



April 14, 2011

Re: Request for Proposals (RFP), Catering Truck(s) Vending Permit

The Oxnard Harbor District (District) is soliciting proposals from mobile catering companies to sell food and beverages on the Port of Hueneme property owned by the District. The attached Request for Proposals, Catering Truck(s) Vending Permit describes the Scope of Operations, Compensation, Minimum Requirements, Evaluation Selection Criteria and other relevant information.

If you want to be considered for a Catering Truck(s) Vending Permit, please read Oxnard Harbor Administrative Policy No. 3175.01, Operations of Catering Truck(s) at the Port of Hueneme (attached) and the RFP carefully. Complete the attached Submittal of Proposal for Catering Truck(s) Vending Permit and return it to the Oxnard Harbor District no later than 5:00 pm, June 1, 2011. No Submittals will be accepted after this deadline. You can mail or deliver your Submittal to:

Oxnard Harbor District
Deputy Executive Director – Administration
P.O. Box 608
333 Ponoma Street
Port Hueneme, CA 93044

If you have any questions regarding this RFP, please contact me by telephone or email, 805-488-3677 or Jcofer@portofhueneme.org.

Sincerely,

Judith E. Cofer
Deputy Executive Director - Administration

C: Anthony J. Taormina, Executive Director
Pete Wallace, Deputy Executive Director – Maritime Services

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Anthony J. Taormina
Executive Director



April 14, 2011

REQUEST FOR PROPOSALS

CATERING TRUCK(S) VENDING PERMIT

The Oxnard Harbor District, Port of Hueneme Board of Harbor Commissioners, is soliciting proposals from mobile catering companies for the exclusive right to sell food and beverages on the Port property belonging to the Oxnard Harbor District, at specified locations and at specified times. The District will consider issuing a Catering Truck(s) Vending Permit based on the evaluation of the proposals received.

If you want to be considered for a Catering Truck(s) Vending Permit, please read Oxnard Harbor District Administrative Policy No. 3175.01 Operations of Catering Truck(s) at the Port of Hueneme (attached) and this Request carefully. Complete the attached Submittal of Proposal for Catering Truck(s) Vending Permit and return it to the Oxnard Harbor District no later than 5:00 pm, June 1, 2011. No Submittals will be accepted after this deadline. You can mail or deliver your Submittal to:

Oxnard Harbor District
Deputy Executive Director – Administration
P.O. Box 608
333 Ponoma Street
Port Hueneme, CA 93044

Scope of Operations

- Permittee shall sell food and beverages on Port of Hueneme property from a licensed, insured catering vehicle.
- No sale of alcoholic beverages on Port property is permitted.
- Permittee shall make regular stops at the locations and at the times approved from time to time in writing by the Executive Director.
- Access to the District's secure terminal areas shall not be permitted at times other than those approved by the Executive Director.
- Permittee shall provide for the collection and removal of **all** trash and food waste generated by Permittee's operations on Port property at Permittee's sole cost and expense. Use of District or Tenant trash receptacles is strictly prohibited. At vendor's request, the District will make space available for a City of Port Hueneme trash receptacle for the exclusive use by the vendor.

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Executive Director

- Vendor may not substitute a catering vehicle without the prior written consent of the Executive Director. Failure to notify District promptly of any Ventura County Health Department complaints or actions taken against Permittee shall be grounds for immediate termination of the vendor's permit.
- It is the vendor's responsibility to maintain a current address and phone number with the District at all times. Failure to provide current address and phone number may result in termination of the vendor's permit.

Compensation to District

Indicate on the Submittal form the amount of annual fee to be paid to the Oxnard Harbor District for the Catering Truck(s) Vending Permit. [NOTE: See Evaluation Selection Criteria. The amount of the fee proposed to be paid to the District shall not be the exclusive factor as to whom the District awards the catering permit.]

Minimum Requirements

- Obtain and maintain a valid City of Port Hueneme business license. (If the vendor has a valid City of Port Hueneme business license, then a copy of the license should be attached with the submittal. Vendor shall have fourteen (14) working days from award of the vendor permit by the Board of Harbor Commissioners to provide the District with a valid City of Port Hueneme business license. Failure to provide the business license shall be grounds for the Executive Director not to execute the Vendor Permit.)
- Possess and display on catering vehicle at all times, appropriate permits from Ventura County Health Department. (If the vendor has a valid Ventura County Health Department permit, then a copy of the permit should be attached with the submittal. Vendor shall have fourteen (14) working days from award of the vendor permit by the Board of Harbor Commissioners to provide the District with a valid Ventura County Health Department permit. Failure to provide the permit shall be grounds for the Executive Director not to execute the Vendor Permit.)
- Permittee shall provide a full list of employees to have access to the Port in association with the vendor permit. All employees of Permittee who conduct operations on Port Property must obtain and maintain a Transportation Worker Identification Card (TWIC) at Permittee's sole cost and expense. (Permittee shall have fourteen (14) days to provide evidence that TWIC cards have been applied for to the Department of Homeland Security (DHS) for Permittee's employees. Any employee denied a TWIC card by DHS shall not be permitted access to the Port of Hueneme.)
- Provide a written certification signed by the Vendor certifying that the vendor has read and understands the District Administrative Policy No. 3175.01 and that the District's Port Terminal Tariff No. 7, as amended, (available on request from District or online at www.portofhueneme.org) has been provided.
- Provide District with evidence of liability insurance, occurrence basis, in the amount of \$1,000,000 with an endorsement naming the District as an additional insured. Policy of insurance must be satisfactory to District. (Please submit a copy of the insurance certificate at the time of submission of the vendor Submittal.)

- Provide District with evidence of vehicle liability insurance covering all catering vehicles used, in the amount of \$1,000,000, with an endorsement naming the District as additional insured. Policy of insurance must be satisfactory to District. (Please submit a copy of the insurance certificate at the time of submission of the vendor Submittal.)
- Provide evidence Permittee maintains workers compensation insurance for all its employees pursuant to Section 3700 of the California Labor Code. Policy of insurance must be satisfactory to District. (Please submit evidence at the time of submission of the vendor Submittal.)

Other

The term of the Permit shall not exceed three (3) years, commencing July 1, 2011. The Executive Director of the District or the Board of Harbor Commissioners of the District have the right to suspend the permit upon twenty-four (24) hours written notice or terminate the Permit on thirty (30) days written notice without incurring any liability to Permittee for any damage or loss occasioned by such suspension or termination. Permittee shall hold harmless District, its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, costs including attorneys' fees, or demands arising directly or indirectly out of the operations of Permittee.

Evaluation Selection Procedures

Proposals will be reviewed by an Evaluation Committee which is expected to include the Executive Director, Deputy Executive Director - Administration, and the Deputy Executive Director – Maritime Services. The Evaluation Committee shall rank all submittals and distribute copies of them to the Board of Harbor Commissioners at their regularly scheduled Board meeting on June 27, 2011. The Board of Harbor Commissioners has the full discretion to make the selection of vendor that they find to be in the best interest of the Harbor District regardless of the Evaluation Committee ranking.

Right to Reject Proposals

The Board of Harbor Commissioners reserves the right without prejudice to reject any or all proposals.

General Information

Submittal of a proposal indicates acceptance by the vendor of the conditions contained in this Request for Proposal.

Questions regarding this Request for Proposal shall be submitted to:

Judith E. Cofer, Deputy Executive Director - Administration
Oxnard Harbor District
P.O. Box 608
333 Ponomo St.
Port Hueneme, CA. 93044
Email: Jcofer@portofhueneme.org
Phone: (805) 488-3677, extension 2231

Questions received and answers submitted shall be disseminated to all parties. Oral communications between members of the District and prospective vendors shall not be binding upon the Evaluation Committee or Board of Harbor Commissioners.

Enclosure:

- (1) Oxnard Harbor District Administrative Policy No. 3175.01, Operations of Catering Truck(s) at the Port of Hueneme
- (2) Submittal of Proposal for Catering Truck(s) Vending Permit form

OXNARD HARBOR DISTRICT
PORT OF HUENEME
P.O. BOX 608
PORT HUENEME, CALIFORNIA 93044

23 November 2009

OXNARD HARBOR DISTRICT ADMINISTRATIVE POLICY NO. 3175.01

SUBJECT: OPERATIONS OF CATERING TRUCK(S) AT THE PORT OF HUENEME

1. PURPOSE: The purpose of this policy is to set forth procedures regarding operations of catering truck(s) within the secure boundaries of the Port of Hueneme.
2. EFFECTIVE DATE: This policy is effective December 1, 2009.
3. SUPERSESION: This policy supersedes Oxnard Harbor District Administrative Policy No. 3175 dated 11 March 1980.
4. BACKGROUND: The Oxnard Harbor District Port Terminal Tariff provides:
"It shall be unlawful for any person to peddle and sell any goods, wares or merchandise upon the wharves, roadways, or other lands under the jurisdiction of the Board without first having obtained a permit to do so from the Director".

The District has strictly enforced this provision of the Tariff through Administrative policy. The Board of Harbor Commissioners finds that regulating and limiting the number of catering truck permits is necessary to avoid interference with cargo operations, to maintain control over access to secure areas, and to maintain the highest level of safety for workers at the Port. Accordingly the District shall issue only one (1) annual "Catering Truck(s) Vending Permit" for operations within the secure boundaries of the Port of Hueneme. The secure boundaries of the Port of Hueneme are shown on the map attached as enclosure [1]. Any person or firm desiring to sell drink and food from a catering truck at the Port of Hueneme is required to obtain a "Catering Truck Vending Permit" attached as enclosure [2]. Any person or firm granted a permit must:

- a. Maintain in force during the term of the permit an insurance policy for public liability and property damage at the limits set forth in Paragraph 6 of the permit.
- b. Maintain in force during the term of the permit all necessary business licenses, permits or other business operation requirements established by the City of Port Hueneme, County of Ventura, State of California and US Government.
- c. Pay all permit fees and strictly abide by all terms and conditions of the "Catering Truck Vending Permit".
- d. Maintain with the vehicle a current copy of the permit, including Exhibits setting forth locations and hours permitted within the secure areas.
- e. Each driver or person working the catering truck must possess a valid Transportation Worker Identification Card ("TWIC").
- f. Each driver or person working the catering truck must have a valid Identification Card issued by the Oxnard Harbor District.

The District's Wharfingers, Gate Access Security, Facility Security Officers, and law enforcement personnel may require the catering truck vendor to show a copy of a valid vending permit, valid TWIC and District Identification Card at any time the catering truck is entering or is within secure areas of the Port. Any failure by a permittee, or his/her employees, shall be grounds for the "Catering Truck Vending Permit" to be suspended. Any disruption to the free flow of cargo to and from the Port of Hueneme is grounds for immediate termination of the permit by the District's Executive Director.

The "Catering Truck Vending Permit" is issued for a three-year period unless terminated for cause as specified in the permit and these policies.

5. **SELECTION**: Prior to January 1, 2011, the Oxnard Harbor District shall advertise and solicit proposals from persons and firms desiring to operate catering truck(s) within secure areas of the Port of Hueneme. Commencing December 2010, the Oxnard Harbor District shall select at an open public meeting the "Catering Truck Vendor" for the upcoming calendar year.

Selection criteria shall include, but shall not necessarily be limited to:

- a. Past experience in providing catering truck services within industrial complexes.
- b. Copies of all necessary business licenses, permits, and regulations required for the operation of a mobile catering truck in the City of Port Hueneme.
- c. Evidence of insurance acceptable to the District's risk management group.
- d. Three references from business industries served by the catering truck service. One reference from the vendor's current bank or financial institution.
- e. Identification of Catering Truck(s) to be employed by the vendor at the Port of Hueneme. (Vendor shall not be permitted to substitute catering truck(s) without the expressed written approval by the Board of Harbor Commissioners)
- f. Description of the type and nature of drink and food products to be sold from the catering truck.
- g. Proposed annual fees to be paid by the person or firm for the permit to operate at the Port of Hueneme an "exclusive" catering truck. (Note: Selection of permittee shall not be solely based upon the annual financial consideration / fee proposed by the prospective permittee.)

The Board of Harbor Commissioners reserves the right to reject all proposals and / or negotiate the terms and conditions of the vending permit after the close of the bids and prior to award.

6. **ADDITIONAL REQUIREMENTS**: Persons and firms interested in providing "Catering Truck(s) Vending" services at the Port of Hueneme should submit their business information to the attention of the Deputy Executive Director - Administration at P.O. Box 608, Port Hueneme, CA 93044-0608.

Persons working on the Catering Trucks shall be required to attend a two (2) hour operations, security and safety orientation provided by the District prior to being issued an Oxnard Harbor District Identification Card.

It shall be the responsibility of the Catering Truck Vendor during operations to keep the premises surrounding the catering truck in good housekeeping conditions. Trash and waste receptacles shall be maintained by the vendor during the time the vendor is doing business on

District property. The vendor is prohibited from discharging or depositing any waste upon District properties or within trash receptacles of the District or its users.

The Vendor is prohibited from handling any flammable liquids or materials on District property in accordance with the Port Terminal Tariff. It is unlawful for the vendor to have any open fire on any premises under the jurisdiction of the Harbor District.

The Catering Truck Vendor shall operate or drive at the speeds set forth in the Port Terminal Tariff or as posted on the facilities.

It shall be unlawful for the Vendor to have visitors and passengers in the Catering Truck that do not possess a TWIC. The Vendor and employees are not eligible to escort non-TWIC persons within or into the Secure Areas of the Port.

Vendors are strictly prohibited from selling and or possessing any alcoholic beverages while on District property.


The District or a duly authorized representative is authorized and empowered to enter and inspect the Catering Truck at anytime without advance notice while on District properties.


Safety is of paramount concern for District employees and workers at the Port of Hueneme. The Vendor at all times shall ensure that they maintain a well lit and safe environment for their patrons.

The Vendor is strictly prohibited from selling any goods and food on District property other than through the permitted Catering Truck.

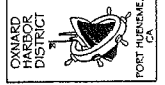
The Vendor is required to comply with all written regulations and instructions established by the Executive Director from time to time as to times and locations for the catering truck(s) operations. The Vendor has the right to appeal any written regulations and instructions issued by the Executive Director directly to the Board of Harbor Commissioners at a regular schedule Board meeting.

ATTEST:

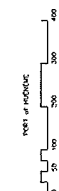
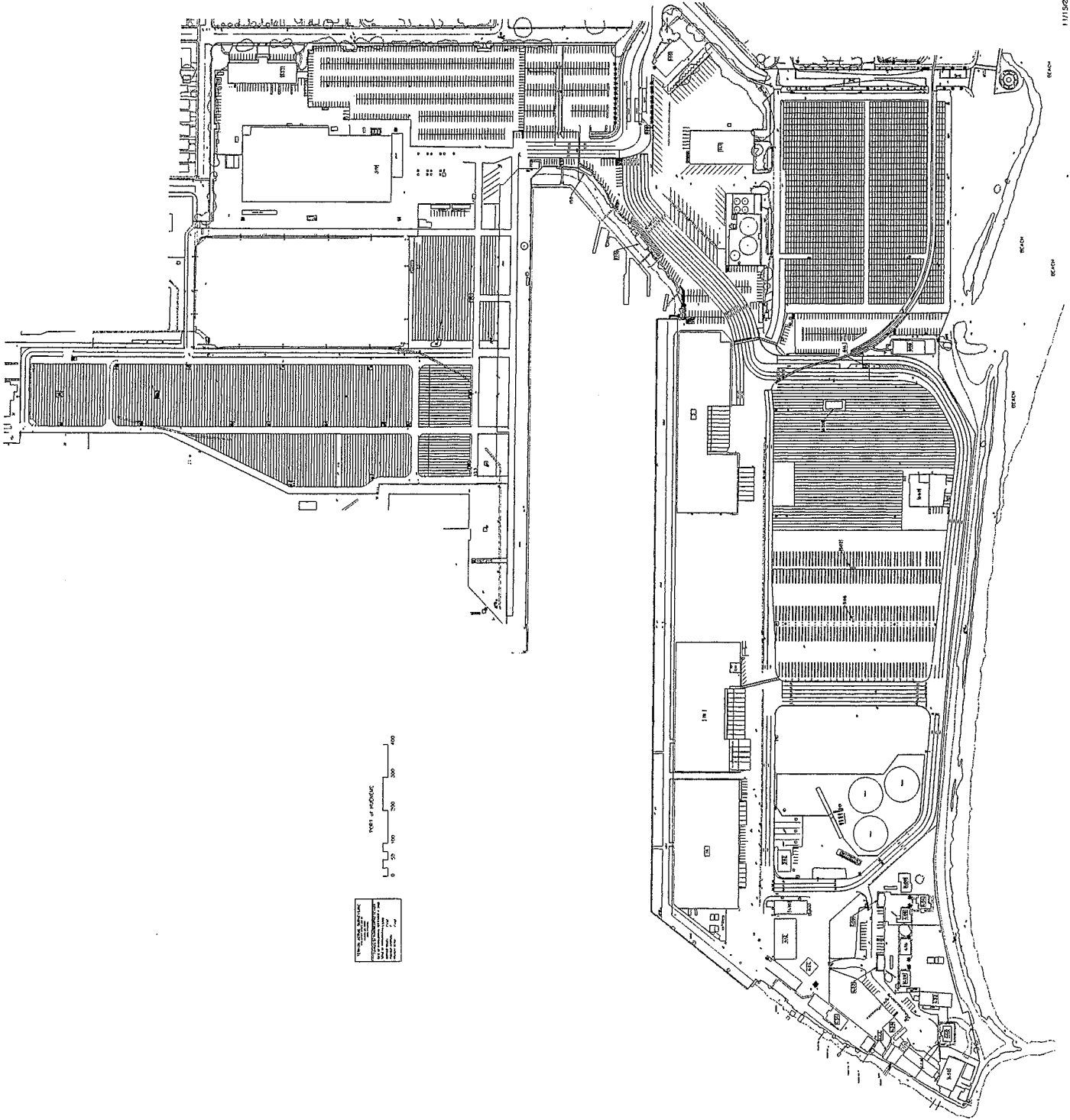

Secretary, Board of Harbor Commissioners


Executive Director, Oxnard Harbor District

ENCLOSURE 1



J. HILSCROSS
SCALE: 1" = 100'



THIS DRAWING IS THE PROPERTY OF J. HILSCROSS & COMPANY, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF J. HILSCROSS & COMPANY, INC.

CATERING TRUCK(S) VENDING PERMIT

The Oxnard Harbor District (District), 333 Ponomo Street, Port Hueneme, California, 93041, P.O. Box 608, Port Hueneme, California, 93044, hereby grants to _____, (Vendor) whose address is _____, business telephone number _____, home telephone number _____, the exclusive right to conduct food vending activities using a mobile catering truck on the property owned by the District at the Port of Hueneme subject to the terms and conditions hereinafter set forth.

1. The term of the permit shall be for three (3) years commencing _____ and ending _____. The preceding sentence notwithstanding, the Executive Director of the District or the Board of Harbor Commissioners shall have the right to suspend this permit upon twenty-four (24) hours written notice or terminate this permit on a thirty (30) day written notice without incurring any liability to Vendor for any damage or loss occasioned by such suspension or termination. Such suspension or termination may be without cause.

This permit may be revoked immediately at the sole discretion of the Executive Director of the District where the activities of Vendor under this permit or arising therefrom, are determined by the Executive Director of the District, in his sole discretion, to be disruptive to the free flow of cargo over the wharves of the District

2. Vendor agrees to provide services in accordance with Exhibit 1 attached hereto and incorporated herein by reference. The Executive Director of the District, may modify the designated areas on the property of the District, the hours, and vending activities. All modifications shall be in writing and shall be effective twenty-four hours from notification.

3. Vendor shall be limited to the use of one catering truck. The Permitted truck shall be described on Exhibit 1. The description shall include the brand, model, year, color, license number and vehicle identification number. Vendor may not substitute one catering truck for another without the prior written consent of the Executive Director of the District.

4. This permit is subject to the provisions of the Oxnard Harbor District, Port Terminal Tariff No.7, as amended from time to time, and any successor tariffs which are incorporated herein by reference.

5. Vendor shall pay to District for this permit \$ _____, per year payable in advance on the original date of execution of this permit and on the anniversary date of each subsequent year covered by this permit.

6. Vendor shall save and hold harmless, indemnify and defend the District, and its Officers, agents and employees from liability arising, or alleged to arise, on account of

death or injury to any person or loss of or damage to property resulting from, or alleged to result from, Vendor's activities under this permit.

7. Vendor shall carry and maintain in force during the term of this permit an insurance policy for public liability and property damage in at least the following amounts:

\$1,000,000 per person
\$1,000,000 public liability
\$1,000,000 property damage

Vendor shall carry and maintain in force during the term of this permit an insurance policy for automobile liability in the amount of \$1,000,000.

Vendor shall furnish the District with certificates of insurance, duplicate policies or other evidence satisfactory to District that Vendor has obtained the insurance required. The policies shall be endorsed and certify that "The Oxnard Harbor District, its Board of Harbor Commissioners, its officers, agents and employees are named as additional insured as respect to operations performed by the named insured." The insurance policies shall also provide at least twenty days written notice by the issuing insurance company to the District prior to the cancellation thereof. If any insurance is to be cancelled, Vendor shall promptly notify the District of such proposed cancellation.

8. Vendor shall furnish the District with satisfactory evidence that Vendor has secured the payment of compensation to Vendor's employees in accordance with provisions of Section 3700 of the California Labor Code pertaining to Worker's Compensation.

9. Vendor shall, at Vendor's sole cost and expense, comply with all federal, state and municipal laws and regulations, including, but not limited to, those of the United States Coast Guard and Landlord applicable to the Port of Hueneme insofar as they pertain to Vendor and Vendor's use of the District's premises and Vendor shall comply with the Transportation Workers Identification Card (TWIC) System for Vendor's employees, drivers or persons furnishing goods or services on the District's premises, and shall do so at Tenant's cost and expense.

10. This permit shall take effect when Vendor has executed and delivered a fully executed copy of the permit to District together with the evidence of insurance required by paragraphs 6 and 7, and has paid the annual permit fee payable under paragraph 4.

11. Neither this permit nor any rights thereunder are assignable by Vendor (whether voluntarily or involuntarily) without the expressed written consent of the District thereto. Any such purported assignment given without the consent of the District shall be null and void and of no force or effect.

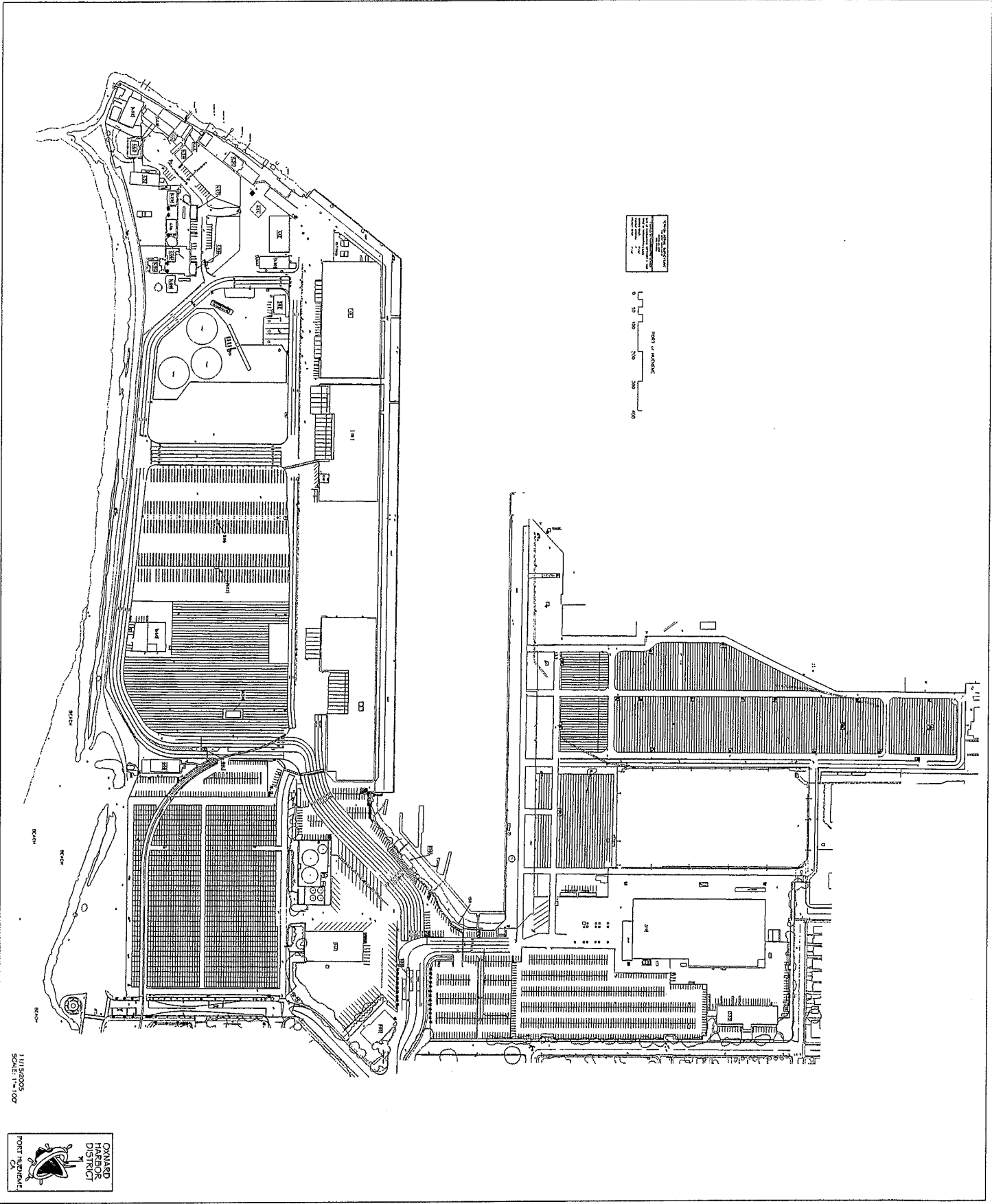
EXHIBIT 1

Catering Truck Vending Locations and Schedule

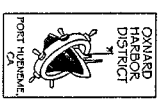
DESCRIPTION OF PERMITTED VEHICLE:

LOCATIONS ON PORT:

HOURS:



1/11/2005
SCALE: 1"=100'





SUBMITTAL OF PROPOSAL FOR CATERING TRUCK(S) VENDING PERMIT

Before completing this Submittal, please read Oxnard Harbor District Administrative Policy No. 3175.01, Operations of Catering Truck(s) at the Port of Hueneme. If you are awarded the Catering Truck(s) Permit, you must comply with this Policy.

Proposer:

Name: _____

DBA if applicable: _____

Address: _____

City, State, Zip: _____

Telephone: _____ FAX: _____ E-Mail: _____

Type Business Organization (check one)

- Sole Proprietor Partnership Corporation
 Limited Liability Company Limited Liability Partnership
 Other (describe) _____

How many years have you been in business? _____

Do you have a business license from the City of Port Hueneme? _____. If you are awarded the Catering Truck Vending Permit you will be required to have or obtain a business license from the City of Port Hueneme.

Annual Fee Proposed:

If you are awarded the exclusive Catering Truck Vending Permit, indicate the amount of Annual Fee you will remit to the Oxnard Harbor District upon the effective date of the Permit and on the anniversary of the effective date of the Permit: \$ _____

SUBMITTAL OF PROPOSAL FOR CATERING TRUCK(S) VENDING PERMIT

CERTIFICATION

I certify that I have read and understand Oxnard Harbor District Administrative Policy, No. 3175.01, Operations of Catering Truck(s) at the Port of Hueneme which includes the Catering Truck Vending Permit, which I will execute if my company is selected as the Catering Truck Vending Permittee. I have received a copy of the District's Port Terminal Tariff No. 7, as amended from time to time, which is available on request from the District or online at www.portofhueneme.org. I further certify that the information I have provided in this Submittal is true and complete and that I am authorized to sign this Certification on behalf of the Company identified below.

Name

Title

Company Name

Date