



## **Request for Interest Commercial Vending at Elizabeth Peratrovich Plaza**



The Juneau Parks & Recreation Department (“Department”) invites proposals from individuals and businesses interested in temporarily providing commercial vending services in the Elizabeth Peratrovich Plaza (located on the backside of the Marine Parking Garage) for the 2026 summer season.

Construction of Marine Park will begin in March 2026. As a result, vendors will be temporarily relocated to the Elizabeth Peratrovich Plaza (“Plaza”) for the 2026 summer season. The Plaza is adjacent to the Seawalk, which sees hundreds of thousands of visitors between April and October.

Three (3) vending locations are available for the 2026 summer season. Each vending location measures 10 feet by 10 feet. The monthly permit fee is \$1,250.00 (plus applicable tax) per vending location. Vending will not be permitted on Friday, May 8, and Saturday, May 9, due to the Maritime Festival event being held in the Plaza.

This Request for Information (RFI) is intended to provide all interested parties with the opportunity to submit an application for commercial vending during the 2026 season.

## Application Requirements

Completed Parks & Recreation Vending Application, including:

- A copy of the applicant's valid State of Alaska business license
- A broker's certificate of insurance showing that the permittee has obtained at least \$1,000,000 per occurrence commercial general liability insurance. The certificate must establish that the CBJ is named as an additional insured on such policy.
- For food vending only: A copy of a valid Food Establishment Permit issued by the Alaska Department of Environmental Conservation (DEC), including a copy of the DEC Commissary Letter of Agreement, if applicable.
- For food vending that requires a grill or other open flame: a copy of a valid Open Flame Permit issued by the City & Borough of Juneau (CBJ) Community Development Department.

### Operations Plan

- Description of operations which includes, at a minimum:
  - Goods/services to be sold (i.e. menu)
  - Activities at the Vending Location (i.e. cooking, grilling, cleaning, etc.)
  - Plan for garbage removal. If food will be prepared outside the Vending Location, provide the location of the commissary and explain how supplies will be transported to the Vending Location
  - Information about staffing, including number of employees, training, permits, and certifications
  - Proposed days and hours of operation
  - Description of all equipment, supplies, and materials that will be located within the limits of the Vending Location
  - Plan to protect the wood decking in the Plaza
  - Schedule of fees, charges, and prices.

No permit shall be issued to any person or entity delinquent in the payment of fines, taxes, or other monies owed to the City and Borough.

## Permit Conditions for Elizabeth Peratrovich Plaza

### General Operations

- Each Vending Location is restricted to 10 feet x 10 feet. The Department will provide markings on the ground to ensure that each vendor stays within their designated footprint. No equipment, supplies, or materials (other than garbage containers) may be placed outside the approved Vending Location.
- Vendor booths must be set up and broken down during the following times:
  - Set up before 8 a.m. or one hour before the first cruise ship of the day docks, whichever is earlier.
  - Break down after 7 p.m. or one hour before the last cruise ship of the day departs, whichever is later.
- Vendors may use non-motorized carts to transport supplies, equipment, and materials to and from their assigned vending locations.

- Vehicles are not permitted to drive into the Plaza at any time. Vehicles may only utilize the designated loading zone in the Peratrovich Plaza parking lot for temporary loading and unloading. *See Attachment A.*
  - Note: During cruise ship dockings at the Alaska Steamship Dock and the Cruise Ship Terminal, Docks & Harbor staff may restrict use of the loading zone in the Peratrovich Plaza parking lot during the 'pre-sold tour period' — the window of heavy activity immediately following a ship's arrival. This period typically lasts up to 60 minutes.
- Vendors must place down a 10-foot x 10-foot, high-heat-tolerant mat/surfacing to protect the wood decking in the Plaza.
- Vendors must provide two visible garbage containers next to the Vending Location while operating. All trash must be removed and properly disposed of at the Vendor's expense. Vendors may not dispose of refuse in any CBJ garbage container.
- All employees shall possess a valid Food Worker Card issued by the Alaska Department of Environmental Conservation (DEC).
- Vendor must display the following permits in a conspicuous location:
  - DEC Food Establishment Permit;
  - CDD Flame Permit (if applicable); and
  - Parks & Recreation Vending Permit

#### Restrictions

- Styrofoam service items are prohibited. Vendors must use compostable food containers and compostable service items.
- Feeding birds or other wildlife is prohibited.
- Hawking is prohibited.
- No overnight storage is permitted. Vendors must remove all equipment, supplies, and materials from the Vending Locations each day.
- Smoke must be kept to a minimum. Grills must be cleaned frequently to minimize smoke.
- No signs may be placed outside the Vending Location. Banners, flags, and similar devices must be approved by the Department prior to installation.

## Proposal Evaluation

If more than three complete applications are received, the third Vending Location will be awarded by the following process:

1. An evaluation committee will be appointed by the Director of the Parks & Recreation Department to evaluate the applications.
2. The committee will score the written applications based on the information submitted, according to the evaluation criteria and scoring factors.
3. The committee will have 10 working days to evaluate and score the written proposals.
4. A short list of proposers may be selected for in-person interviews, if necessary.

The evaluation committee will evaluate each proposal in accordance with the criteria and point factors listed below. The evaluation committee may seek outside expertise to assist in evaluating proposals.

- Parks & Recreation Vending Application (50 points)
  - Application will be evaluated based on completeness, accuracy, and level of detail provided.
- Proposed Operations Plan (50 points)
  - Responsiveness to this Request for Interest;
  - Overall benefit to the public;
  - Value to the City & Borough of Juneau;
  - Past performance (if applicable)

Following the proposal evaluation, the Director may select one of the following options:

1. Approve a maximum of three vending permits for the Plaza;
2. Request additional information from the proposer(s); or
3. Reject the proposal(s).

The Director's decision may be appealed to the City Manager by filing a notice of appeal and the reasons for the appeal with the Municipal Clerk's Office within 10 business days of the Director's decision. The City Manager should take up the appeal within 10 business days. The City Manager's decision to deny a permit shall constitute a final agency action subject to appeal in accordance with CBJ 01.05.020(b).

## **Application Submission**

- Applications must be received by the Department no later than March 13, 2026 at 4:30 p.m. The Department reserves the right to extend the RFI period; if the RFI period is extended, then all proposers may use this additional time to update their applications.
- Applications must be in writing and operations plan may not exceed five pages.
- Applications must be sent via email to [Parks.Rec@juneau.gov](mailto:Parks.Rec@juneau.gov) or delivered to Parks and Recreation office, now located at 1208 Glacier Avenue by the due date.

## **Contact Information**

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# Attachment A

## Vendor Locations and Loading Zone map

