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## FOOD TRUCK VENDOR – REQUEST FOR PROPOSAL

### **Background Information**

Anaina Hou Community Park is a nonprofit organization located on the North Shore of Kauai. We were founded by Bill and Joan Porter to provide a gathering place for our community. Our mission is to enrich the lives of our island community through arts, education, recreation and agriculture, while sharing our cultural values and the spirit of aloha. Today, on our 15-acre campus, we are pleased to offer Kauai Mini Golf & Botanical Gardens, a Café and Gift Store, access to hiking the Wai Koa Loop Trail to the historic Stone Dam, two weekly Farmer's Markets, a Playground and Skate Ramps, Kilauea Night Market, Free Movie Nights and numerous other free events. In the near future, Anaina Hou will introduce the Porter Pavilion, a new event space that will host concerts, films, theater, lectures, cultural activities, wedding receptions, and other community events, and Pu`ukumu School, a private school that will serve up to 180 middle and high school students.

### **RFP Statement of Purpose**

In the coming months, Anaina Hou will transform its Café into a Food Court and concessions stand to provide food serve for our community and earned income revenue to support the mission of Anaina Hou. We are currently seeking up to 4 Food Truck partners to lease space on our campus offering a diversity of menu options and varied availability to serve guests breakfast, lunch and dinner across 7 days a week.

Through this unique opportunity Anaina Hou offers: 40,000 guests to Mini Golf and the Wai Koa Loop Trail annually (over 200 daily average), highly visible location just off of Kuhio Highway in Kilauea, numerous covered seating options, dedicated parking, restrooms, opportunity to provide catering services for events held at the Pavilion (summer 2018), and opportunity to serve 180 students at Pu`ukumu School and their parents (fall 2018).

### **Term of Contract and Conditions**

\$1,500/month lease. Following a 3-month trial period, a 12-month lease will be required.

The Anaina Hou Concession Stand will have the exclusive right to sell beverages (including but limited to: bottled water, espresso drinks, soft drinks, beer, wine, kombucha) and will also offer grab-and-go menu items not competing with food truck menus (gelato, shave ice, snacks and other grab-and-go).

### **Anaina Hou will provide each Food Truck Vendor with:**

- 1 dedicated 10'x28' space
- Ability to drop waste water in the septic system located on the lower campus (near future Pavilion)
- Access to garbage dumpster
- Guest seating, restrooms and parking as described above

At an additional fee (TBD):

- Access to potable water (tank refill)
- Access to individually-metered electricity (no generators will be allowed)
- Access to propane (tank refill)

#### Available at or before summer 2018:

- Space to install 1 3' width refrigerator/freezer (provided by Food Truck vendor)
- Access to dedicated dry storage
- Access to a Certified Kitchen

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**FOOD TRUCK VENDOR – APPLICATION****COMPANY INFORMATION**

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**DEFINITION OF CONCEPT**

Description of Food Truck concept \_\_\_\_\_

Intended Days and Hours of Operation \_\_\_\_\_

Please provide with completed application:  Proposed Menu  Photo of Food Truck or related artwork**LIST YOUR FACILITIES NEEDS**Access to Septic..... Yes  NoPotable Water tank refill..... Yes  NoPropane tank refill..... Yes  NoElectricity..... Yes  No - List type of plug: \_\_\_\_\_Space for a Refrigerator/Freezer... Yes  NoSpace for Dry Storage..... Yes  No - Amount requested: \_\_\_\_\_Access to Commercial Kitchen ..... Yes  No - Describe use and estimated hours/week: \_\_\_\_\_**CREDIT REPORT AUTHORIZATION**

If invited to continue in the process, Anaina Hou will conduct a credit verification of all prospective vendors. I authorize Anaina Hou Community Park to conduct a credit verification:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**EVALUATION AND AWARD PROCESS**

Please share your materials with Thomas Daubert at Anaina Hou no later than March 15, 2017. The administrative team will review all submissions, follow-up with questions/interviews, and make selections by April 30, 2017. Our goal is to complete renovations and open our Food Court by July 1, 2017. Please contact Thomas Daubert if you wish to schedule a site visit.

**ANAINA HOU CONTACTS**Thomas Daubert  
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Vice President, Board of Directors  
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