



## REQUEST FOR INFORMATION RFI 24051

### THIS IS NOT AN ORDER

**Reply if interested in being an approved Food Vendor  
to Purchasing Office Morgan Hall #214.**

### **Mobile Food Operators/Food Trucks**

Washburn University, Washburn Institute of Technology East and West Campuses, and Cosmetology seek to create a list of approved food truck vendors that Washburn campuses may contact for events. This list will be maintained by the Purchasing Department. Food trucks that do not meet all the requirements will NOT be considered for campus events.

#### **Inquiries**

All inquiries about the RFI must be submitted either electronically (PREFERRED) or by United States Postal Service in a sealed envelope. Please address your inquiries to:

Debi Feyh  
Buyer  
1700 SW College Ave  
Morgan 214  
Topeka, KS 66621  
[purchasing@washburn.edu](mailto:purchasing@washburn.edu)

#### **Submission**

To be considered to be a mobile food operator/food truck, please complete the Mobile Food Operator Application form attached to this RFI. You will also need to provide the requested documents to Washburn Purchasing ([purchasing@washburn.edu](mailto:purchasing@washburn.edu)) Adobe PDF document type is preferred, but Microsoft Word and Excel document types are accepted.

#### **Acceptance**

Washburn University will determine which food trucks have met all the requirements and add that vendor to the approved Food Truck list.

The University will contact the vendor upon acceptance of a proposal. This list will be available to all Washburn University campuses. It will be the responsibility of the respective

departments to contact the food truck(s) and enter into a contract for each event. Without a signed contract between Washburn and the Food Truck operator on file for each event, there is a possibility of non-payment.

Washburn University will also notify all unsuccessful proposers as to the outcome of the evaluation process. At that time, the vendor will be advised of what requirement(s) was not met. The opportunity to submit the required documentation is available after that notification. Upon successful completion, the food truck will be added to the approved list.

## **SECTION 2 INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

- 2.1 **Submittals:** Proposals shall consist of an electronic copy attached to submission email including supporting documents to Washburn University at [purchasing@washburn.edu](mailto:purchasing@washburn.edu) or by hard copy delivered to Debi Feyh, Buyer, to Morgan 214.
- 2.2 **Proposal Disclosures:** At the time of closing, only the names of those submitting proposals shall be made public information. No pricing or other proposed information will be released. Interested vendors or their representatives may be present at the announcement.
- 2.3 **Proposal Format:** It is the vendor's responsibility to submit complete responses in accordance with the format and instructions requested. It is the vendor's responsibility to submit information related to the evaluation categories and the University is under no obligation to solicit any information not included in the submitted proposal. Failure to submit information may cause an adverse impact on the evaluation of the vendor's proposal.

Vendors are requested to provide a point-by-point response to all requirements listed in the Request for Proposal.

- 2.4 **Additional Information:** The University reserves the right to request additional information or clarification on any matter included in this proposal. The University reserves the right to negotiate with any vendor or vendors to arrive at a final decision.
- 2.5 **New Vendor:** Please submit a W-9 with your proposal if you are a new vendor. You can find this form at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

## **Section 3. Scope of Services Requested**

The purpose of this document is to obtain information from qualified and licensed Mobile Food Units/Food Trucks for future events on any of the Washburn and Washburn Tech campuses in Topeka.

## REQUIREMENTS OF VENDOR IF SELECTED AS A VENDOR FOR EVENT(S):

1. **Location:** Washburn University (WU) will designate the area on campus approved for mobile food operator set-up.
2. **Time:** Washburn University will notify mobile food operator of the approved setup, serving, and driveaway times in advance of the date of the event. Due to an existing contract with our campus foodservice provider, products are **not** to be sold outside the approved serving hours.
3. **Pepsi Products:** Only Pepsi brand drinks may be sold on campus. If you have a concern about your product, meeting this guideline, please let Purchasing know.
4. **Safety:** Mobile food operator(s) shall operate in a safe fashion at all times. Mobile food operator(s) shall take all steps necessary to ensure sanitation of equipment, neat appearance of vehicle and equipment, and the safety of food offered at the event. Mobile food operator(s) shall not leave the vehicle unattended. When the vehicle is in motion mobile food operator(s) shall be mindful of the possibility of heavy foot and vehicular traffic at the event.
5. **Compliance with law:** Mobile food operator(s) are responsible for compliance with all applicable laws. This includes but is not limited to all health and safety rules related to food preparation and service, including state and local requirements; business licensure; and safe operation of operator's vehicle.
6. **Removal of Trash, Debris, and/or Waste:** All food trucks will be required to remove all garbage, litter, compostable and recyclable waste associated with their activities from surrounding paved and landscaped areas of the premises. Mobile Food Operators are not allowed to dispose of litter or waste on the premises, even if trash bins are available.
7. **Control of Disposal of Materials:** Mobile food operator (s) will not be allowed to dispose of any materials, including rinse or wash waters, spilled liquids of any type, or waste on the premises, including gutters, drains or paved surfaces.
8. **INSURANCE:** Upon request, the vendor shall present Certificates of Insurance to the Washburn University Director of Purchasing evidencing the following coverage during the performance of services:
  - A. Employers Liability, with a minimum of \$100,000 or greater limit of liability per occurrence.
  - B. Commercial General Liability, including contractual liability coverage, with the following minimum limits of liability: \$\$100,000 or greater per occurrence for Bodily Injury and Property damage, Personal and Advertising injury, \$100,000 or greater General Aggregate and,
  - C. Professional Liability in the minimum of \$100,000 or greater per claim

All required insurance coverage hereunder, must be written by an insurance company authorized by the state in which the Project is located to provide such insurance

coverage in such state and approved by Owner, and must be written under either standard form approved by the Department of Insurance of the state in which the Project is located or policies in form and content satisfactory to Owner. Carrier shall have an AM Best rating of A or better. Any certifications requested and provided shall contain a provision that the coverage offered under the policies shall not be canceled, non-renewed, or materially changed until at least 30 days prior written notice has been given to the University.

9. **Alcohol:** Washburn University policy prohibits the presence or service of beer, wine, or liquor on campus by outside vendors. All alcohol sales are provided by Chartwell's.
10. **Emergencies:** Dial 911 to reach public authorities for any health or safety emergency. **In addition, promptly notify Washburn University Campus, 785-670-1153.**
11. **No facilities/utilities provided:** Washburn University will not provide any hook-ups, utilities, kitchen access, or storage for operator's food or ice.
12. **Set-up and clean-up:** Mobile food operators are responsible for set-up and clean up after the event, including transporting mobile food operator's garbage to designated receptacles, if provided.
13. **Logo/trademarks:** Nothing in this document gives mobile food operators permission or a license to use the Washburn University's name, logo, trademarks, or other intellectual property or to state or represent that mobile food operator is endorsed by or affiliated with the college. Please coordinate any Social Media notices of your location at Washburn University campuses with the department hiring you or the Washburn Public Relations office. This may be a closed event.

#### **SECTION 4 Submittal Requirements**

Please complete the form on the following pages and attach the requested documentation in Section 3. This information needs to be in a .pdf format and emailed to [Purchasing@Washburn.edu](mailto:Purchasing@Washburn.edu) or delivered in a sealed envelope to Purchasing, Morgan Hall, Rm 214, 1700 SW College Ave, Topeka, KS, 66621 no later than 2 p.m. on Monday, December 4, 2023. Information received by this time will be evaluated for completeness. Those who fulfill the requirements will be added to the approved list, which is good through May 2024. You will be notified via email whether or not you are on the approved list.

# Washburn University

## Mobile Food Truck Operator Application Response to RFI 24051

### 1. BUSINESS INFORMATION:

Legal Business Name: \_\_\_\_\_

Federal Employer ID Number (FEIN): \_\_\_\_\_

Website Address (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number (for questions with application): \_\_\_\_\_

### 2. CONTACT INFORMATION (If different than above):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. PLEASE INCLUDE COPIES OF THE FOLLOWING WITH YOUR RESPONSE:

- City of Topeka Business license  
<https://www.topeka.org/cityclerk/licenses/#gsc.tab=0>
- City of Topeka Mobile Food Preparation Vehicle Permit  
<https://www.topeka.org/cityclerk/licenses/#gsc.ta>
- Kansas Business Tax Certificate  
<https://www.ksrevenue.gov/forms-btreg.html>
- Kansas Food Seller's Permit, AND
- Last public health inspection document  
<https://agriculture.ks.gov/divisions-programs/food-safety-lodging/food-safety-licenses>
- W-9 <https://www.irs.gov/forms-pubs/about-form-w-9>
- Certificate of Insurance – from your insurance company

- Kansas Tax Clearance form  
<https://www.ksrevenue.gov/taxclearance.html>
- Menu, if you have one.

**4. WHAT TYPE OF SET UP DO YOU HAVE:**

- Food truck (license plate number and State of issue) \*
- Pop up tent
- Trailer and vehicle (license plate number(s) and State of issue) \*

\*License plate information needed to provide to Washburn University police department, so they don't ask you to move off campus

**5. WHAT TYPE(S) OF FOODS DO YOU SERVE:**

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