



1521. S Linn White Drive
Chicago, IL 60605
westrec@chicagoharbors.com
www.chicagoharbors.info

Montrose
Belmont
Diversey
DuSable
Monroe
Burnham
31st Street
59th Street
Jackson Park Outer
Jackson Park Inner

NOTICE OF AVAILABILITY APPLICATION FOR 2023

September 23, 2022

Prospective Applicant:

Westrec SMI, the harbor manager for the Chicago Park District, is providing you with information pertaining to the available concession opportunities for 31st street harbor restaurant during the 2023 season. If you are interested in the opportunity to operate the temporary restaurant on the pool deck at 31st Street Harbor, then complete the attached "Notice of Availability" application and return it promptly to our attention. Please be sure to read the application instructions carefully and submit the application to:

Westrec SMI

The deadline for applications is 1:00 p.m. on October 21, 2022.

Applications for the 2023 season received by this deadline will have first priority and applications not meeting this deadline will be considered on an "as needed" basis.

Westrec SMI is committed to assuring your understanding of the Notice of Availability application process. Please submit all questions by October 7, 2022 to bids@chicagoharbors.com. Answers will be posted and emailed by October 11, 2022.

After the application deadline, you will be contacted within thirty (30) days regarding the status of your application. The criteria used in considering the awarding of concession or retail locations are explained within this packet. The Chicago Park District reserves the right to award a concession permit agreement based upon a written application alone or to hold additional discussions with one or more applicants.

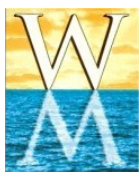
For additional information please contact bids@chicagoharbors.com.

Thank you for your interest in the restaurant.

Westrec SMI



Chicago Park District



Westrec Marinas

CHICAGO HARBORS

September 23, 2022

**31st Street
Harbor Restaurant
NOA-2203**

CHICAGO

HARBORS

LAKESHORE LIFESTYLE

SITE LOCATION

**Restaurant
Location**



31ST STREET HARBOR

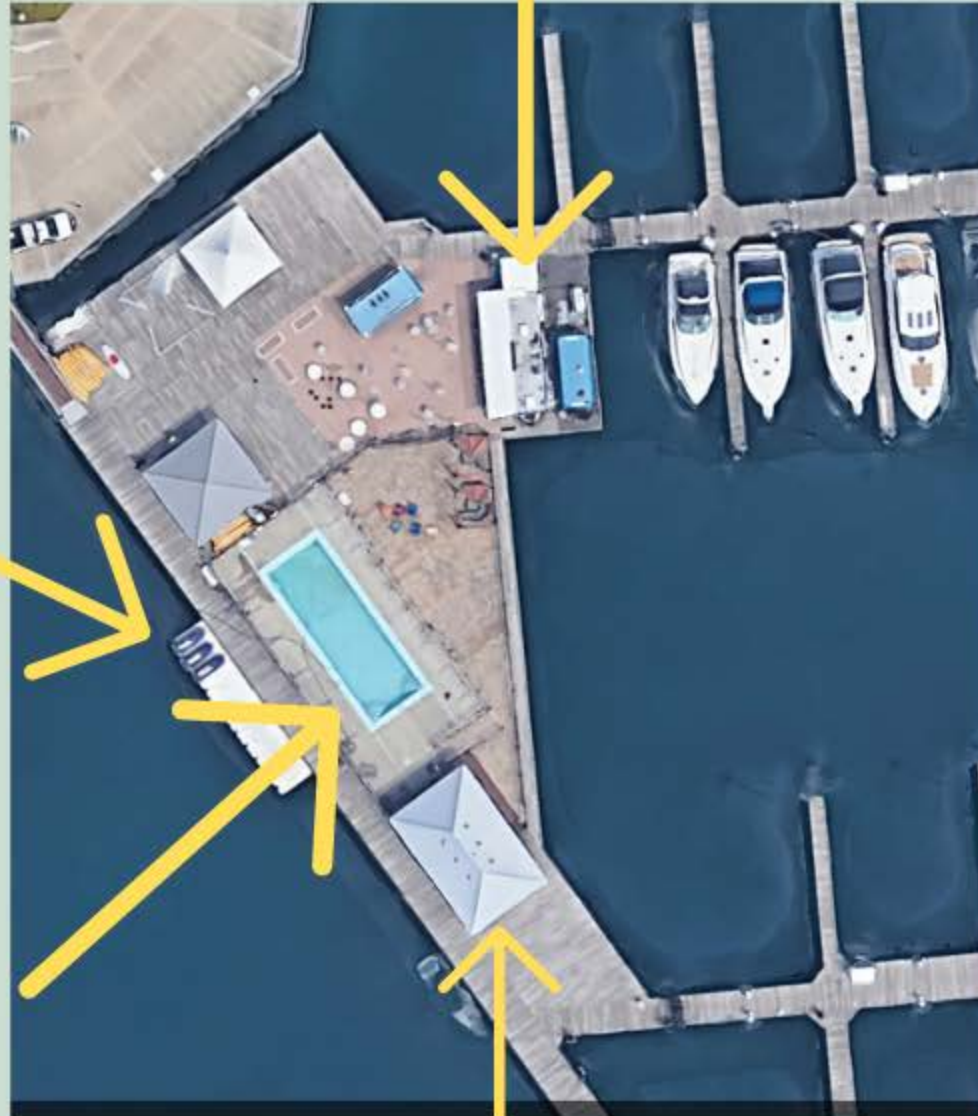


RESTAURANT LOCATION

JETSKI RENTAL

FLOATING POOL

FLOATING WASHROOMS



EXISTING POOL DECK USAGE

- **SPECIAL EVENTS**
- **THE POOL IS USED BY THE PUBLIC AND HARBOR PATRONS**
- **OPPORTUNITIES FOR MOVIE NIGHTS AND MUSIC**
- **HARBOR FEST**
- **200 PERSON CAPACITY**



NOA- 2203 Basics

- **Proposal Deadline: Submittal Due October 21, 2022 at 1:00 pm**
- **Questions Due October 7, 2022 at 1:00 pm.**
- **Temporary Restaurant:**
 - **5 year term, plus two one year options.**
 - **Build on existing deck next to pool.**
 - **Electric provided to building, metered by use. Gas not provided.**
- **Permanent Restaurant Option:**
 - **Proposers are not required to submit a permanent option.**
 - **Commitment to design/build a permanent floating restaurant will be considered favorably in determining the successful proposer.**
 - **Up to 10 year term, plus five, one year options.**

EXPECTATIONS

- **Temporary Restaurant:**
 - Funded 100% by the proposers; Westrec SMI has currently provided floats for existing temporary building.
 - Themed menu (not hot dogs and hamburgers)
 - Liquor License- provided by proposer.
 - Seasonal operation- May through September.

- **Permanent Restaurant**
 - Funded 100% by the proposer.
 - Seasonal or year round operations.

TEMPORARY OPTIONS

- Container
- Food Trailer
- Tiki Bar
- Other options will be considered
(Weight restrictions will apply)



Possible Restaurant Configuration Constructed on Concrete Floats or Barge



SUBMITTING YOUR NOTICE OF AVAILABILITY APPLICATION

After completing this application, the entire package must be returned by **1:00 PM October 21, 2022** to:

Westrec SMI
1521 S. Linn White Dr.
1st Floor South
Chicago, IL 60605

NOTICE OF AVAILABILITY APPLICATION PROCESS

1. **Please be sure to complete all sections of this application. Westrec SMI will not consider your submittal if the application is incomplete.** Should a section not apply to an applicant's specific situation, please indicate with a response of "N/A".
2. Submit your application in-person by 1:00 PM on October 21, 2022. Submittal of an application does not grant you authorization to conduct concession operations on Chicago Park District property.
3. Upon receiving your completed application, Westrec SMI will process and review your application. Westrec SMI will contact you within 30 days to inform you of the status of your application. Westrec SMI may request additional information and may conduct interviews with applicants.
4. Once Westrec SMI has reviewed all applications, recommendations will be made to the Chicago Park District.
5. Once the Chicago Park District approves Westrec SMI recommendations, a Concession Permit Agreements may be negotiated and executed. Concession operations must be open no later than the first official day of the Memorial Day Holiday Weekend and close no earlier than the last day of the Labor Day Holiday Weekend, unless otherwise approved by Westrec SMI or the Chicago Park District. Further restrictions may apply to days and hours of operation.

APPLICATION REVIEW

Criteria of the proposal review will include, but are not limited to the following:

1. The qualifications of the Applicant, including the Applicant's
 - Professional qualifications
 - Skills
 - Experience
 - Financial ability (e.g. favorable credit references, payment history, and financial capacity)
2. The quality, including the creative or innovative nature, of the proposed concession
 - Proposed product mix/offers and innovative ideas on improvement of concession concept
 - Proposed cart, kiosk, or trailer design and concept
3. Revenue to be received by the Park District from the proposed concession
4. Extent to which the proposed concession would not interfere with and would enhance park recreation activities
 - Proposed days and times of operation
5. Extent to which the proposed concession is consistent with the historic and aesthetic nature and planned use of the proposed location
6. Extent to which the proposed concession is consistent with the goals of the concession program and plan
7. Extent to which the proposed concession adds to the diversity of Park District concession activities
8. Extent to which the proposed concession is environmentally conscious and uses sustainable methods and operations
9. The Applicant's willingness to make a good faith effort to encourage the participation of Minority Business Enterprises and Women Business Enterprises with the proposed concession

GOAL OF THE CONCESSIONS PROGRAM

"The goal of the concessions program is to provide the highest possible quality and variety of foods, commodities and services that will enhance the use of the parks and provide comfort and convenience to patrons at reasonable prices while assuring reasonable revenue to the Park District, and consistency of the concessions with current and future Park District plans for recreation, operations and other activities on Park District property." (Chicago Park District Code, Chapter 9)

Westrec SMI – 1521 S. Linn White Dr. Chicago, IL 60605

SPONSORS

Sponsoring companies will commit significant sponsorship dollars to the Chicago Park District in exchange for product exclusivity in a particular brand catalog. Therefore, all concessionaires will be required to make their purchases directly from these sponsors at a competitive market price. Chicago Park District maintains the right to enter into additional sponsorship agreements at any time.

As noted in your Concession Permit Agreement, the sale of products that are competitive, or conflict with, the Official Park District Sponsor's products, will NOT be allowed and **can result in termination of your agreement.**

The details of all official sponsorship agreements shall be provided to you during the negotiation of your Concession Permit Agreement and may be added / changed at any time.

FREQUENTLY ASKED QUESTIONS

This document is being provided as a Quick Reference to some of the most commonly asked questions relating to the Chicago Park District Concession Program. These answers do not complete the scope of requirements for this Program, nor does it replace or take precedent over the operating requirements outlined in the Notice of Availability packet.

1. HOW DO I APPLY FOR A PERMIT/LICENSE TO SELL MY PRODUCTS IN THE PARK OR ON THE LAKE FRONT?

ANSWER: There is an application enclosed in this Notice of Availability (NOA) packet. Please complete it and submit it to

WESTREC SMI, 1521 S. Linn White Dr. Chicago, IL 60605. Before completing and signing the application, we encourage you to review the entire contents of this packet. It contains a list of available locations and information on the sponsorship program. If you are selected to participate in the Chicago Park District's Concession Program, you will be contacted to negotiate a "Concession Permit Agreement" for the season.

2. WHAT ARE THE FEES TO OPERATE A CONCESSION?

ANSWER: All fees are estimates, at a minimum, you should plan for:

- Base and/or Percentage Fee - All permit agreements will have a fee associated with each location which is known as a base fee and in some cases a percentage of sales may also be charged as a percentage fee.
- An annual Business License Fee - \$150.00 (\$100 for non-food concessions). This fee may increase for permanent facilities and café's with seating;
- Performance Deposit Fee - \$400.00;
- Food Sanitation Inspection - These fees range from \$75 to \$150 depending on the type and size of the concession location.
- Insurance - **Minimum liability policy limit shall be, but not limited to, \$1,000,000 per occurrence and \$2,000,000 in the aggregate. You will be required to name the Chicago Park District and Westrec SMI as additional insured on a primary and non-contributory basis.** (You will have to shop around; many companies quote a minimum rate of approximately \$750 for an annual policy).
- Registration fees for a Foodservice Sanitation Class (approx. \$320.00/person);
- Concession Facility - you must purchase your own concession facility (i.e., cart, trailer, or kiosk).
- Operational Expenses - costs of services provided by the Park District, including but not limited to: utilities, trash and recyclables removal, water, etc.
- Additional Expenses - other costs may include but are not limited to: general maintenance, repairs, signage, landscaping, pest control, employee uniforms, clean-up, and beautification.
- Re-Key Fee - There is a \$150.00 fee for a new concessionaire operating a permanent location to re-key the concession locks
- Utilities - Fees range from \$50.00 - \$1,500.00, depending on power, water, sewer, and garbage/recycling usage

3. WHAT ARE THE HEALTH AND SANITATION REQUIREMENTS?

ANSWER: In addition to the CPD License, you must attend a Food Service Sanitation Course. Each concession must have at least two (2) persons certified with the **City of Chicago Dept. of Health as a Food Service Manager, and must have available for review a copy of the Food Service Manager Certificate.** The City Colleges of Chicago, the Illinois Restaurant Association, and the Bio Test Lab Office offer these classes

4. WHERE CAN I GET A CART, TRAILER OR KIOSK?

ANSWER: You are responsible for finding and securing your own concession cart, trailer or kiosk which meets the design guidelines of the CPD. The concession type must first be approved by the Park District. PCM will request a sample photo or drawing of your proposed concession facility. Park Concession Management is available to guide you through the process in securing your concession facility.

5. WHAT DOES IT MEAN TO BE ENVIRONMENTALLY CONSCIOUS AND USE SUSTAINABLE OPERATIONS AND METHODS?

ANSWER: The Chicago Park District is committed to being a good steward of the environment. While recreation is definitely one of our focuses, conservation is also key. As such, within our own operations we employ green practices and operations from energy efficiency to green cleaning products.

Being environmentally conscious means that as a concession you are aware of your park surroundings and do your best not to negatively impact the landscape. This may be through litter and waste control and recycling. Recycling of materials such as glass, metal, paper or plastic reduce the impact to the environment. Sustainable operations mean using products that are not harmful to the environment. This may be using paper or plastic products with recycled content, green cleaning supplies, locally sourced food, or reducing emissions from generators or vehicles. Note that polystyrene is not allowed. Further note that recycling is required

Final Note: We realize that you will be anxious to get started with this process, but we strongly urge applicants NOT to spend any money relating to the Concession Program until you have been officially notified that you have been awarded a Permit Agreement. If you do not already own a concession unit, you may want to begin your search in order to know where to get one and how much it will cost you. However, any money spent before official notification of approval will be at your own risk.

2023 NOTICE OF AVAILABILITY APPLICATION

Concession Opportunities on Chicago Park District Property

INSTRUCTIONS: Please Carefully read and complete this application in its entirety. Incomplete applications will not be processed.

GENERAL INFORMATION

Please tell us how you heard about this Notice of Availability application:

(Please check the appropriate response below.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Chicago Sun-Times | <input type="checkbox"/> Chicago Tribune | <input type="checkbox"/> HOY Magazine |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Current/ Former Concessionaire | <input type="checkbox"/> Chicago Park District Main Office |
| <input type="checkbox"/> Food Industry News | <input type="checkbox"/> Friend or Family Member | <input type="checkbox"/> Park Concession Management Website |
| <input type="checkbox"/> Chicago Park District Website | | |
| <input type="checkbox"/> Other (please explain): _____ | | |

APPLICANT INFORMATION

NAME

CONCESSION TRADE NAME		FEDERAL TAX ID NUMBER (if applicable)
STREET ADDRESS		APT/UNIT/SUITE
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		
DAYTIME PHONE	FAX	CELL PHONE

Are you a certified Minority Business Enterprise (MBE)?

(Please check No or Yes below. If Yes, please identify the certifying agency as requested below.)

No Yes **→**

Please check the certifying agency:

(Please check the appropriate response below.)

- | | |
|---|--|
| <input type="checkbox"/> City of Chicago Department of Procurement Services | <input type="checkbox"/> Women Business Development Center |
| <input type="checkbox"/> Chicago Minority Business Development Council | <input type="checkbox"/> Small Business Administration (Section 8a only) |

Are you a certified Women Business Enterprise (WBE)?

(Please check No or Yes below. If Yes, please identify the certifying agency as requested below.)

No Yes **→**

Please check the certifying agency:

(Please check the appropriate response below.)

- | | |
|---|--|
| <input type="checkbox"/> City of Chicago Department of Procurement Services | <input type="checkbox"/> Women Business Development Center |
| <input type="checkbox"/> Chicago Minority Business Development Council | <input type="checkbox"/> Small Business Administration (Section 8a only) |

Please identify the category that best identifies your business structure.

Individual Partnership

Corporation

Other (please explain): _____

If checked, complete the "Individuals and Partnerships" section on page 7

If checked, complete the "Corporate" section on pages 7 and 8

INDIVIDUALS AND PARTNERSHIPS

NAME OF COMPANY OR PARTNERSHIP		FEDERAL TAX ID NUMBER <i>(If applicable)</i>	
OWNER # 1	NAME		SOCIAL SECURITY NUMBER
	STREET ADDRESS		APT/UNIT/SUITE
	CITY	STATE	ZIP CODE
	E-MAIL ADDRESS		
	DAYTIME PHONE	FAX	CELL PHONE
OWNER # 2	NAME		SOCIAL SECURITY NUMBER
	STREET ADDRESS		APT/UNIT/SUITE
	CITY	STATE	ZIP CODE
	E-MAIL ADDRESS		
	DAYTIME PHONE	FAX	CELL PHONE

CORPORATIONS

NAME OF CORPORATION		FEDERAL TAX ID NUMBER <i>(If applicable)</i>	
STREET ADDRESS		APT/UNIT/SUITE	
CITY	STATE	ZIP CODE	
E-MAIL ADDRESS			
DAYTIME PHONE	FAX	CELL PHONE	
CONTACT NAME		CONTACT PHONE	

Names and titles of all officers of corporation (or attach a listing):

If the corporation has fewer than 100 shareholders, indicate (or attach listing) of names and addresses of all shareholders and their respective percentage interest: *(please write in your response.)*

Is the corporation owned partially or completely by one or more corporations?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No

Yes¹



If "Yes", submit a Disclosure of Ownership Interests Affidavit for each corporation whose percentage of ownership interest is 7.5% or greater.

Is the corporation partially or completely owned by one or more partnerships?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No

Yes¹



If "Yes", submit a Disclosure of Ownership Interests Affidavit for each corporation whose percentage of ownership interest is 7.5% or greater.

***Additional Documentation Required:** If you checked "Yes" above, please submit a Disclosure of Ownership Interests Affidavit for each partnership whose percentage of ownership interest is 7.5% or greater.

PROPOSED OPERATIONS

1. Please provide the name and location of the specific park(s) where you propose to operate, in order of preference.

A listing of Available and Unavailable Parks can be found in the application. Please note that the Available Park Locations list includes site suggestions and many other parks in the Chicago Park District can be considered.

(Please write in your response below.) If you have no specific parks in mind, please indicate the area(s) of the city you would prefer

Locations:

2. Please describe what type of concession you propose to operate (Food & Beverage, Retail, Recreation, Rental or Service?)

(Please write in your response below.)

Description:

3. Please list the products or services you propose to offer. (Menu)

(Please write in your response below.)

Description:

4. Please list the specific months, days, and hours in which you propose to operate. (Please write in your response below.)

Description:

5. Please describe the number and type of concession unit(s) you propose to operate. For example, trailer(s), cart(s), kiosk(s) permanent facility, etc. Please list the support utilities you will need at your concession location (electricity, water, sewer, gas, waste removal, etc.). (Please write in your response below.)

Description:

6. If you list cart(s), trailer(s), or kiosk(s) in your answer to question 5, do you already own or lease the listed concession unit(s) which you propose to operate? If not, what are your plans for acquiring your concession unit?

(Please write in your response below.)

Description: _____

7. Please attach pictures of the specific unit(s) you wish to operate in the park(s) and provide the age of each concession unit here. With the exception of existing buildings in the Chicago Park District it is mandatory that applicants provide PCM with a visual example of the proposed equipment to be used in their operation. (Please write in your response below.)

Description: _____

8. Please describe your proposed initial investment and plans to secure desired utilities/services and improve infrastructure. (Please write in your response below.)

Description: _____

PAST OPERATIONS

1. Have you ever operated concessions on Chicago Park District property?

(Please check No or Yes below. If "Yes", answer questions #2, #3 and #4. If "No", skip to #5.)

- No \longrightarrow If "No", skip to Question 5.
- Yes \longrightarrow If "Yes", please answer Questions 2, 3 and 4.

2. With respect to your past operations on Chicago Park District property, please complete the following:

(Please complete the table below.)

	LOCATION	TIME /YEARS LOCATION	ANNUAL GROSS SALES	ANNUAL FEES PAID
A.				
B.				
C.				

3. Please describe any relevant experience you have in regards to your proposed business? For example, if you are proposing a food trailer business, list any food and beverage experience you may have.

Description: _____

4. Please list all events and locations where you have operated concessions or retail in the past. Also include any special event experience and company background that would qualify your application. *(Please write in your response below.)*

Description: _____

REFERENCES AND BACKGROUND

BANK REFERENCES

(Please write in your response below. Document(s) with this information may be attached.)

	NAME	ADDRESS	PHONE NUMBER
A.			
B.			
C.			

CREDIT REFERENCES

(Please write in your response below. Document(s) with this information may be attached.)

	NAME	ADDRESS	PHONE NUMBER
A.			
B.			
C.			

PERSONAL REFERENCES

(Please write in your response below. Document(s) with this information may be attached.)

	NAME	ADDRESS	PHONE NUMBER
A.			
B.			
C.			

EMPLOYMENT INFORMATION OF KEY PERSONNEL

(Please write in your response below. If you have more than two Key Personnel, please attach additional Key Personnel including the requested information below. You may, at your option, attach a resume of Key Personnel. Document(s) with this information may be attached.)

KEY PERSONNEL # 1	NAME OF INDIVIDUAL	
	NAME OF CURRENT EMPLOYER	
	CURRENT EMPLOYER ADDRESS	
	DATES OF EMPLOYMENT	
KEY PERSONNEL # 2	NAME OF INDIVIDUAL	
	NAME OF CURRENT EMPLOYER	
	CURRENT EMPLOYER ADDRESS	
	DATES OF EMPLOYMENT	

PLEASE SIGN BELOW:

APPLICANT COMPANY NAME (type or print)

SIGNATURE OF APPLICANT

TITLE (type or print)

DATE

SUBMITTING YOUR NOTICE OF AVAILABILITY APPLICATION

After completing this application, the entire package must be returned by **October 21, 2022** to:

Westrec SMI
1521 S. Linn White
Dr Chicago, IL 60605

VERIFICATION INFORMATION

I, [typed or printed name of person signing above] _____, do declare and affirm that, to the best of my knowledge, information and belief, the facts and representations set forth in this application are true and correct and no material facts have been omitted.