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PO Box 366  
Langley, WA

April 1, 2015

## MEMORANDUM

**TO:** Mayor Fred McCarthy  
Langley City Council

**FROM:** Michael Davolio, AICP  
Director of Community Planning

**SUBJECT:** Mobile Food Truck Proposals

As you know, the City issued a Request for Proposals to solicit interested vendors for the placement of mobile food trucks in two public locations in downtown Langley. The deadline for submitting proposals was Thursday, March 26, 2015.

It is with some disappointment that I must report to you that the City received no proposals for mobile food trucks.

The intent of issuing an RFP for mobile food trucks was to ensure equal treatment in the event that we received more proposals than we had spaces to offer. Now that the public has been given that opportunity, the City may choose to continue to make those two public spaces available by different means. For example, if it so chooses, the City may now offer these spaces for lease on a first-come, first-served basis.

The RFP contemplated that the proposals of prospective vendors would include their offer for terms to lease the public spaces. It was deemed at the time that such a process would assist the City in determining the fair market value of a temporary lease of these spaces. The Mayor and City Council may now consider establishing such a value on their own, subject to further review based upon the level of interest received.

**Staff Recommendation.** The staff recommends that the City continue to offer the two public spaces previously approved, subject to the same terms as set forth in the original Request for Proposals, and with the addition of a set fee for the use of the space.

attachment: Food Truck RFP



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P.O. Box 366

**City of  
Langley  
Request for Proposal  
Mobile Food Truck Vendors**

Langley, WA

**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 #1009, 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.
5. As per the conditions set forth in Ordinance #1009, the right to operate is limited to the dates between May 22 and September 8, 2015, except that the vendor shall not operate on July 11 and 12, 2015.

**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 March 26, 2015. Applications shall be sent to the City of Langley, Attention: Michael Davolio, Director of Community Planning, P.O. 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.***

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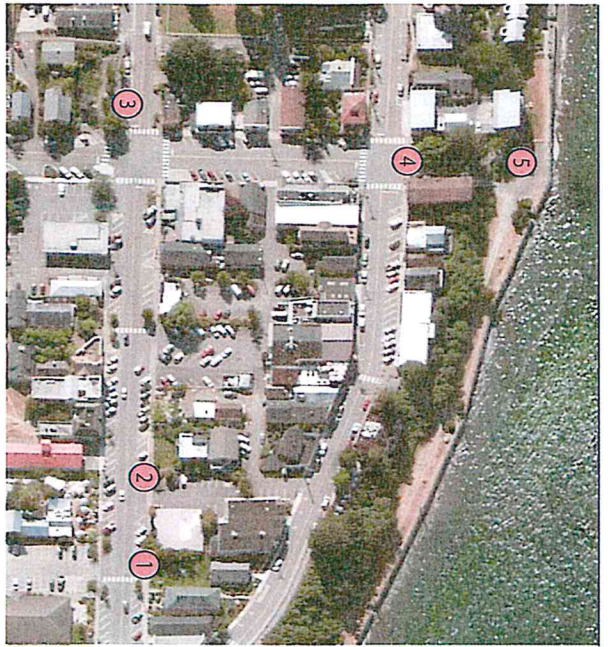
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Reviewed by \_\_\_\_\_

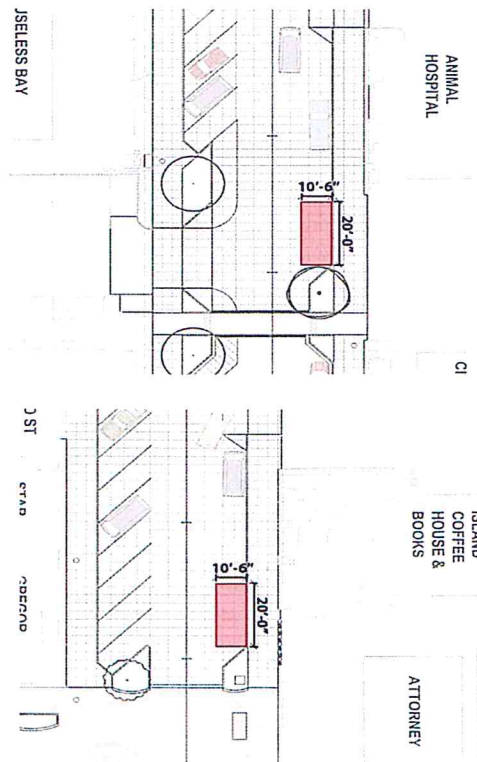
## EXHIBIT B: FOOD TRUCK LOCATION MAP

### 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"