



**IWQ 15-03**

**Brookhaven Food Truck Nights 2015**

**Due March 26, 2015 by 2:00PM**

The City of Brookhaven is accepting bid submissions by food truck event companies to organize, coordinate and staff a food truck event series that will begin spring 2015 and conclude in fall 2015.

The event series will take place at Blackburn Park (3493 Ashford Dunwoody Road NE) in the large parking lot across from Cambridge Crossing shopping center. Vendors must have their own liability insurance as well as necessary permits and licenses required by DeKalb County and the City of Brookhaven for operation.

In addition to organizing food trucks, the vendor shall provide tables and seating for attendees, coordinate and book musical and other entertainment, provide portable bathrooms and handle all trash and recycling clean up. All set-up and break down of tables and event equipment shall be handled by the vendor. The city shall handle all costs related to public safety, including patrol officers, street crossing guards and traffic control.

Informal Written Quotations shall be returned by email to [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov). If you have any questions, please email [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov) no later than COB Wednesday, March 18, 2015. All questions will be gathered and an addendum answering all questions will be issued shortly thereafter. Questions will only be accepted via email. No questions will be answered by phone to ensure the same information is given to all bidders. When awarded, the winning vendor will be contacted, and an announcement will be made on the City's Purchasing Page.

Please include the following information in your response:

1. A resume and company bio/ brochure.
2. A list of events that your company has hosted in the past 3 years (please include average number of attendees or average sales).
3. A complete list of other cities, counties that your company has worked with in the past 3 years.
4. 2-3 references (preferably government entities).
5. Comments on vendor provisions as outlined above.
6. Fees charged.
7. Any additional information that would be helpful in evaluating your proposal.

Please include a resume and/or company brochure with your response;  
and any additional information that would be helpful in evaluating your  
proposal.



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**Bid Sheet  
Event Planner Fees**

**In the space below, please detail the following:**

- 1) Fees Charged and who pays them:**
  
  
  
  
  
  
  
  
  
  
- 2) All financial costs to the City:**

Legal Business Name \_\_\_\_\_ Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

Representative Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**This bid sheet must be returned in writing to:**  
City of Brookhaven Purchasing Department  
Attn: IWQ 15-03 Brookhaven Food Truck Nights 2015  
4362 Peachtree Road, NE  
Brookhaven, GA 30319

**(Proposals will NOT be accepted via email.)**