



**IWQ 13-01**

**Brookhaven Food Truck Night**

**DUE JULY 16, 2013 BY 2:00PM**

The City of Brookhaven is accepting bid submissions by food truck event companies to provide multiple food trucks for a weeknight food truck single event and/ or event series. Vendors will work with the city to select an appropriate location. Vendors must have their own liability insurance as well as necessary permits and licenses required by DeKalb County for operation. The city will handle all event promotion and entertainment booking. See the following page for additional information.

Informal Written Quotations should be returned by email to [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov). If you have any questions, please email [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov) no later than July 8, 2013. All questions will be gathered and an addendum answering all questions will be issued no later than July 10th. Questions will only be accepted via email. No questions will be answered by phone to ensure the same information is given to all bidders. If awarded, the announcement will be made on the City's Purchasing Page.

**Event Planner Fees**

In the space below, please detail the following:

1) Fees Charged and who pays them:

2) All financial costs to the City:

Legal Business Name \_\_\_\_\_ Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

Representative Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_



200 Ashford Center North, Suite 150  
Dunwoody, GA 30338

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Please include the following information in your response:

- What events have your company hosted before?
- Where were the events?
- How many people attended?
- What were the total sales?
- What type of media coverage did your events receive?
- How long have you been in business?

Please include a resume and/or company brochure with your response; and any additional information that would be helpful in evaluating your proposal.