



**REQUEST FOR PROPOSALS**  
for  
**FOOD VENDING**

The intent and purpose of this Request for Proposal (RFP) is to establish a contract for food vending services. The venues for the contract include the Floyd Small Town Summer Event Series at Warren G. Lineberry Memorial Park.

**Scope of Work & Specifications**

The Town of Floyd wishes to partner with a food service vendor to provide food and beverage concession for spectators at the Floyd Small Town Summer Event Series.

- Desired hours of operation will be from 6:00pm to 9:00pm on event nights as listed in the event series schedule below.
- Pricing and menu to be mutually agreed upon by both parties during the negotiation of the contract. Pricing shall not be higher than those charged for other comparable food and quality products.
- **Vending Area**  
Vendor will be responsible for set up of the vending area and must provide any portable structures for shelter as well as service tables. Electrical and water can be provided by the Town but must be arranged in advance of all events.

The vending area must be kept clean, orderly, and sanitary at all times and in strict accordance with all applicable law, ordinances, Warren G. Lineberry Park rules, regulations and environmental health and safety requirements.

**Event Series Schedule**

June 3 & 17, 2021

July 1, 11 & 29, 2021

August 12 & 26, 2021

**License and Insurance**

- Shall hold a valid Town of Floyd Business License in accordance with The Town of Floyd Code §7.1-10 and a valid Town of Floyd Food Vendor License in accordance with The Town of Floyd Code §7.2 (if applicable)
- Supply a valid license certificate from the State Health Department
- Comply with the Meals Tax Ordinance in The Town of Floyd Code §16.2
- Vendor shall furnish a certified copy of General Liability Insurance prior to beginning any work.

### **Terms of the Contract**

The term of the contract will be for one year with the option to renew up to two (2) additional one year periods when mutually agreed upon.

### **Preferred Qualifications**

- At least 3 years of vending experience
- Skilled staff, as it relates to providing the services requested.

### **To Apply**

Please submit the following:

- Vending Background, years in business as an establish vendor.
- Specific areas of expertise and listing of services that the vendor is uniquely qualified to provide.
- Proposed food menu and pricing.
- Three references from past work assignments of similar nature to services requested.
- Responses may be submitted electronically, or 3 copies ground mailed or delivered to the contact below and shall be no longer than 10 pages front and back.

Submissions are due no later than **Thursday, April 29, 2021, 4:00 PM EST** to Kayla Cox, Town Manager, Town of Floyd 138 Wilson Street, Floyd, Virginia 24091 or email [kayla@townoffloyd.org](mailto:kayla@townoffloyd.org). Please include "RFP: Food Vending" in the subject line. Proposals received after 4:00 pm will not be accepted or considered. Applicants may submit their question(s) by calling 540-745-2565 or emailing [kayla@townoffloyd.org](mailto:kayla@townoffloyd.org).

The Town reserves the right to cancel this RFP and/or reject any or all proposals, to waive informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of the Town of Floyd, determined to be in the best interest of the Town of Floyd, Virginia. All expenses related to responding to this request for proposals are the sole responsibility of the offeror.

Selection of a vendor will be based on the overall proposal considering the offeror's submitted information and vendor experience.

Vendor will be responsible for obtaining all necessary permits and meet all required federal and state guidelines.

### **Disclaimer**

The Town of Floyd does not discriminate against an applicant because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. Minority and/or female businesses or firms are encouraged to apply. The Town of Floyd is an equal opportunity employer.