



Request for Information #2023013 – Food Trucks

1. INTRODUCTION

This Request for Information (RFI) is issued to obtain information on Food Trucks and Specialty Concessionaire Vendors that are interested in setting up at various County park venues and events, as requested by either the County Parks and Recreation Division, Sandridge Golf Club, or by private entities hosting an event at one of those facilities.

The setup fee is \$50 per day, or \$25 if more than one Food Truck/Concessionaire is participating. Multiple day event(s) or operational duration setup fees may be determined by the Parks and Recreation Director or Director of Golf, with approval by the Assistant County Administrator. The term of this initial pricing arrangement is anticipated to run through September 30, 2023, after which time modifications to the fee schedule or the process for utilization may be effective.

Responses will be accepted through September 30, 2023. The provided **Response Form** (the last page of this document) should be completed and sent, along with the additional supporting documentation, via e-mail to purchasing@ircgov.com, with the subject "Response to RFI 2023013 – Food Trucks." If all information is complete and licensure is verified, Trucks and Concessionaires will be added to the list of potential providers, notified of such, and contacted when service is needed. Should you prefer to provide your response in printed form, please mail or deliver one copy to Purchasing Division, 1800 27th Street (Room B1-301), Vero Beach, FL 32960.

2. UTILIZATION

The Parks and Recreation Division and Sandridge Golf Club host many events at its facilities, including sporting events and community events. These events include, but are not limited to, Family Movie Nights, Holiday events (Eggstravaganza), flag football games, softball games, baseball games, and basketball games.

When food truck/specialty food vendor service is needed, the Indian River County Parks and Recreation Division or Sandridge will contact potential vendors, preferably (30) days prior to the event, to discuss details of the event and service requested. Food Trucks/Specialty Vendors will be utilized for events at Parks and Recreation Facilities, such as the Intergenerational Center, Dick Bird Regional (South County) Park, Indian River County Fairgrounds, and other areas managed by the Parks and Recreation Division.

Description of facilities most commonly programmed for events:

- Sandridge Golf Club is a two course, championship level facility with Pro Shop, expanded driving range, full service snack bar and numerous practice areas. The address is 5300 73rd St, Vero Beach, FL 32967.
- Indian River County Intergenerational Recreation Center (iG Center) is a state-of-the-art indoor recreation facility and event venue. Located in southern Indian River County, east of 20th Avenue and north of 9th Street SW (Oslo Road), in Vero Beach, Florida.



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- Dick Bird Park is a large regional park located in southern Indian River County, east of 20th Avenue and north of 9th Street SW (Oslo Road), in Vero Beach, Florida.
- Commissioner Fran B Adams Park is a large regional park located in northern Indian River County, east of I -95 on county road 512, in Sebastian, Florida.
- North County Aquatic Center is a large aquatic center located in north Indian River County, east of I -95 on county road 512, in Sebastian, Florida.
- Gifford Aquatic Center is a midsize aquatic center located in Central Indian River County, west of 43rd Ave and south of 49th Avenue, in Vero Beach, Florida.
- A list of all County Parks and Conservation Areas can be found at www.ircgov.com/ParksandRecreation

3. CONDITIONS

Food Trucks and Specialty Concessionaires must:

- Have all necessary licenses and permits to operate in Indian River County.
- Provide self-contained units for operation.
- Park or set up in designated areas for events as coordinated with and approved by the Parks and Recreation Division.
- Provide a menu with prices at or on their concession unit.
- Keep all areas in and around the concession unit clean and provide a trash and recycling container (provided by the County) at their concession unit. Vendors must remove and place bagged trash and recycling units at the site's dumpster area.
- Operate within the hours established by the Parks and Recreation Division.
- Comply with all Park rules.
- Water and electric will be considered on a case-by-case basis.

Prohibited activities or sales:

- Alcohol sales is prohibited.
- Loud music that is disruptive to the area.



Response Form

Send to purchasing@ircgov.com

(please use Subject: "Response to RFI 2023013-Food Trucks")

Responses accepted until 9/30/23

Response Form – Indian River County Food Trucks

Truck Name: _____ Owner/Contact: _____

Email: _____ Phone Number: _____

Address: _____

Website: _____ Facebook: _____

Federal Tax ID: _____ SunBiz Registration: _____

DBPR Mobile Food Dispensing License Number(s): _____

Type of Food Provided: _____

Attach to this form, the following **supporting documentation**:

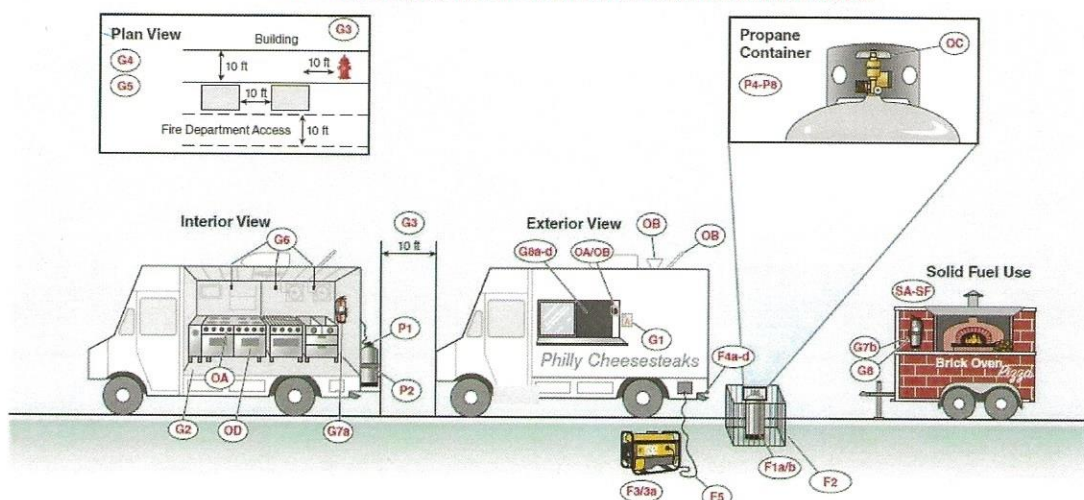
- ☐ Letter of Transmittal including detailed description of food service provided, names and roles of principals, and key personnel
- ☐ Promotional materials including print and digital marketing
- ☐ Food and drink menu with prices
- ☐ Photos of the concession set up and/or food truck
- ☐ Documentation of certifications, business license, etc.
- ☐ Provide evidence of background checks on employees or persons who will be serving at events. (One background check required per year.) Indian River County Parks and Recreation Division can provide background checks through NCSI, Level 1 for \$18.50 per person to be paid to the County.
- ☐ Indian River County Fire Rescue/Fire Prevention Mobile Cooking Signature Page



Indian River County Fire Rescue
Fire Prevention Bureau
1801 27th Street Building A
Vero Beach, FL 32960
772-226-1880
fireprevention@ircgov.com

NFPA Food Truck and Trailer Inspection Checklist

Not Valid after listed expiration date on issued decal



NAME OF VEHICLE: _____ LICENSE PLATE# _____

OWNER/MANAGER/OPERATOR (PRINT) _____

PHONE _____ EMAIL _____

FIRE INSPECTOR: _____ DATE OF INSPECTION: _____

GENERAL SAFETY

Y N N/A

- ☐ ☐ ☐ The vendor has a valid/current license from the State.
- ☐ ☐ ☐ Minimum 10 ft. clearance from buildings, structures, vehicles, or combustible materials.
- ☐ ☐ ☐ Fire department access is clear and unobstructed.
- ☐ ☐ ☐ Fire department access to fire hydrants/connections is clear and unobstructed.
- ☐ ☐ ☐ Cooking appliances producing grease-laden vapors protected by listed fire-extinguishing equipment.

Last Inspection Date: _____ Last Cleaning Date: _____

- ☐ ☐ ☐ Solid fuel cooking appliance producing grease-laden vapors protected by listed fire-extinguishing equipment.

Last Inspection Date: _____ Last Cleaning Date: _____

Portable fire extinguishers selected and installed in kitchen cooking areas in accordance with NFPA 10.

Y N N/A

☐ ☐ ☐ Class ABC Fire Extinguisher Inspection Date: _____

☐ ☐ ☐ Class K Fire Extinguisher Inspection Date: _____

Employee(s) affirm they are trained in the following:

Y N N/A

☐ ☐ ☐ The proper use of portable fire extinguishers and extinguishing systems

☐ ☐ ☐ The proper method of shutting off fuel sources

☐ ☐ ☐ The proper procedure for notifying the local fire department

☐ ☐ ☐ The proper method of performing leak detection inspections

☐ ☐ ☐ The Initial and annual refresher training documentation available

PROPANE (FUEL) SYSTEM SAFETY

Y N N/A

☐ ☐ ☐ The main shutoff valve(s) on all gas containers are identified and readily accessible.

☐ ☐ ☐ Portable gas containers are in the upright position and secured to prevent tipping over

☐ ☐ ☐ Employees affirm that they will inspect the gas systems for leaks before each use.

☐ ☐ ☐ A leak detection inspection log is available and current

☐ ☐ ☐ A flexible connector is installed between the portable gas container's regulator outlet and the fixed piping system.

SOLID-FUEL SAFETY (i.e., WOOD, CHARCOAL)

Y N N/A

☐ ☐ ☐ Fuel is not stored above any heat-producing appliance or vent, or closer than 3 ft to any cooking appliance.

☐ ☐ ☐ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, food supplies, and packaged goods.

COMPLIANCE DATE _____ DECAL # & EXPIRATION _____

OWNER/MANAGER/OPERATOR SIGNATURE _____

Additional Information:

FACT SHEET » Food Truck Safety (continued)

NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see Annex B in NFPA 96.

GENERAL SAFETY CHECKLIST

- ☐ Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2, 96:7.8.3 for carnivals only] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- ☐ Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:B.15.1;] **G8**
 - ☐ Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - ☐ Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - ☐ Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - ☐ Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**

FUEL & POWER SOURCES CHECKLIST

- ☐ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ☐ Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- ☐ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- ☐ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ☐ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ☐ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ☐ At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - ☐ At least 10 ft from every means of egress [96:B.13] **F4b**
 - ☐ Directed away from all buildings [1:11.7.2.2] **F4c**
 - ☐ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ☐ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:B.18] **F5**

PROPANE SYSTEM INTEGRITY CHECKLIST

- ☐ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ☐ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ☐ Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- ☐ Perform leak testing on all new gas connections of the gas system. [58:6.16, 58:6.17] **P4**
- ☐ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16, 58:6.17] **P5**
- ☐ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ☐ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ☐ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

OPERATIONAL SAFETY CHECKLIST

- ☐ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ☐ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ☐ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ☐ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

SOLID FUEL SAFETY CHECKLIST (WHERE WOOD, CHARCOAL, OR OTHER SOLID FUEL IS USED)

- ☐ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ☐ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ☐ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ☐ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ☐ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ☐ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1. Fire Code, 2015 Edition
 NFPA 1 Fire Code Handbook, 2015 Edition
 NFPA 58, Liquefied Petroleum Gas Code, 2017 Edition
 LP-Gas Code Handbook, 2017 Edition
 NFPA 70®, National Electrical Code®, 2017 Edition
 National Electrical Code® Handbook, 2017 Edition

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2017 Edition
 NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

For more of these resources,
become an NFPA member



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MOBILE COOKING REQUIREMENTS FLORIDA FIRE PREVENTION CODE

Florida Statute 633.081 requires all food vending trucks/trailers to comply with the most current Florida Fire Prevention Code edition of NFPA 1 and referenced NFPA 96. If you do not fully comply with these requirements, you will be instructed to immediately stop your operation. The following are the Code requirements under F.S. 633.081. From this point forward AHJ also means the local Fire Prevention Bureau.

1.7.7.1- The AHJ shall be authorized to inspect, at all reasonable times, any building or premises for dangerous or hazardous conditions or materials as set forth in this Code.

1.7.7.2- The AHJ shall have authority to order any person to remove or remedy such dangerous or hazardous condition or material. Any person failing to comply with such order shall be in violation of this Code.

1.7.8- Where conditions exist and are deemed hazardous to life or property by the AHJ, the AHJ shall have the authority to summarily abate such hazardous conditions that are in violation of this Code.

50.2.1.9- Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96. [96:4.1.9].

50.4.3.2- Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment. [96:10.1.2].

50.4.4.1- Fire-extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup. [96:10.2.1]

50.4.4.2 - A placard shall be conspicuously placed near each Class K extinguisher that states that the fire protection system shall be activated prior to using the fire extinguisher. [96:10.2.2]

50.4.4.3- Automatic fire-extinguishing systems shall comply with ANSI/UL 300, *Standard for Fire Testing of Fire Extinguishing Systems for Protection of Restaurant Cooking Areas*, or other equivalent standards and shall be installed in accordance with the requirements of this listing. [96:10.2.3].

50.4.4.3.1 * -In existing dry or wet chemical systems not in compliance with UL 300, the fire-extinguishing system shall be made to comply with 50.4.4.3 when any of the following occurs: [96:10.2.3.1]

- (1) The cooking medium is changed from animal oils and fats to vegetable oils.
- (2) The positioning of the cooking equipment is changed.
- (3) Cooking equipment is replaced.
- (4) The equipment is no longer supported by the manufacturer.

50.5.1.6- Cooking equipment shall not be operated while its fire extinguishing system or exhaust system is nonoperational or impaired. [96.11.1.6].

50.5.2.1- Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the AHJ at least every 6 months. [96:11.2.1].

50.5.3.3.1- The year of manufacture and the date of installation of the fusible links shall be documented. [96:11.3.2.1].

50.5.6.1 * If upon inspection, the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a properly trained qualified, and certified person(s) acceptable to the AHJ. [96:11.6.1]. or through the use of an automated exhaust cleaning system installed in the exhaust system and acceptable to the AHJ.

50.6.1.2.4- All deep-fat fryers shall be installed with at least a 16 in. (406 mm) space between the fryer and surface flames from adjacent cooking equipment. [96:12.1.2.4].

50.6.1.2.5- Where a steel or tempered glass baffle plate is installed at a minimum 8 in. (203 mm) in height between the fryer and surface flames of the adjacent appliance, the requirement for a 16 in. (406 mm) space shall not apply. [96:12.1.2.5].

50.6.2- Operating Controls. Deep-fat fryers shall be equipped with a separate high-limit control in addition to the adjustable operating control (thermostat) to shut off fuel or energy when the fat temperature reaches 475°F (246°C) at 1 in. (25.4 mm) below the surface. [96:12.2].

50.7.1.5 Separation. Mobile or temporary cooking operations shall be separated from buildings or structures, combustible material, vehicles and other cooking operations by a minimum of 10 ft.

50.7.1.9.1 – Training. Prior to performing mobile or temporary cooking operations, workers shall be trained in emergency response procedures, including the following:

- (1) Proper use of portable fire extinguishers and extinguishing systems
- (2) Proper method of shutting off fuel sources
- (3) Proper procedure for notifying the local fire department
- (4) Proper refueling
- (5) How to perform leak detection
- (6) Fuel properties

50.7.1.9.2 – Refresher training shall be provided every year.

50.7.1.9.3 – Initial and refresher training shall be documented and made available to the AHJ on request.

50.7.2.3.1 Leak Detection. Gas systems shall be inspected prior to each use by a worker trained in accordance with 50.7.1.8

50.7.2.3.2 Leak detection testing shall be documented and made available to the AHJ on request in accordance with 50.7.2.3.4.



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MOBILE COOKING SIGNATURE PAGE

I have read and will comply with the requirements as listed for the mobile cooking requirements set forth by the FFPC, NFPA, and the AHJ.

_____/_____
Company Name Contact Name: Owner or Manager

Address City State Zip

Contact Phone Number

Signature

Date

Email Address