



P.O. Box 366

Langley, WA

City of Langley

DRAFT Request for Proposal

Mobile Food Truck Vendors

Introduction:

The City of Langley is soliciting submissions from individuals or businesses interested in locating and operating a mobile food truck on one of two identified public spaces in downtown Langley. This solicitation is made pursuant to the provisions set forth in Ordinance #____, adopted by the Langley City Council on February 2, 2015.

Conditions:

1. The vendor shall have a current business license issued by the City of Langley, or shall indicate that he or she will obtain such license as a condition of approval.
2. Response to this proposal shall constitute the vendor's application for a Food Truck Permit from the City of Langley. The Food Truck Permit Application attached as Exhibit A shall be filled out and submitted with this proposal.
3. Any approval granted by the City shall be conditioned upon the vendor's successful procurement of all necessary approvals from the Island County Health Department and the State of Washington Department of Labor and Industries.
4. The vendor may indicate the preferred location from among the two locations approved by the Langley City Council, shown as locations 3 or 4 on the map attached as Exhibit B. If the vendor's preferred location is not available, the vendor will have the option of accepting the alternate location offered by the City, or of withdrawing the application.

Selection process:

1. The Mayor of the City of Langley, and/or his designee, shall review all proposals received.
2. Using the criteria set forth in this Request for Proposal, the Mayor shall make recommendation to the City Council with regard to the selection of approved vendors. The Mayor shall have the option to reject all proposals, and to make no recommendation to the Council.
3. The Mayor may elect to conduct interview of prospective food truck vendors prior to preparing his recommendation to the City Council.

4. The Langley City Council will have the final decision making authority on the selection of approved vendors, including the option to reject all proposals.

Selection Criteria:

1. (30% selection weight) The offering price for the temporary use of the public space.
2. (40% selection weight) Commitment to specific hours and days of operation.
3. (20% selection weight) The proposed menu and the nature of the food proposed to be served.
4. (10% selection weight) The status of the applicant's permit process in complying with County and State permit requirements.

Submittal Requirements:

1. All submittals shall be received at Langley City Hall not later than 12:00 p.m. on _____, 2015. Applications shall be sent to the City of Langley, Attention: Michael Davolio, Director of Community Planning, PO Box 366, Langley, Washington, 98260 or hand delivered to Langley City Hall, 112 Second Street, Langley. No digital or fax submissions will be accepted.
2. A completed Food Truck Permit application.
3. A schedule of hours and days of operation. The City's Food Truck Ordinance allows such businesses to operate only between Memorial Day weekend and Labor Day weekend.
4. An indication of the preferred space for the business, from the map included as Exhibit B.
5. A bid for the exclusive use of the preferred space.
6. A menu of the food items proposed to be served.
7. A \$100 fee will be required of any successful applicant. NO FEE IS REQUIRED TO BE SUBMITTED WITH THIS PROPOSAL.

Terms:

1. All proposals submitted shall become the property of the City of Langley, and are subject to review under the Freedom of Information Act.
2. The City of Langley shall reserve the right to reject any or all proposals submitted.

EXHIBIT A

CITY of LANGLEY

MOBILE FOOD TRUCK VENDOR'S LICENSE

APPLICATION

Name of Business _____

Do you currently hold a City of Langley Business License? Yes___ No___

Applicant's Full Name _____

Street Address _____ City _____ State ___ zip _____

Mailing Address (*if different*) _____

Name(s) of Owner(s) or Officer(s) _____

Tax Identification # _____ UBI # _____

Check one: Corporation___ Partnership___ Sole Proprietor___ Association___
Non-profit___ (*attach current IRS 501(c)(3) cert.*) Other___

Operating Location in Langley _____

I certify under penalty of perjury that the information contained in this application is correct to the best of my knowledge and belief.

Signature

Title

Date

Please include the following with this application:

___ Site plan, drawn to scale

___ Written permission from property owner

___ \$100 application fee

NOTE: Licenses are valid from Memorial Day Weekend through Labor Day weekend only.

CITY CLERK'S USE ONLY - DO NOT WRITE BELOW THIS LINE

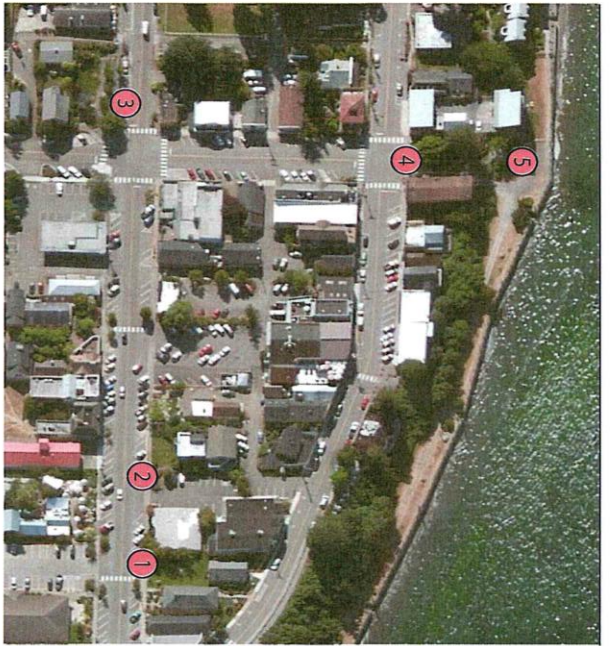
Date received _____ Rec'd by _____

Receipt # _____ Rec'd by _____

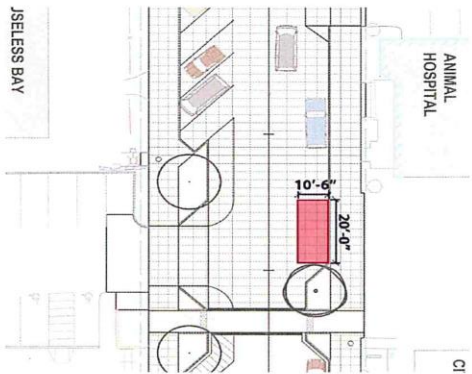
Reviewed by _____

EXHIBIT B: FOOD TRUCK LOCATION MAP

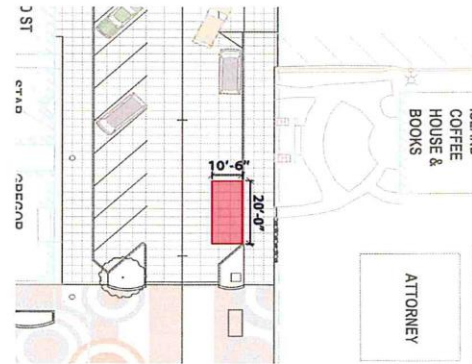
Potential Mobile Food Vending Zones/Sites



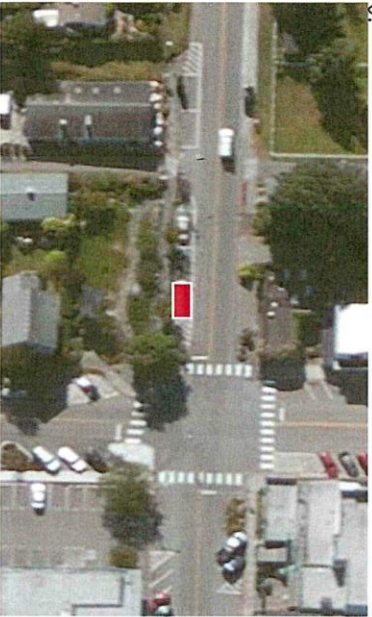
Site 2: 1 parking stall on Second Street, approx. 10'-0" x 20'-0"



Site 1: 1 parking stall on Second Street, approx. 10'-0" x 20'-0"



Site 3: 1 parking stall on Second Street, north of Langley Park, adjacent to electric car charging station. Approx. 10'-0" x 20'-0"



Site 5: Mobile food vehicle zone at Seawall Park landing. Space for 3-4 vehicles in cluster.



Site 4: 1 parking stall on Second Street, south of Thomas Hladkey Memorial Park. Approx. 10'-0" x 20'-0"