Awarding of the contracts
Wednesday, December 2 – Friday, December 18, 2020	City of Hamilton meets with concession to discussion installation, operations and sign contracts
Friday January 1, 2021	Awarded concessions may begin operations

RFP Checklist: The City is flexible within reason on the proposed use of each facility and the hours of operation. Applicants should provide a detailed outline of their proposal, with drawings and/or plans to illustrate proposed ideas.
To be eligible for consideration all applicants must include the following items in their proposal:

1. Completed Food Concession Application Form (attached)
2. **Letter of interest detailing what the proposed offering will bring to the City of Hamilton**
3. Preferred location (please list top two preferred locations with explanations)

4. Photos of existing concession set up or an illustration/plans for the proposed set up including the measurements of the actual stand and any other extended space needed for operation
5. Electrical requirements of the setup, this includes the voltage, amps required, and photo of electrical plugs
6. Water connection requirements
7. Copy o valid Health Department Permit (or proof of request in process)
8. Copy of current TCD vehicle license (or proof of request in process) [if applicable]
9. Proof of company registration (or proof of request in process)
10. Link to business website and/or social media pages
11. Complete list of all items to be provided and sold or copy sample menu
12. Any other additional information about the business or intended operations (optional)

Digital proposals only will be accepted and must be emailed to tbradshaw@cityhall.bm. No physical proposals will be accepted for this RFP. All proposals must be submitted no later **than 5:00pm on Monday, November 23, 2020.** Leases will be awarded, and the successful applicant notified no later than **Tuesday, December 1, 2020** and are expected to **start operations after January 1, 2021.**

Please note that final selections are at the sole discretion of the City and will ultimately be decided upon based on the alignment of the submitted RFP and program objective.

INQUIRIES

For any questions about this Request for Proposal please contact Tamara Bradshaw at the below:
Phone: 441-292-1234 ext. 224 or 441-300-4400
Email: tbradshaw@cityhall.bm

FOOD CONCESSION VISUAL EXAMPLES






FOOD CONCESSION APPLICATION FORM

(Please Print Clearly or Type)

Name of Concession Business: _____

Contact Person: _____

Address: _____

Mailing Address (if different from above): _____

Tel No. (h): _____ Tel No. (w): _____ Cell No. _____

E-mail Address: _____

License/Permit Number of Vehicle: _____ Make of Vehicle: _____

Expiry of Vehicle License (month/year): _____

Do you have a Health Department Permit? Yes ☐ No ☐

If "no", have you applied and when do you expect to obtain the permit? _____

First Preferred location: _____

Second Preferred location: _____

Intended hours of operation: _____

Intended days of operation: _____

Type of food to be sold (attach sample menu if you have one): _____

What are the requirements for your electrical supply? _____

Do you require a water source? Yes ☐ No ☐

Do you use propane gas? Yes ☐ No ☐

If "yes", how are you storing the propane tanks? _____

Do you have a holding tank for waste-water and/or grease? Yes ☐ No ☐

If "no", how do you dispose of waste-water and/or grease? _____

ATTACHED REQUIRED PERMITS AND LICENSES

- **Copy of valid Health Department Permit** ☐ or Pending
- **Copy of current TCD vehicle license (if applicable)** ☐ or N/A
- **Proof of Company registration** ☐ or Pending