
SPR Seasonal Concessions

Food and Non-Food

2023 Request for Proposal (RFP)



Seattle
Parks & Recreation

Contracts & Support Administration
Attn: Parks Concessions Coordinator
300 Elliott Ave W, Suite 100
Seattle, WA 98119

Office: (206) 684-0902
Email: sprconcessions@seattle.gov

<https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities/concessions>

Seeking Healthy, Innovative Concessions in Parks

Each year Seattle Parks and Recreation (SPR) offers a limited number of concessions permits in select city parks. Concession permits are awarded through a competitive evaluation process called the Request for Proposal (RFP). Successful proposals must demonstrate the ability to provide healthy, innovative, affordable, safe, and reliable services to park patrons while paying reasonable concession fees.

Seasonal Concessions - Vending in Parks

Evaluating the Proposals

An independent panel will review proposals submitted through the RFP process. The panel will score the proposals and interview the proposers (if necessary). The proposer with the highest scored proposal will be offered the permit opportunity. Once the RFP selection concludes and successful proposers are notified, the SPR website will be updated to show which parks remain available. Late applicants for parks will be evaluated if space is available on a first-come first-served basis.

Park Locations

Park locations vary with sites appropriate for carts, food trucks and other self-contained service businesses.

- Food Concessions: See Site Descriptions pages 3-11 for park information and fees. No self-service vending permitted.
- Non-Food Concessions: Applicants must submit a site plan showing how the business will fit into the park while adhering to park rules and without impacting safety and park operations. No self-service vending permitted.

Generally, park sites are as depicted. SPR will not add power or water to a site. SPR will not authorize the creation of storage space or structures to support a proposed business model.

Questions about the Request for Proposal?

Please email sprconcessions@seattle.gov. Responses to questions and additional information and/or changes will be posted

on SPR's website within three business days. The deadline to submit questions is Feb 28, 2023.

Submitting Your Proposal

- Use the attached document to submit your proposal.
- Submit a clear and concise explanation of your proposed business. There is no need to submit elaborate materials.
- Provide all references and materials requested in the instructions including photos or site maps.
- Note: All documents received by City of Seattle are public documents and subject to public review.

2023 Request for Proposal Schedule

January 13	Proposals Available
March 2:	Application Deadline Proposals due at 3 PM
April 21	Successful applicants chosen and notified (Tentative)
May 1:	Permit issued and payments collected
May 27-Sept 4	Peak vending season

Parks that are Unavailable Through this Process

SPR is not accepting seasonal concession applications for the following locations: Green Lake Park, Discovery Park, and Washington Park Arboretum.

At time of permitting, vendors are required to provide the following items:

- Proof of insurance listing City of Seattle as an additional insured accompanied by a policy endorsement on a form CG 2026
- \$75 permit fee per park
- City of Seattle business license
- Background check if required
- Seattle-King County Department of Health Permits (if necessary)

Other Considerations:

- No gas, coal, charcoal, or similar portable cooking equipment is permitted unless the prior written approval of SPR has been obtained and the Seattle Fire Department has issued a fire permit.
- Most park sites do not have electricity so vendors must be self-contained. If electricity is available, check the existing electrical capacity of the site to make sure there is sufficient electrical capacity for your equipment. Do not use multiple extension cords or multi-plug adapters. If you are not certain of the electrical capacity available at a park site, then you are advised to seek the opinion of a qualified electrician. Electrical cords and cables must be covered with proper cable covering.
- The concessionaire must supply the appropriate fire extinguisher.
- All food vendors must include some healthy options on their menu.
- There are specific dates when large community events take place in Seattle parks, such as Seafair, Art Fairs, Festivals, etc. During these dates, the event holds the permit and concession permits are suspended. Concessionaires may work with these event organizers to seek permission to vend during the event. A list of Major Special Events can be found at: <http://www.seattle.gov/special-events-office/calendar>.
- You will not be permitted to place signs in the park except on your cart.
- You will not be assigned designated parking.
- Seattle-King County Department of Public Health must approve all proposed food carts. Please check with the Public Health Department to determine re-

quirements prior to submitting a proposal.

- There is no overnight storage for equipment in the park.
- You will need 2 large trash receptacles and appropriate recycling and compost containers depending on what products you sell. If there is no dumpster in the park, then you will have to remove your own trash each day. Pick up any trash dropped in the park by your customers.
- Your cart, trailer, or vehicle must be reasonably attractive in the sole opinion of the Superintendent and well-maintained.
- Amplified sound is not permitted.
- No Styrofoam containers, plastic straws or utensils, may be used. All items must be compostable.

If selected, you are required to fulfill the payment terms of your permit agreement. Concession permits may not be sold or transferred to another entity.

SPR reserves the right to disapprove any proposed business activity. Proposals cannot be accepted for the sale of tobacco or cannabis products, firearms, pornography, alcoholic beverages, and products in glass containers.

Scoring Criteria-What Does SPR Consider?

- 1) WMBE registered business with City of Seattle
To receive these points the business or organization must be registered as a Women & Minority-Owned Business (WMBE) with the City of Seattle and/or the State of WA prior to the RFP due date of March 2, 2023, at 3:00PM. SPR expects all proposer(s) to self-register at: <http://www.seattle.gov/obd>.
- 2) Experience
- 3) Proposed Services
How does the business enhance the park and benefit users? Align with SPR mission?
How will neighbors view the proposed activities? Is there a history of the proposed activity in the park?
Are products unique with healthy options? Is the business plan fully developed and safe?
- 4) Presentation
Is cart attractive and professional? Employee attire?
- 5) Proposed Schedule of Operations
- 6) Menu and pricing
- 7) Business references
- 8) Complete proposal
- 9) Does the proposer demonstrate an understanding of the insurance requirements?
- 10) Has the vendor researched what additional permits are required (if any)?

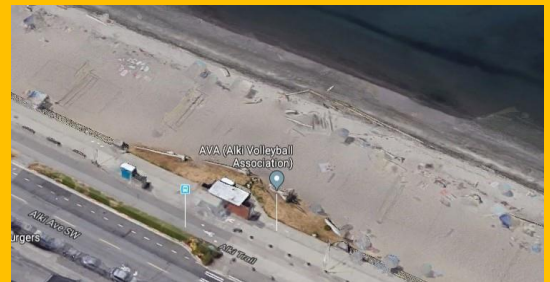
Seasonal Concession Food Vending Locations (pp. 3-11) All applicants are required to visit their desired location prior to submitting a proposal. Sites are as depicted and vary in locations and description; most sites require self-contained mobile units that need to be removed at the end of each business day.

Non-Food Concession Locations: Additional parks may be considered. Applicants must submit a site plan showing how the business will fit into the park while adhering to park rules and without impacting safety and park operations.

Alki Beach Park (two locations) *See pilot program

57th and Alki SW

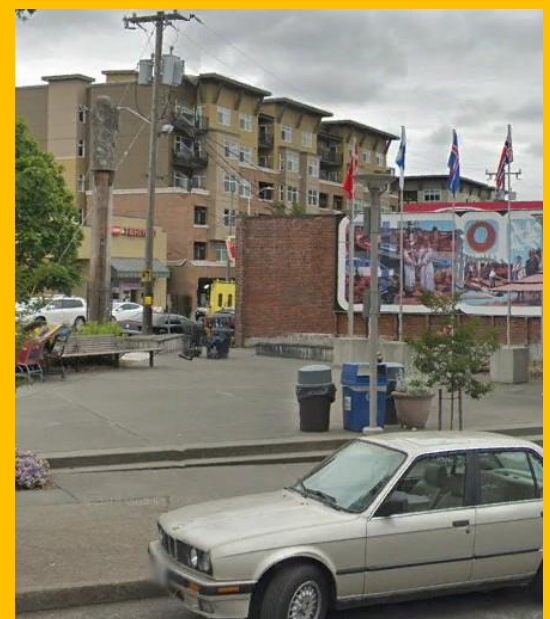
- Description: Busy beach location with pedestrian promenade, sand volleyball courts, and public restroom.
- Space/Site Available: An off-street paved walkway area next to the 57th Street Comfort Station on Alki Avenue. This is a small site and not appropriate for a large truck. The proposed business must suit the space available.
- Electricity may be available from an existing electrical service on the comfort station wall; the proposer must have a qualified electrician verify the electrical service prior to submitting a proposal.
- The comfort station (restrooms) may not be open at all times.
- The concessionaire selected will pay \$600 per month during peak season. This location has a number of special events in the summer at which the concessionaire may or may not be permitted to vend.



Bergen Place

5240 22nd Ave NW

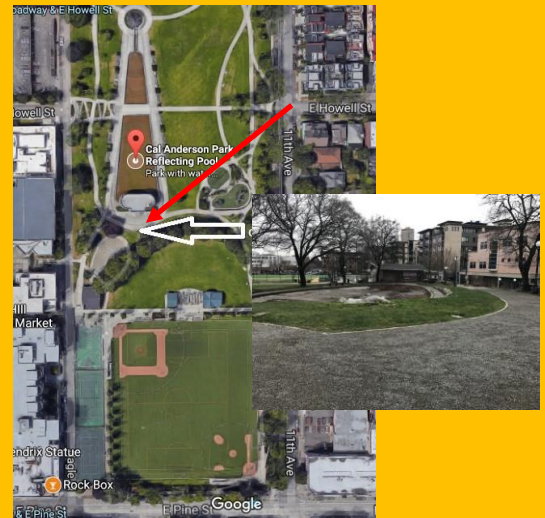
- Description: Community park located in the heart of the Ballard business district.
- Space /Site Available: A paved space for a cart. The concessionaire will coordinate the concession location with SPR staff. Cart must be pushed into the park as driving in the park is not allowed.
- No restrooms.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$300 per month during the peak season.



Cal Anderson Park

1635 11th Ave E

- Description: Youth and adult ball games, playground, wading pool, artistic water feature serves as a gathering place.
- Space /Site Available: A paved space for a cart. The concessionaire will coordinate the concession location with SPR staff. Cart must be pushed into the park as driving in the park is not allowed. No electricity and no storage in the park.
- The concessionaire selected will pay \$150 per month during the peak season.



Carkeek Park

950 NW Carkeek Park Rd

- Description: Large park with play and picnic areas, hiking trails, and beach access.
- Space/Site Available: concessionaire may park in legal spaces only.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$150 per month during the peak season.



Waterfront Park

Pier 58/Pier 62

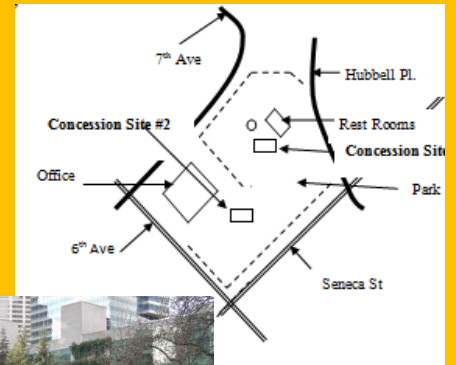
- Seattle's central waterfront is being transformed into a vibrant public park with lush gardens, open spaces, and elevated views of Elliott Bay. Pier 58, formerly known as Waterfront Park, is being demolished, and an exciting new public space extending from Pioneer Square and the Stadiums to Pier 62 is on its way.
- Waterfront Park is administered by the Friends of the Waterfront in partnership with Seattle Parks and Recreation. General info: parkprogramming@waterfrontparkseattle.org or visit the Friends of the Waterfront website: <https://waterfrontparkseattle.org>



Freeway Park

- Description: A 5.2-acre park in the heart of Downtown Seattle.
- Space/Site Available: A paved concession site located along Seneca Street near the fountain. Alternate site locations may be considered.
- Vehicles may not be parked in the park. No storage.
- There is no access to utilities.
- The concessionaire selected will pay \$150 per month during the peak season.

700 Seneca St



Jefferson Park

- Description: Jefferson Park features a playground, skate park, spray feature, and paved walking paths.
- Space/Site Available: A space without utilities is available for a food truck or other self-contained concessionaire. Site to be agreed upon between SPR and concessionaire and with approval by SPR grounds staff. Please submit a site plan map with your proposal.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$150 per month during the peak season.

3801 Beacon Ave S



Lake Union Park

- Description: A unique urban gem, close to the center of downtown Seattle. This park provides access to green space and the water.
- Space/Site Available: A space without utilities is available for a food truck or other self-contained concessionaire.
- No electricity and no storage in the park.
- The concessionaire selected will pay \$150 per month during the peak season.

860 Terry Ave N



Lincoln Park

8011 Fauntleroy Way SW

- Description: This West Seattle Park contains ballfields, playgrounds, picnic sites, miles of trails, and a heated saltwater pool.
- Space/Site Available: A space without utilities is available for a food truck or self-contained concession. Site to be agreed upon between SPR and concessionaire. There is no storage or overnight parking. Please include site plan map with your proposal.
- The concessionaire shall not sell products with heavy syrups, as the syrups have been known to attract bees and wasps. Popcorn and similar items that area spread by the wind are likewise not permitted. Use of a generator is not permitted at this location. Electricity may be available from an existing electrical service; the proposer must have a qualified electrician verify the electrical service prior to submitting a proposal.
- The concessionaire selected will pay \$150 per month during the peak season. A key deposit is required.



Lowery C. “Pop” Mounger Pool

2535 32nd Ave W

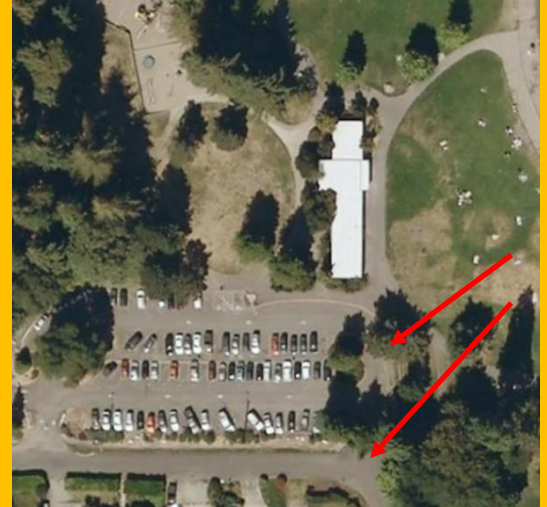
- Description: Busy community pool located in Magnolia
- Space/Site Available: A food service alcove approximately 12 ft. wide by 4ft. feet deep is available for a concession stand. Food service area is equipped with locking gates that would allow for secure storage during non-operating hours. During concession hours, a large space of approximately 12 ft. wide by 6 ft. deep would be allocated by expanding the Food Service area out onto the pool deck. The concessionaire at this location will be asked to carry a small inventory of swim diapers for sale to parents in addition to food products.
- Food service area does not include any cooking facilities, but it is equipped with 208V 40W electricity. Potable water and hand washing facilities are adjacent to the food service. The vendor would need to provide a rolling table or counter with locking wheels. The table would need to have a closed front and appear neat, clean and well maintained. The unit would be able to roll out approximately 2 feet during operation hours and then be rolled back and locked in the secure Food Service area.
- The concessionaire selected will pay the seasonal fee of \$300 per month during the peak season. A key deposit is required.



Matthews Beach Park

9300 51st Ave NE

- Description: Seattle's largest freshwater swim beach. There are picnic areas, playground, and basketball courts.
- Space/Site Available: A parking lot location within the park or small concession available.
- The concessionaire should arrive early to obtain parking.
- Limited on-site storage with electrical service for one freezer or refrigerator is available.
- The concessionaire selected will pay the seasonal peak fee of \$600 per month.
- A key deposit may be required for this location.



Madison Park

E Madison and Howe St

- Description: A lovely grassy park on the shores of Lake Washington.
- Space/Site Available: A space without utilities is available for a self-contained concession. The concessionaire will coordinate concession location with SPR staff.
- No power, water or storage is available.
- No parking is available.
- The concessionaire will pay the seasonal peak fee of \$300 per month.



Magnuson Park

NE 65th St Entrance

- Description: A lovely grassy park on the shores of Lake Washington
- Space/Site Available: A space without utilities is available for a self-contained concession. The concessionaire will coordinate concession location with SPR staff.
- There is no overnight parking, storage, electricity, or water. Fossil fuel/gas generators not permitted at Magnuson Park.
- The concessionaire will pay the seasonal peak fee of \$300 per month.



Mount Baker Beach Park

2205 Lake Washington Blvd S

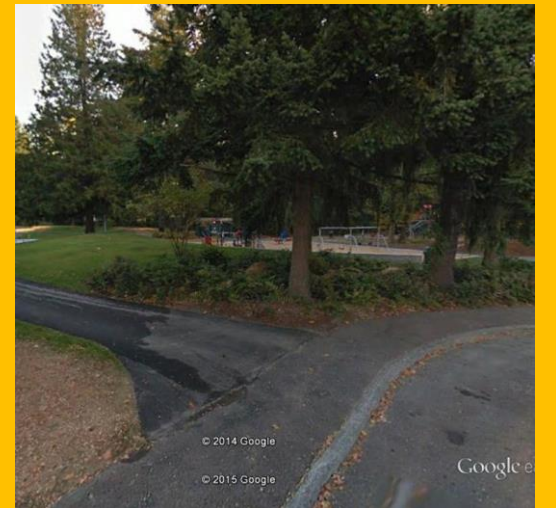
- Description: Freshwater swim beach on the shores of Lake Washington.
- Space/Site Available: A space without utilities is available or small self-contained concession. The concessionaire will coordinate the concession location with SPR staff.
- The concessionaire selected at this location will be asked to carry a small inventory of swim diapers for sale.
- The concessionaire will pay the seasonal peak fee of \$150 per month.



Northacres Park

12718 1st Ave NE

- Description: Busy park with 2 ballfields, play area, a dog off-leash area, and a spray park.
- Space/Site Available: The concessionaire will coordinate the concession location with SPR staff. Location works well for mobile vending.
- No electricity and no storage in the park.
- The concessionaire will pay the seasonal peak fee of \$150 per month.



Pritchard Beach

8400 55th Ave S

- Description: Busy waterfront park with swim beach and beautiful waterfront views.
- Space/Site Available: A space without utilities is available for a food truck or other self-contained concession. Power and water may be made available from the bathhouse if approved by Parks. The concessionaire will coordinate the concession location with SPR staff.
- The concessionaire will pay the seasonal peak fee of \$150 per month.



Occidental Park

117 S Washington St

- Occidental Park is administered by the Downtown Seattle Association in partnership with Seattle Parks and Recreation.
- General info: parks@downtownseattle.org or visit the Downtown Seattle Association [website](#).



Seward Park

5895 Lake Washington Blvd S

- Description: 300-acre park located in Southeast Seattle with trails, tennis courts, swim beach, and picnic areas.
- Space/Site Available: A space without utilities is available for a food truck or other self-contained concession. This space is located near the Seward Park Environmental & Audubon Center.
- The concessionaire selected at this location will be asked to carry a small inventory of swim diapers for sale.
- The selected concessionaire selected will pay \$150 per month for the peak season.



Stan Sayres Park

3808 Lake Washington Blvd S

- Description: The home of the Mt. Baker Rowing and Sailing Center, Stan Sayres boasts beautiful mountain views.
- Space/Site Available: A space without utilities is available for a food truck or other self-contained concession.
- The concessionaire will pay the seasonal fee of \$150 per month for the peak season.
- This permit does not authorize vending during Seafair.



Volunteer Park

14th Ave E and E Prospect to Roy St

- Busy park with a playground, wading pool, gardens, and other amenities.
- Space/Site Available: A street parking location within the park. This is not a reserved space so the concessionaire should arrive early. Overnight parking is not allowed. The concessionaire will coordinate the location with SPR staff.
- There are no utilities or storage available.
- The seasonal concession fee is \$150 per month during the peak season.



Westlake Park

401 Pine St

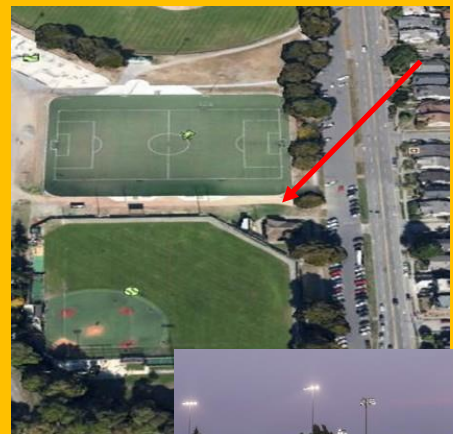
- Westlake Park is administered by the Downtown Seattle Association in partnership with Seattle Parks and Recreation.
- General info: parcs@downtownseattle.org or visit the Downtown Seattle Association [website](#).



Lower Woodland Park

1000 N 50th St

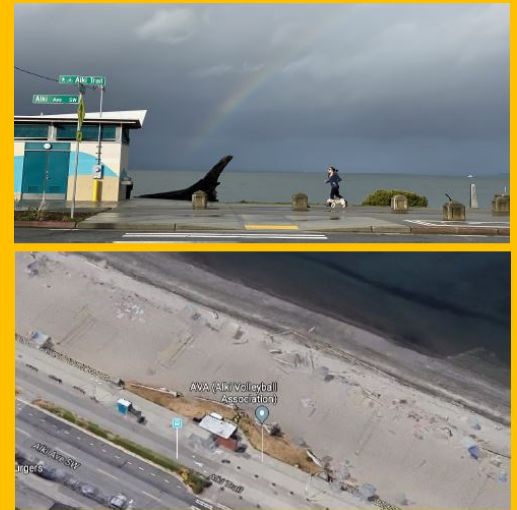
- Description: Busy park location with ballfields in use throughout the summer.
- Space/Site Available: Concessionaire sought for ballfields during busy/heavily scheduled days. Schedule may vary, but must include weekends through the summer.
- There is no storage, utilities, or overnight parking.
- The selected concessionaire selected will pay \$150 per month for the peak season.



Alki Beach Park – Pilot Program

57th and Alki SW

- Description: Busy beach location with pedestrian promenade, sand volleyball courts, and public restroom.
- Space/Site Available: An off-street paved walkway area next to the 57th Street Comfort Station on Alki Avenue. This is a small site and not appropriate for a large truck. The proposed business must suit the space available.
- The concessionaire selected will pay the pilot fee of \$75 per month. This location has a number of special events in the summer at which the concessionaire may or may not be permitted to vend.



Madrona Park Concession Stand – Pilot Program

853 Lake Washington Blvd.

- Description: A lovely grassy park on the shores of Lake Washington.
- Space/Site Available: Approximately 400 Square Feet located at the south end of the building.
- The concessionaire will pay the fee of \$600 per month or 10% Monthly Gross Sales (whichever is greater).



Golden Gardens Bathhouse Concession Stand – Pilot Program

8498 Seaview Place N.W.

- Description: A lovely beach park on the shores of Puget Sound.
- Space/Site Available: Approximately 480 Square Feet of space located at the south end of the Golden Gardens Bathhouse building.
- The concessionaire will pay the fee of \$1000 per month or 12.6 % Monthly Gross Sales (whichever is greater).



<https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities/concessions>

Please fill out in Adobe Reader, type, or print information clearly and attach maps and photos. Unsigned applications will not be accepted. Pages 12-15 of this document should be emailed to sprconcessions@seattle.gov. If submitting an original copy via US Mail or in-person (requires an appointment), attach two additional copies of the proposal and all attachments. Proposals **must be received** by SPR no later than **3 pm on March 2, 2023**.

Language Assistance: If you require assistance or language translation, please email with your phone number and the specific language for which you require translation services.

Contact Information

**Required Information*

Organization Information							
Company Name				Organization Type			
Address				Suite	City	State	Zip Code
Phone	Email Address			Organization Website:			
Main Contact							
First Name*	Last Name*	Gender*	Ethnicity (optional)	Languages (optional)		Date of Birth*	
Residential Address*				Apt./Suite	City*	State*	Zip Code*
Primary Phone*	Cell Phone	Email Address*					
Secondary Contact							
First Name	Last Name	Gender	Ethnicity (optional)	Languages (optional)		Date of Birth	
Residential Address				Apt./Suite	City	State	Zip Code
Primary Phone	Cell Phone	Email Address					

Organization Description and Proposed Services

In this section, you will describe your proposed business, any positive financial, environmental, social, or cultural benefit to the City of Seattle. Please be as complete as possible in the space allotted.	
Type of Organization	
Experience in Concessions Business	

Business License Insurance	<p>Concessionaires need a City of Seattle business license and insurance that additionally covers the City of Seattle. Additional Insurance information found at https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities/concessions. Initial to confirm that you've reviewed/understood City insurance requirements. Please attach a photocopy of your City of Seattle Business License or a completed application to obtain one.</p>
Proposed Services	<p>Please describe the proposed services. How does your business enhance the park?</p> <p>Please explain the features of your menu/the products you are offering. Food Vendors-Describe what healthy/healthier menu options you intend to provide.</p>
Presentation	<p>Please describe your truck, cart, awning, and/or equipment and attach photos. Include what type of power you will utilize. Pictures of your proposed truck/equipment are appropriate and will be evaluated during the review process.</p> <p>How will your employees be attired?</p>
Proposed Schedule of Operations	<p>What are your dates of operation? How many days a week will you be in the park? How many hours each day?</p>

Seasonal Concession Fees

Based on your expertise in the seasonal concession business and having:

- 1) Thoroughly read the enclosed RFP documents
- 2) Asked SPR any questions you may have had about the terms, conditions and responsibilities described
- 3) Visited the proposed sites
- 4) Sought legal and financial advice as needed
- 5) Researched the applicable laws, ordinances, statutes, and regulations, you make the following firm and irrevocable offer to pay concession fees as shown below:

You are bidding on a vending permit for the peak season Memorial Day to Labor Day (May 27-September 4). May and September are pro-rated. Full month permits are available if desired. Extended permit dates are dependent upon park availability and approval.

	Concession Food/Non-Food Vending Fees 2023	Monthly Rates
Fees	Tier 1 Parks- Alki Beach Park, Adams Boat Launch, Matthews Beach Park	\$600 Peak/Per Month of Use \$100 Off Peak/Per Month of Use
	Tier 2 Parks-Bergen Place, Golden Gardens Park (Non-Food Only), Madison Beach Park, Magnuson Park, Lowery C. "Pop" Mounger Pool	\$300 Peak/Per Month of Use \$75 Off Peak/Per Month of Use
	Tier 3 Parks-Cal Anderson Park, Carkeek Park, Delridge Play-ground, Freeway Park, Jefferson Park, Lake Union Park, Lincoln Park, Lower Woodland Playfield, Mount Baker Beach, North Acres Park, Pritchard Beach Park, Seward Park, Stan Sayres Park, Volunteer Park, Other Park: _____	\$150 Peak/Per Month of Use \$75 Off Peak/Per Month of Use
Peak Season Rates: May 1-September 30	Pilot Program: Alki Beach Park	\$75 Per Month of Use
	Pilot Program: *Madrona Beach Park Concession Stand	**Minimum \$600 Per Month of Use
	Pilot Program: *Golden Gardens Bathhouse Concession Stand (Food)	**Minimum \$1000 Per Month of Use
Off Peak Rates: October 1-April 30	Tier levels are determined by a variety of factors including park attendance size and need of activation and services.	
	*Monthly Gross Sales Reports are required for Madrona Beach Park Concession Stand & Golden Gardens Bathhouse Concession Stand.	
	**Concessionaire pays minimum monthly fee or percentage of Monthly Gross Sales (whichever is greater).	

Leasehold Excise Tax of 12.84% applies to park concession fees

Please indicate the parks you are requesting in order of preference:

1. _____ 3. _____
2. _____ 4. _____

Fees are payable in advance. For each park you operate in, there is a \$75 permit fee due at the time of permit issuance. Through this process, you are bidding on the peak season, May 27-September 4 and you will be required to pay the full rate for this time period. If you are requesting to vend at multiple parks or an extended season, note below:

The payment plan options are as follows:

1. Pay in full at the time of permitting or 2. Submit monthly payment to City Treasury by the tenth of each month.

Your signature below indicates that you have read the document and understand your payment responsibilities.

Applicant Signature

Date

Applicant Printed Name

By initialing this line as an electronic signature, I agree to all the terms and conditions that may apply to the Seasonal Concessions permitting process and agree that all information contained in this proposal is true and correct to my knowledge. All documents received by City of Seattle are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.