

**CITY OF SAN ANTONIO
WOODLAWN LAKE PARK
VENDOR PROGRAM**

I. Background

The City of San Antonio's (City) Woodlawn Lake Park vending program allows for vending of pre-packaged prepared food items, pre-packaged food items, and soft drinks in designated areas of Woodlawn Park. The City utilizes a lottery system to select a vendor (Vendor) for each designated area for specified periods of time.

II. Selection Process

Once every two years, persons holding a City of San Antonio Mobile Vending Permit, issued by the City's Metropolitan Health District, are invited to participate in a lottery process to select Woodlawn Lake Park Vending Program Vendors. The date, time, and location of the lottery, along with a copy of this document, will be sent to those persons with current Mobile Vending Permits.

All persons interested in being selected as a Vendor must attend the lottery. Each interested party will complete an application (attached) which will be drawn through a lottery to select a total of up to 24 Vendors, one person for each of the 3 vending locations (see attached maps) for the 8 vending periods (Vending Period). The Vending Periods for the period from December 1, 2014 through November 30, 2016 are as follows:

Period 1:	December 2014 and January and February 2015
Period 2:	March, April and May 2015
Period 3:	June, July and August 2015
Period 4:	September, October and November 2015
Period 5:	December 2015 and January and February 2016
Period 6:	March, April and May 2016
Period 7:	June, July and August 2016
Period 8:	September, October and November 2016

Note: no vending will be allowed during the Earth Day and 4th of July celebrations at Woodlawn Lake Park, and other dates determined by City. City will notify Vendors of the days on which no vending may occur.

In addition to the 24 selected Vendors, several alternate Vendors will be selected in the event any of the Vendors selected during the lottery are unable to participate in the program.

Only one person per household, business, organization, association, or partnership shall be eligible to participate in the lottery.

III. Processing for Approval

Processing meetings will be scheduled between the selected Vendors and City staff, to occur approximately 6 - 8 weeks prior to the start of the Vending Period. It is the responsibility of the Vendor to attend the scheduled meetings and to provide all of the following items at that meeting:

- Copy of their current Mobile Vending Permit issued by the Metropolitan Health District (must have a current background screening to obtain a Mobile Vending Permit)

- Valid Texas Driver's License or other valid Texas identification in the name of the person approved for the Mobile Vending Permit
- Evidence of insurance in the Vendor's name for the vehicle approved for the Mobile Vending Permit
- Evidence of commercial general liability insurance coverage in the amount of \$250,000, as outlined below
- Copy of Vendor's Texas Sales and Use Tax Permit issued by the Texas Comptroller's Office
- Money Order (made payable to the City of San Antonio) or cash in the amount of \$225, which includes the cost of the required identification badge

As some of the items listed above take time to obtain and/or renew, please make certain that you have these items prior to attending the processing meeting.

At the processing meeting, a Vendor Agreement will be executed by the Vendor.

If a Vendor fails to attend the scheduled processing meeting and/or provide the required current documentation, an alternate vendor will be selected.

IV. Liability Insurance

All selected Vendors must provide evidence of liability insurance at their processing meeting.

Vendor must provide to the City an original completed Certificate of Insurance and an Additional Insured Endorsement Form, which shall be completed by an agent authorized to bind the Vendor and/or their company to the required coverage, limits, and termination provisions.

The original certificate must have the agent's original or facsimile signature, including the signer's company affiliation, title, and telephone number, and be mailed directly from the agent to the City to the following address:

Parks and Recreation Department
 114 W Commerce 11th Floor
 San Antonio TX 78205
 Attn: Contract Services

The Selected Vendor is required to provide the following insurance coverage in their Certificate of Insurance covering all vending activities occurring within the designated site during the Vending Period:

- Commercial General Liability (Broad Form), which will include Products and Completed Operations, Independent Contractors in the amount of \$250,000 per occurrence for Bodily Injury and Property Damage.
- All insurance contracts and Certificates of Insurance shall name the City and its officers and employees as additional insureds by endorsement as respects operations and activities of, or on behalf of, the named insured and shall provide that the coverage for the named insured shall be primary and non-contributory as to any insurance available to the City as an additional insured.

**WOODLAWN LAKE PARK VENDOR PROGRAM
APPLICATION**

APPLICANT NAME	
APPLICANT ADDRESS	
NAME OF ANY CORPORATION, ASSOCIATION OR PARTNERSHIP REPRESENTED BY APPLICANT	
APPLICANT TELEPHONE NUMBER(S)	

Please note: in the event of a change in phone number or address, it is the responsibility of the selected vendor to notify the City staff no later than 3 weeks prior to the vending period.

By my signature below, I am indicating that I have a valid City of San Antonio Mobile Vending Permit and wish to participate in the lottery to select vendors for the Woodlawn Lake Park Vendor Program.

Signature

Printed Name

Date