



Layton City Parks and Recreation Department  
**- REQUEST FOR PROPOSAL -**  
Layton FEST Food Truck Coordinator



The Layton City Parks and Recreation Department seeks proposals for an independent contractor to assign, coordinate, manage, and evaluate food trucks for the 2018 Layton FEST events.

**Proposal Deadline**

The deadline for submitting proposals under this specification is February 26, 2018 at 5:00pm. Submit proposal and all supporting documents to Layton City Parks and Recreation by mail, fax, or email.

Layton City Parks and Recreation  
Attn: Michelle Howard, Recreation Supervisor  
465 N Wasatch Drive, Layton, Utah 84041  
Email: [mlhoward@laytoncity.org](mailto:mlhoward@laytoncity.org)  
Fax: 801-336-3909

**Layton FEST**

Layton FEST is an open air market that brings together local farmers and growers, a variety of entertainers, craft and merchandise vendors, and a variety of food and drink trucks. Layton FEST is held on Friday evenings July through August, at Layton Commons Park (inside Constitution Circle). The independent contractor selected will be responsible to coordinate and manage the food trucks attending Layton FEST. Food Trucks are to be in place and prepared to serve customers at 5:30pm.

Time: 5:30pm – 9:00pm

Location: Layton Commons Park, 560 North Constitution Circle, Layton, Utah 84041

Dates:	July 13	August 10
	July 20	August 17
	July 27	August 24
	August 3	August 31

Additional information on FEST can be found on the event website, [www.laytonfest.com](http://www.laytonfest.com).

**Special Bid Instructions**

Completed proposals must include a written description of the proposer's plans to meet the following Special Bid Instructions:

1. Develop and maintain a list of qualified food trucks. Establish that all food trucks attending Layton FEST have current licenses and permits as listed in the Specification section of this Request for Proposal (RFP).
2. Total bid price. The proposal must outline the payment made by the independent contractor to Layton City. Payment options may be defined as a nightly flat fee, or a nightly percentage of sales paid by the independent contractor to Layton City Parks and Recreation.
3. Independent contractor selected will be responsible for pre-qualifying and scheduling the food trucks each night of Layton FEST. Layton City reserves the right to remove any or all trucks from a single night, or the remainder of the season for failure to comply with staff instructions, a violation of health department standards, or a failure to comply with community standards as determined by the Parks and Recreation Director.

### **General Instructions**

These specifications are written to be descriptive and set a minimum standard of quality and not be restrictive. The Layton City Parks and Recreation Department shall be the sole judge as to which bid constitutes the preferred service provider. Proposals will be evaluated in the following areas:

- Total bid price is only one consideration
- Ability to meet minimum requirements in service and quality
- The ability to demonstrate an established history of this type of service
- The ability to provide a minimum of eight (8) food trucks each event night
- The ability to provide a variety of food types each event night and the ability to rotate the food trucks to provide a variety and diversified range of selections from week to week

Layton City reserves the right to accept or reject any or all proposals submitted under this request. Layton City reserves the right to negotiate options with the successful bidder on items specified by this proposal. Layton City reserves the right to negotiate payment terms and incentives with the successful bidder.

### **Intent of Specifications**

It shall be the intent of these specifications to cover the parameters by which the bidding agency will furnish and manage food and drink trucks attending Layton FEST for the 2018 season.

### **Specifications**

- A minimum of eight (8) food trucks must attend each FEST night
- A variety of food types at each FEST night is encouraged
- A rotation of food truck vendors should be used each week to provide a variety and diversified range of selections week to week
- Each attending food truck must possess a current Business License from a governmental entity
- Each attending food truck must possess a current Health Department Food Truck Permit from a local health department within the State of Utah and an employee at the truck must possess a current Health Department Food Handlers Permit from a local health department within the State of Utah
- Each attending food truck must possess a current Fire Safety Inspection/approval from Layton City or another political subdivision within the State of Utah
- Each attending food truck must possess a current insurance policy with a minimum of \$1,000,000 Liability coverage and \$2,000,000 Aggregate coverage
- Must provide Layton City Parks and Recreation a list of food trucks scheduled for the FEST night a minimum of one week prior to each FEST date
- Each attending food truck must arrive no later than 5:00pm on each event night and will be placed based on time of arrival by Layton City Parks staff (if a specific order is desired the Food Truck Coordinator will work with food trucks to arrive in order)
- Each attending food truck is expected to conduct themselves in a courteous and cooperative manner at all times. This includes dealings with the public, other attending food trucks, and Layton City staff. Failure to comply with staff directions will result in removal from event.

### **Contract Term**

The contract term for this agreement will be the 2018 Layton FEST season, approximately July 2018 through August 2018, with the option of a two (2) year extension at the discretion of Layton City. Layton City reserves the right to cancel the agreement at any time with one week written notice.