



Naperville Park District  
320 W. Jackson Avenue  
Naperville, IL 60540  
(630) 848-5000  
[www.napervilleparks.org](http://www.napervilleparks.org)

## **REQUEST FOR PROPOSAL FOOD TRUCK SERVICES**

March 17, 2015

Qualified vendors are invited to submit a proposal, subject to conditions and instructions as specified, for the furnishing of:

### **Food Truck Services**

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#### **1. General Scope of Project**

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The Naperville Park District invites a proposal submission from qualified vendors interested in providing food truck services for Naperville Park District specified facilities, recreational activities, and special events. Up to six vendors are expected to be identified as approved Food Truck Vendors, which will provide park users with a variety of menu and price range options. Food Truck Vendors will be used exclusively for specified Naperville Park District recreational activities and special events, such as the Frontier Kite Fly Festival, Concerts in Your Park, Children's Lunch Hour Entertainment and Halloween Happening. Food Truck Vendors will also receive rights to vend at Commissioners Park, Nike Sports Complex, Frontier Sports Complex, and DuPage River Sports Complex between the hours of 8:00 a.m. and 10:00 p.m. when athletic activities are scheduled within the parks. Below is additional information on the events and park locations.



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### **Frontier Kite Fly Festival** (Frontier Sports Complex-3380 Cedar Glade Drive)

- Sunday, May 31, 2015 10:00 a.m.-4:00 p.m.
- Expected attendance: 1,000

The ninth annual Naperville Park District Kite Fly Festival will return to Frontier Sports Complex on Sunday, May 31. This free, family-friendly event features learn-to-fly lessons and amazing demonstrations of kites of all sizes by regional professionals. Participants also can bring their own kites and enjoy flying them in the spacious open fields. An entertainment stage keeps guests entertained all day long while children bounce on the jump houses. Local sponsors and food truck vendors round out the event.

### **Concerts in Your Park** (Various neighborhood parks)

- Six Sunday evenings from 7:00 p.m. to 8:30 p.m., mid June to early August
- Average attendance: 500 per show

The Naperville Park District's summer concert series, Concerts in Your Park, presented by Continental Motors of Naperville, now in its twelfth season, brings free, family-friendly entertainment to neighborhood parks throughout the community. The audience is encouraged to bring lawn chairs and blankets to enjoy a Sunday evening of musical entertainment.

### **Children's Lunch Hour Entertainment** (Frontier Sports Complex- 3380 Cedar Glade Drive and Centennial Park- 500 W. Jackson Avenue)

- Six Tuesday afternoons from noon to 1:00 p.m.
- Average attendance: 250 per show

Residents are treated to a variety of exciting performances; kids may even become part of the act. Performances are geared to the young and young at heart. Shows alternate locations between Frontier Sports Complex and Centennial Park providing access for residents on both sides of town.

### **Halloween Happening** (Centennial Park- 500 W. Jackson Ave)

- Sunday, October 25, 2015 1:00 p.m.-4:00p.m.
- Attendance: 4,500

Naperville Riverwalk's Grand Pavilion is home to Halloween Happening. Attracting more than 4,500 visitors, Halloween Happening is the District's largest one day free event. Targeting families with kids age 10 and under, this is Naperville's best Halloween fest. Specially-themed lands entertain a variety of kids through games, moon jumps and candy and goody giveaways.

### **Commissioners Park** (3704 111<sup>th</sup> Street)

- Each year this 78-acre park has nearly 67,500 visitors for athletic practices, games, tournaments and other activities.
- The park features 9 fields for soccer, football, lacrosse and rugby; a synthetic athletic field; a 60' baseball field, two sand volleyball courts, one in-line skate rink, a fitness trail, playground, cricket pitch and picnic pavilion.



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- The park is primarily used for athletic club field rentals and tournaments as well as Park District programming.

### **Frontier Sports Complex** (3380 Cedar Glade Drive)

This 130-acre sports complex is located directly behind Neuqua Valley High School. Many of the park features and amenities are shared with the school district.

- An estimated 120,000 visitors annually come to the park for athletic practices, games, tournaments and other activities.
- The park is home to 12 soccer fields, 8 softball fields (6 are lighted), an inline skating/ skateboarding facility, 2 playgrounds, an amphitheater, 2 basketball courts, 2 bocce ball courts, bike trails and 2 picnic pavilions.
- The complex is primarily used for recreational programming, club league play and tournaments as well as seasonal special events.

### **Nike Sports Complex** (288 W. Diehl Road)

This 45-acre sports complex is located off the I-88 corridor, on the southeast corner of Diehl Road and Mill Street.

- An estimated 120,000 visitors annually come to the park for athletic practices, games, tournaments and other activities.
- A 20-acre expansion of Nike Sports Complex, including many new amenities (see next bullet) opened in July 2011.
- The complex features 5 soccer/football/lacrosse fields, 2 baseball fields, a softball field, 8 tennis courts, 2 basketball courts, 2 sand volleyball courts, a playground, cricket pitch, bike trails and a picnic pavilion. Several of the amenities are lighted.
- The park is home to the District's first of two lighted synthetic turf athletic fields for soccer, lacrosse, football, etc.

### **DuPage River Sports Complex** (2807 S. Washington Street)

DuPage River Sports Complex is located in southeast Naperville on Washington St. at Royce Road.

- An estimated 90,000 visitors annually come to the park for athletic practices, games, tournaments and other activities.
- The complex features 5 lighted baseball fields, 4 tennis courts, 1 basketball court, bike trails and an in-line skating rink.
- In 2015 the park will undergo improvements to the tennis courts.

The Naperville Park District is seeking a service contract to be awarded to vendors who best meet the needs of the Naperville Park District special events and facility users.



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### 2. Project Description

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Food Truck Vendors will provide food services to Naperville Park District special events, recreational activities, and park patrons at specified locations. Food Truck Vendors will work to meet the overall needs of customers, coordinate availability with members of the Naperville Park District staff, and coordinate logistics with the other vendors and the Parks Department. The Naperville Park District is requesting that the following information be included in your proposal:

1. Description of your company.
2. Description of the of services that you can offer our customers.
3. 2015 menu options with costs.
4. Resume(s) of key staff that will operate the food truck on District property.
5. Three written references with contact information from companies or organizations which have used your services.
6. Any other information which you would like to provide to help us in our decision making process.

Companies selected as Food Truck Vendors shall pay an annual fee to the Naperville Park District on or before January 1<sup>st</sup> of each year. The amount of the fee is to be proposed by the Food Truck Vendors. Food Truck Vendors will be used exclusively for special events, facility rental and recreational programming at Commissioners Park, Frontier Sports Complex, DuPage Sports Complex, Nike Sports Complex and select parks on a special event basis. The minimum annual fee is \$1,000.00. No other commission will be charged by the Park District.

Food Truck Vendors will be listed on the Naperville Park District website with information on special events and field rentals. Food Truck Vendor information will be made available to all Naperville athletic organizations that rent athletic field space from the Naperville Park District.

**Note: The Naperville Park District operates under an exclusive, district wide beverage contract. Food Truck Vendors will need to have the flexibility to honor and carry out the pouring rights brand of the beverage contract. The District's current beverage contract is with **Pepsi**.**



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### **3. Selection & Award Process**

A Selection Committee will review all the letters of interest, and rank the vendors accordingly based on the criteria chosen by the Park District, including the amount of fee proposed to be paid.

Interviews may be conducted at the Park District's discretion.

Award criteria includes, but is not limited to:

- Completeness, responsiveness and creativity of the proposal submitted.
- Menu food options.
- Menu pricing.
- Services the vendor is able to provide to Naperville Park District customers.
- Proposed annual fee to be paid to the District.

### **4. Submission Process, Due Date & Required Documents**

One original, signed copy of the proposal and one electronic copy, including all required forms and supporting documentation, must be delivered to the address listed below, which is the address to be used for all communication in connection with this project:

Brett Lindahl, Sponsorships and Events Manager  
Naperville Park District  
320 W. Jackson Ave.  
Naperville, IL 60540  
Phone: (630) 848-3575  
E-mail: [blindahl@napervilleparks.org](mailto:blindahl@napervilleparks.org)

Proposals must be received no later than **12:00 p.m. on April 3, 2015.**

### **5. Schedule for Selection Process**

The following is the proposed schedule:

- a. Responses are due no later than **12:00 p.m. on April 3, 2015.**
- b. Selection Committee review/interviews as determined by the Park District.
- c. Selected Food Truck Vendors will enter into a contract with the Park District.

### **6. Insurance Requirements & Quality Assurance**

The Naperville Park District requires evidence of proper licensing from the Counties of DuPage and Will and evidence of insurance coverage, including: General Liability,



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Errors and Omissions, Automobile Liability and Worker's Compensation for the general acceptable limits of the Park District. We will require the successful vendors to provide indemnification and insurance in forms, coverages and amounts acceptable to the Naperville Park District. The successful vendors will provide a certificate of insurance naming the Naperville Park District, its officers, employees and volunteers as additional insured upon execution of an agreement. The selected vendors will fully indemnify and hold harmless the Naperville Park District from and against all claims and liabilities associated directly or indirectly with the vendor's operations.

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### **7. Outline for Response**

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- a. Company Background
  - 1. Name of company
  - 2. Contact Name
  - 3. Contact Email Address
  - 4. Company Address, City, State, Zip Code
  - 5. Company Telephone Number
  - 6. Company Web Address
- b. Company Profile
  - 1. History of Company
  - 2. Years in Business
  - 3. Type of Ownership
  - 4. Type of Organization
  - 5. Size of Company
  - 6. Professional Affiliations
- c. Personnel
  - 1. Identify Primary Company Contact
  - 2. Provide resumes of all key personnel who will be assigned to this contract.
- d. Qualifications of the Company
  - 1. Background of experience and successful results in similar size and type services.
  - 2. A list of current contracts for similar services.
- e. Menu, Pricing, and Services
  - 1. A proposed menu and pricing.
- f. Expected Services
  - 1. A summary of any expected services from the Naperville Park District.
- g. Vendor's Understanding of the Project

A complete description as to the vendor's role, methodology and approach to providing food truck vending services.



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- h. Proposed Annual Fee
  - 1. State the amount of annual fee proposed to be paid to the District.
- i. References
  - 1. Provide at least 3 references, with current e-mail addresses and phone numbers.

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### **8. Request for Additional Information**

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The Naperville Park District reserves the right to request any further additional information that it deems necessary for the review and award process.

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### **9. Cancellation of Request for Letters of Interest**

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The Naperville Park District reserves the right to cancel this request for services at any time, to elect not to award the work listed, to award a portion of the work listed, to reject any or all of the responses, and to waive any informality or irregularity in any response received. The District shall be the sole judge of the merits of the proposals received.