



Food Truck / Mobile Vendors on City of Edgewood Property Request for Qualifications (RFQ)

City of Edgewood ■ 10440 Dom Calata Way E ■ Edgewood, Washington 98372 ■ 253-952-3299

SECTION I. INTRODUCTION

A. Purpose

The City of Edgewood ("City") is seeking Submittals of Qualifications from food trucks and mobile vendors to operate during certain times at Edgewood City Hall and Edgewood Community Park between the dates of April 6, 2026, and October 30, 2026. The City anticipates selecting multiple vendors to ensure a variety of services and consistent coverage. The City retains the right to reach out to vendors that participate in this request first for future city-sponsored events.

B. Definitions

Food Truck: Motor vehicles or trailers used to prepare and serve food and that vends food from curbside location or on private property.

Mobile Vendor: Traveling sales of products/services via independently owned vehicles (pre-package vendors, coffee carts, etc.)

C. Community Profile

Edgewood is a growing community of approximately 14,000 residents located in Pierce County, Washington, about 30 miles south of Seattle and 4 miles east of Tacoma. Our bedroom community includes portions of the Puyallup Indian Reservation and neighbors the cities of Fife, Milton, Sumner and Puyallup.

D. Site Information

It is the City's intent to seek vendors that would be interested in providing their food truck or mobile vending at the following locations:

Location	Edgewood City Hall 10440 Dom Calata Way E	Edgewood Community Park 10301 36th Street East
Number of Spaces Available	One – front of barn (see map)	One – near restroom (see map)
Surface Condition	Pavement and Gravel	Pavement / Concrete Curb
Utilities	None Provided	None Provided
Amenities	Public Restrooms @ City Hall (during business hours), Limited Parking for Customers, Picnic Table, Security Cameras	Public Restrooms, Multiple Tables and Benches, 60+ Parking Stalls, Playground, Security Cameras
Anticipated Operating Days of the Week and Hours	Mon – Fri: 10a to 2p, 4p to 8p Sat – Sun: 2p to 7p	Mon – Fri: 10a to 2p Sat – Sun: 10a to 7p

Edgewood City Hall Location Map:



Edgewood Community Park Location Map:



SECTION II. RFQ SCHEDULE

The anticipated selection process timeline is shown below:

Issue RFQ:	February 8, 2026
Deadline for Submittals:	March 9, 2026 @ 3:00 PM
Preliminary Selections by City Panel:	March 13, 2026
Final Selections:	March 18, 2026
Contracting Completed By:	March 27, 2026
Services Start Date:	April 6, 2026

SECTION III. SCOPE OF SERVICES

A. General Requirements

Vendors must provide high-quality, dependable food and/or mobile vending services. While the City will consider requested schedules, final dates and hours of operation for each vendor will be mutually agreed upon by the Contractor and City during the contracting phase.

SECTION IV. INSTRUCTIONS FOR SUBMITTALS

A. Required Submittal Information.

Consultants are encouraged to submit concise and clear responses to this RFQ. The proposal shall be submitted electronically via email. All pages shall be formatted to print on standard, letter paper (8.5 x 11-inches). The content of the submittal shall include:

1. **Contact Information:** Name, address, and phone number of the vendor.
2. **Experience Narrative:** Brief history of your mobile vending experience, ability to self-advertise, and at least two references (name and phone number).
3. **Site/Schedule Request:** A detailed list of your preferred site(s), day(s) of the week, and hours.
4. **Signed Acknowledgement:** Attachment A, confirming your ability to meet insurance, licensing, and other program requirements.

B. How to Submit

Deadline: **March 9, 2026, at 3:00 PM.**

Electronically Submit To:

City of Edgewood

Attn: Jill Schwerzler-Herrera, City Clerk

RE: Food Truck / Mobile Vending on City Property

Email: jill@cityofedgewood.org

SECTION V. SELECTION CRITERIA

A panel of City staff will review the qualified bids and qualifications as submitted in this RFQ process. The panel will score the RFQ submittals, determine the highest qualified applicants, conduct interviews as necessary, and make final recommendations to the Assistant City Administrator.

The City will use the following criteria to evaluate the submittals:

Criteria	Points (100 total)
Relevant experience and references	30
Consistency and regularity of requested operating hours	30
Product quality, menu variety, and prices	15
Professional appearance and character	15
Edgewood Resident or Business Owner status	10

SECTION VI. TERMS AND CONDITIONS

- The City reserves the right to:
 - modify or cancel (in whole or in part) this RFQ,
 - reject any and all proposals,
 - determine and waive minor irregularities in any proposal,
 - request clarification of information submitted,
 - request additional information,
 - award a contract to one or more private entities as part of this RFQ,

- award contracts to the next, most qualified vendors, if the successful vendors do not execute contracts within fifteen (15) days after being notified of the award, and
 - re-assign contracts if a vendor misses more than two (2) consecutive dates or four (4) total dates during the operating period (April 6 to October 30).
- The City of Edgewood will not pay any cost incurred by any vendor resulting from preparation, submittal, or presentation of a proposal in response to this RFQ.
- The successful vendor(s) will be required to carry out a contract with the City, in substantially the same form as in Attachment B, or as otherwise approved by the City Council, subject to review and recommendation by the City Attorney.
- In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Edgewood laws in the conduct of work specified herein. The consultant selected to work on this project will be required to obtain a City of Edgewood business license and City of Edgewood Food Truck Permit, if applicable.
- All RFQs will become the property of the City, and are subject to the disclosure provisions under the Public Records Act, Chapter 42.56 RCW.
- The selection will be made without regard to race, color, sex, age, religion, national origin, or political affiliation.
- Food Trucks must participate in the City's Food Truck Pilot Program and obtain a Food Truck License. Similarly, if selected, Mobile Vendors must pay an administrative fee of \$50 to participate in this opportunity.