



# CHICAGO RIVERWALK CONCESSION PROGRAM

## HANDBOOK



FLEET & FACILITY MANAGEMENT



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# HISTORY OF RIVERWALK CONCESSION PROGRAM



Chicago's phenomenal growth into a major urban center is due, in large part, to its strategic location on the Chicago River and Lake Michigan. As early as the 1600's the river and the lake were major trade routes. By the City's incorporation in 1837, the river had already been established as a desirable location for industrial development. The completion of the Illinois and Michigan Canal in 1848 linked Lake Michigan with the Mississippi River, dramatically increasing river traffic. By the 1860's, the river had become the focus of industrial development.

In the 1890s, work began on the Sanitary and Ship Canal to protect the water supply and to provide greater shipping capacity. The construction of the Canal and its locks reversed the flow of the river, sending pollution away from Lake Michigan and into the Mississippi River system. The Sanitary and Ship Canal also became the main materials transportation artery. In recent years, public demand for access and recreational amenities continues to grow, ensuring that future development will include a diverse mix of industrial, commercial, residential, and recreational uses.

The Chicago Riverwalk allows residents and visitors greater access to the Chicago River, a natural amenity in the heart of downtown. Portions of the Riverwalk, including East of Michigan were completed in the 90's. The Vietnam Memorial was dedicated in 2005. The extension between Michigan Avenue and State Street was completed in 2009. Through Federal assistance by the Transportation Infrastructure Finance Innovation Act (TIFIA), segment of the Chicago Riverwalk has been being realized. The City has invested in the infrastructure build-out of the marine sea wall and public amenities between State and Lake..

"While the Chicago River is the spine that connects many neighborhoods

throughout our city, the only experience many residents had with it was when they drove over it or saw it from a distance. But through a series of investments, including the Riverwalk, we've made the river Chicago's next great recreational destination. The Riverwalk will span over a mile and a quarter from Lakeshore Drive to Lake Street, providing residents direct access to the river and a variety of dining, entertainment and recreational options." ■

- **Mayor Rahm Emanuel**

A handwritten signature in black ink that reads "Rahm Emanuel".

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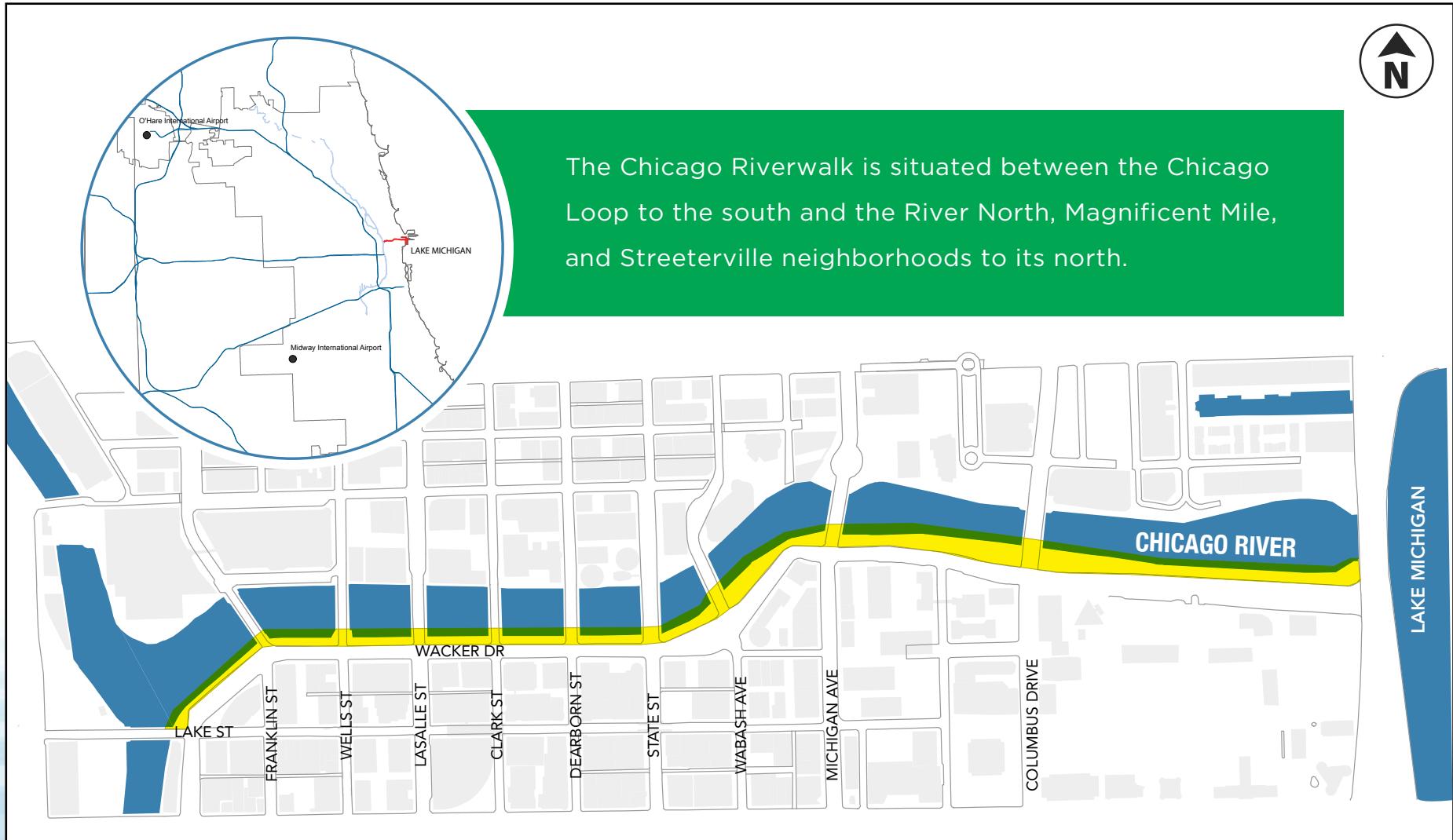
This Handbook has been created to be a resource for vendors operating in the Chicago Riverwalk Concessions Program. It provides the Guiding Principles, Standard of Service, Environmental Guidelines, Good Food Policy and Concession Program Rules and Regulations. Updates to these sections will be made as the policies evolve and grow. Vendors are strongly encouraged to participate in the policies established to protect the health of the ecosystems and habitats within and along the Chicago River, along with Riverwalk visitors.

Compliance with the Standard of Service and items listed in Rules and Regulations including, Site Improvements, Chicago Department of Public Health Riverwalk Food Establishments, Riverwalk Liquor License are requirements of all Chicago Riverwalk License Agreements.

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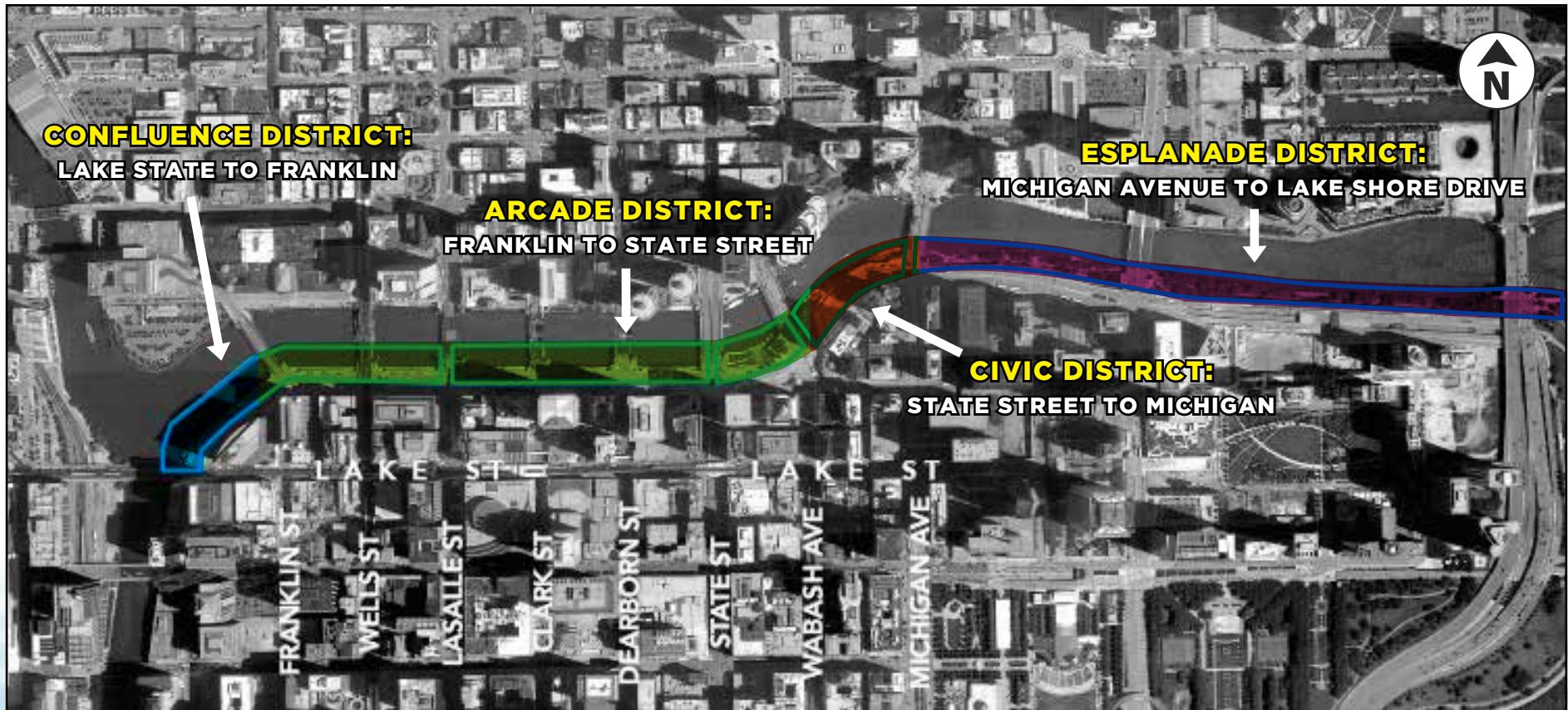
# RIVERWALK MAP

## RIVERWALK LOCATION AND MAP



# RIVERWALK MAP

## RIVERWALK LOCATION: DISTRICTS





# | CHICAGO RIVERWALK **GUIDING PRINCIPLES** |

# GUIDING PRINCIPLES

## ACCESS

Cities have historically been built along rivers because they were indispensable resources for transportation and commerce. Chicago's earliest settlement began along the Chicago River and it served as Chicago's harbor until the early 20th century; it has always been a social and economic hub.

While the Chicago River is still an important part of local and regional industry, it is also Chicago's second coastline, connecting Chicago's most recognizable landmarks and destinations. The Riverwalk provides unprecedented access to the River, giving Chicagoans and visitors a dynamic pathway to experience Chicago and connect to the city's many cultural, natural, and commercial assets.

### ■ Bring people to the water

- Maintain a continuous public walkway
- Improve vertical circulation
- Easy to locate and navigate

### ■ Establish connections

- Promote as vibrant, active link to the lakefront and other Chicago landmarks
- Establish the Riverwalk as a connecting thread that runs through the city

### ■ Access for everyone

- ADA compliant
- Improve perceived and actual safety
- A neighborhood amenity for all to enjoy



# GUIDING PRINCIPLES

## ACTIVATION

Making the River easier to access will have a profound effect on the number of annual visitors. Seasonal programming, unique gathering spaces to host events, and leasable space for restaurants and retail will bring activity and life to the River and will bring a strong sense of place to an already historic space.

### ■ Bring life to the River

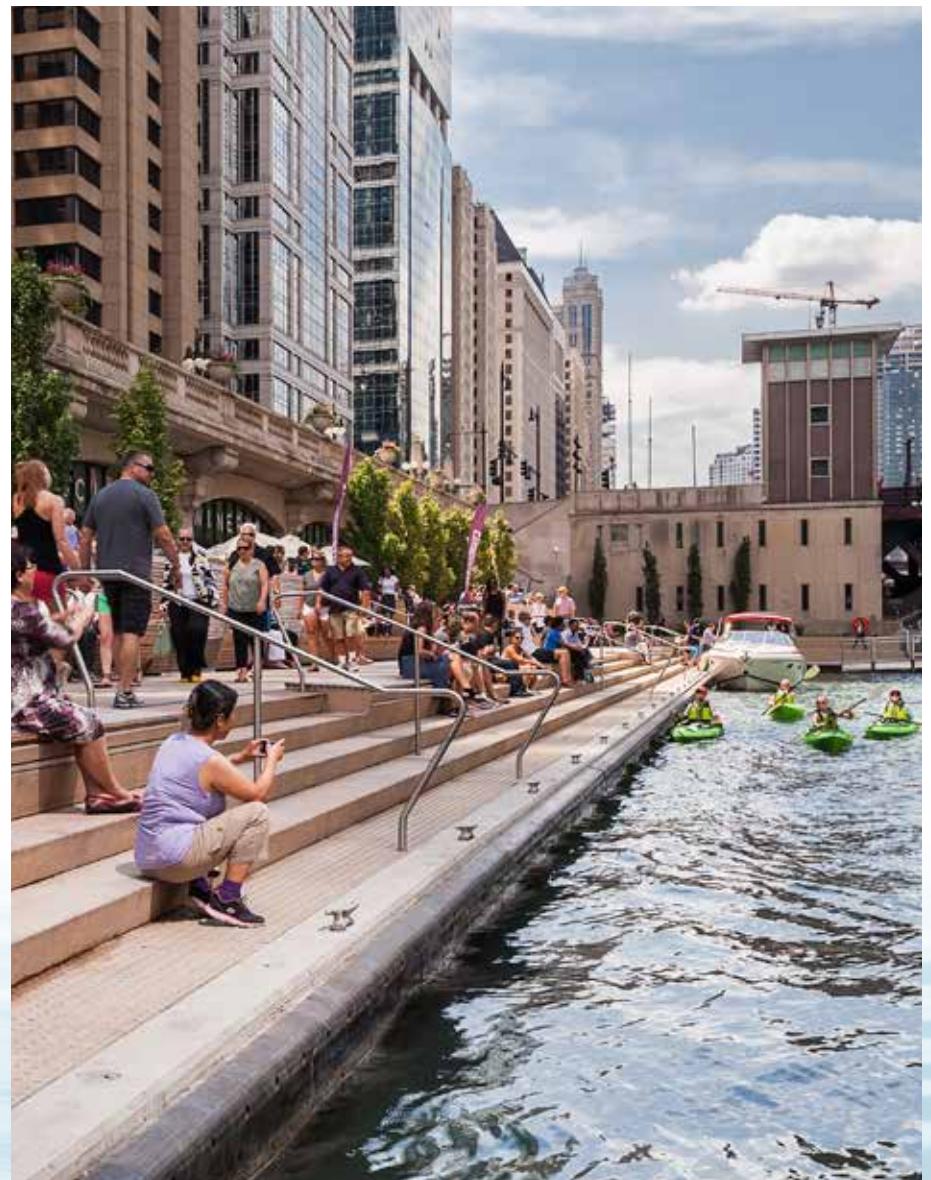
- Provide more seasonal public river uses
- Ensure year round program and activity
- Increase recreational and commercial boating

### ■ Create space for civic gathering & diverse events

- Promote the space for groups and entertainment functions
- Invest in placemaking, creating unique places on the River

### ■ Economic activation

- Developing new opportunities along the Chicago River
- Improve commercial functions and maximize leasable opportunities
- Support commercial boating activity



# GUIDING PRINCIPLES

## AUTHENTICITY

The Chicago River has shaped the city and remains an important part of the downtown urbanscape. It is important that the Riverwalk work in harmony with the existing context of the city. The River is authentic Chicago, it should not feel overly manicured or scripted, but always retain a strong feeling of nature, history, and community.

### ■ Weave the life of the River into the urban fabric of the city

- Work in dialogue with existing urban context
- Maintain a sense of unpredictability and encourage the unexpected

### ■ Embrace the history of the Chicago River

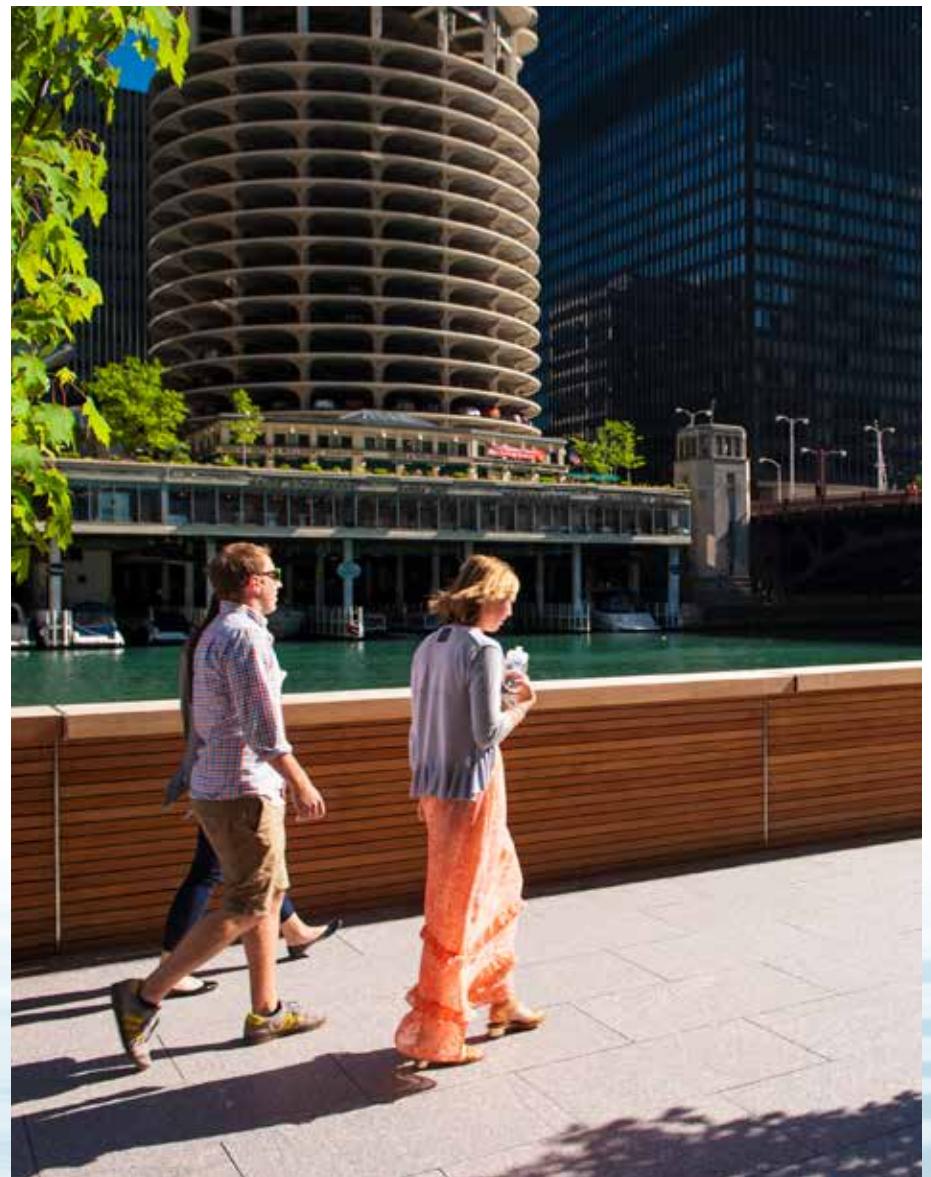
- Honor and showcase history
- Celebrate the River's uniqueness
- Historically & architecturally significant buildings, bridges, and bridge houses
  - Modern skyscrapers
  - Classical + industrial details + architecture

### ■ Enhance community life

- Outreach to residents of Downtown and River North communities
- Utilize green and open spaces for fitness, wellness, and educational programing
- Feature public art from local artists

### ■ Balance local pride with tourist intrigue

- Promote the Riverwalk as a neighborhood amenity for all Chicagoans to enjoy
- Promote the Riverwalk to visitors as a connection point that weaves together all the best of downtown Chicago





# CONCESSION LOCATIONS

## CONCESSION LOCATIONS



### ESPLANADE DISTRICT ADDRESS: 485 EAST TO 115 EAST RIVERWALK

<b>Location</b>	485 East to 115 East Riverwalk East of Michigan Avenue to Lake Shore Drive
<b>Uses</b>	Retail, commercial boat docks, café, other concessions can be proposed
<b>Gross Leasable Area (SF)</b>	To be proposed
<b>Vertical Build-out Maximum (Floors)</b>	To be proposed
<b>Boat Docking</b>	Sites east of Columbus will be considered for boat docking provided the proposal offers tours that do not conflict with the current Tour Boat vendors
<b>Back of House/ Delivery Location</b>	Lowest Level Wacker at Columbus possible depending on proposal to activate the space
<b>Utilities</b>	Utilities would need to be brought to the site
<b>Other Information</b>	The City has an existing long term contract with a Tour Boat provider between Michigan and Columbus that will not be modified or adjusted in anyway.  Wanda Vista construction will be occurring through 2019.

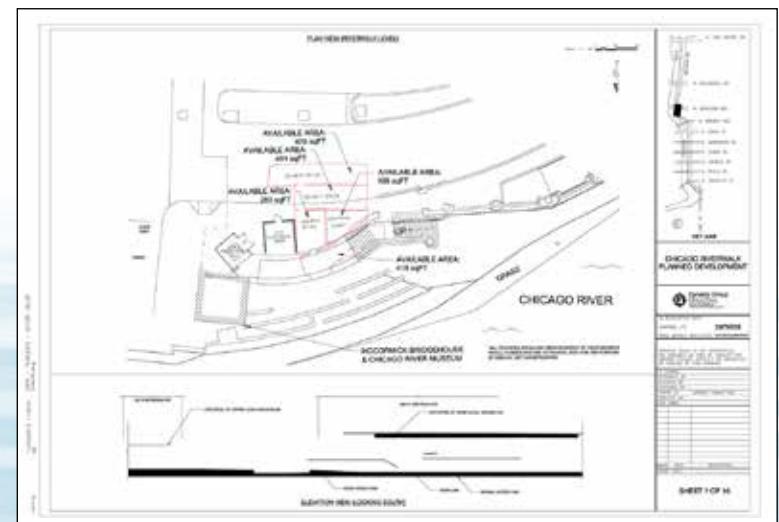


## CONCESSION LOCATIONS



**CIVIC DISTRICT ADDRESS: 91-95 EAST RIVERWALK**

<b>Location</b>	91-95 East Riverwalk, West of Michigan Avenue Adjacent to the McCormack Bridgehouse & Chicago River Museum
<b>Uses</b>	Retail, restaurant, café
<b>Gross Leasable Area</b>	1779 sf of interior area, exterior to be determined based upon proposal.
<b>Vertical Build-out Maximum (Floors)</b>	Riverwalk level only (1)
<b>Back of House</b>	Lowest Level Wacker at Columbus possible depending on proposal to activate the space or Location 1-Wabash
<b>Utilities</b>	Water and electric on site. Separation of electric panel and meters required.
<b>Other Information</b>	Plaza space shared with the McCormack Bridge House and Chicago River Museum. Access must be maintained to the museum at all times.

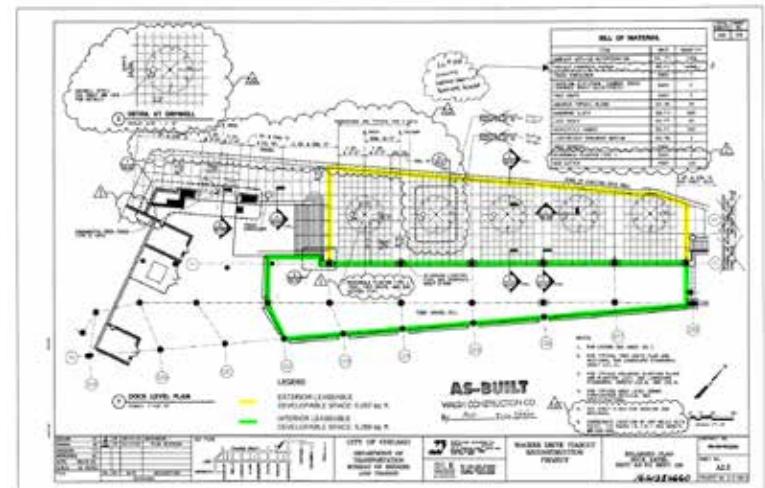


## CONCESSION LOCATIONS



**CIVIC DISTRICT ADDRESS: 45 EAST RIVERWALK**

<b>Location</b>	45 East Riverwalk, East of Wabash
<b>Uses</b>	Restaurant, café, other concessions can be proposed
<b>Gross Leasable Area (SF)</b>	11,315 SF of Total Developable Area <ul style="list-style-type: none"> <li>• 5,258 SF interior area</li> <li>• 6,057 SF exterior area with option to enclose, option to build two levels</li> </ul>
<b>Vertical Build-out Maximum (Floors)</b>	Main Riverwalk Level, mid, and Upper Wacker Possible
<b>Boat Docking</b>	N/A
<b>Back of House/Delivery Location</b>	Location 1-Wabash
<b>Utilities</b>	Electrical, water, sanitary and storm drainage utility infrastructure available; gas line connection to be made at Wabash bridgehouse
<b>Other Information</b>	Upper plaza programming and activation encouraged, including installation of an elevator.

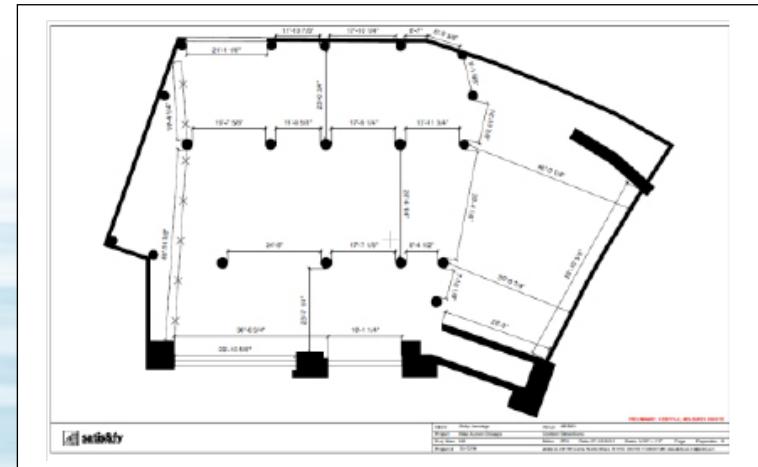


# CONCESSION LOCATIONS



## CIVIC DISTRICT ADDRESS: 31-35 EAST RIVERWALK

<b>Location</b>	31-35 East Riverwalk, West of Wabash and next to Vietnam Memorial
<b>Uses</b>	Restaurant, café
<b>Gross Leasable Area (SF)</b>	6,113 SF of Total Developable Area <ul style="list-style-type: none"> <li>• 6,113 SF interior area</li> <li>• 1,700 SF exterior area</li> </ul>
<b>Vertical Build-out Maximum (Floors)</b>	Main Riverwalk level and upper plaza programming possible
<b>Boat Docking</b>	N/A
<b>Back of House/Delivery Location</b>	Location 1-Wabash
<b>Utilities</b>	Electrical, water, sanitary and storm drainage utility infrastructure available; gas lines connection to be made at Wabash bridgehouse
<b>Other Information</b>	<p>Site adjacent to the Vietnam Memorial. Developments must be respectful of the Memorial.</p> <p>Existing kiosk space on upper plaza constructed as housing for a future elevator. Upper plaza programming and activation encouraged including installation of an elevator.</p> <p>Space is also used for storage and deliveries to vendors in the Arcade District.</p>

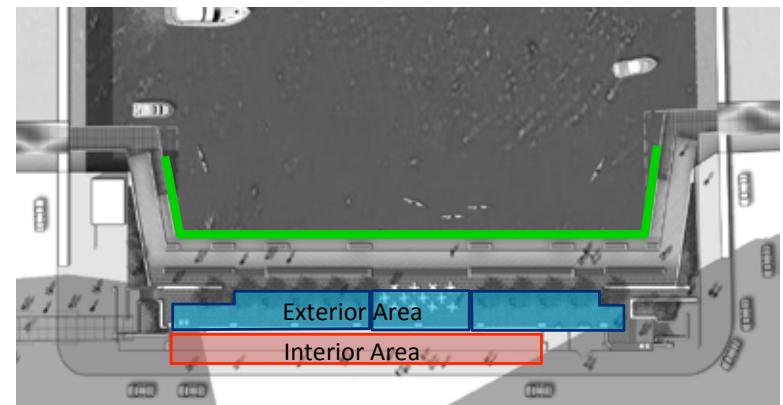


## CONCESSION LOCATIONS



### ARCADE DISTRICT-THE MARINA: 11-27 WEST RIVERWALK

<b>Location</b>	11, 15, 19, 23, 27 West Riverwalk, Between State and Dearborn Streets
<b>Uses</b>	Retail, Restaurant, Recreational Boat Docking
<b>Gross Leasable Area (SF)</b>	6,450 SF of Total Developable Area <ul style="list-style-type: none"> <li>• 1,750 SF interior area</li> <li>• 4,700 SF exterior area with option to enclose</li> </ul>
<b>Vertical Build-out Maximum (Floors)</b>	Main Riverwalk level only (1)
<b>Boat Docking LF</b>	325 Linear Feet, recreational docking
<b>Back of House/ Delivery Location</b>	Location 1- Wabash
<b>Utilities</b>	Electrical, water, sanitary and storm drainage utility, gas infrastructure available and brought to site. Connections will be responsibility of Licensee
<b>Other Information</b>	Option to construct enclosure on patio to extend the season would be considered.

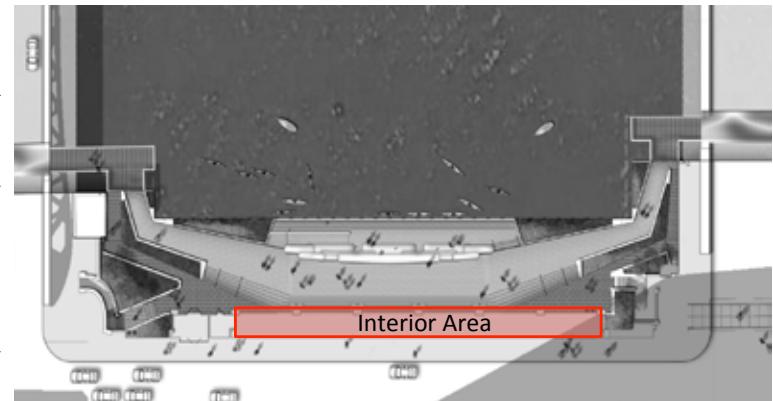


## CONCESSION LOCATIONS



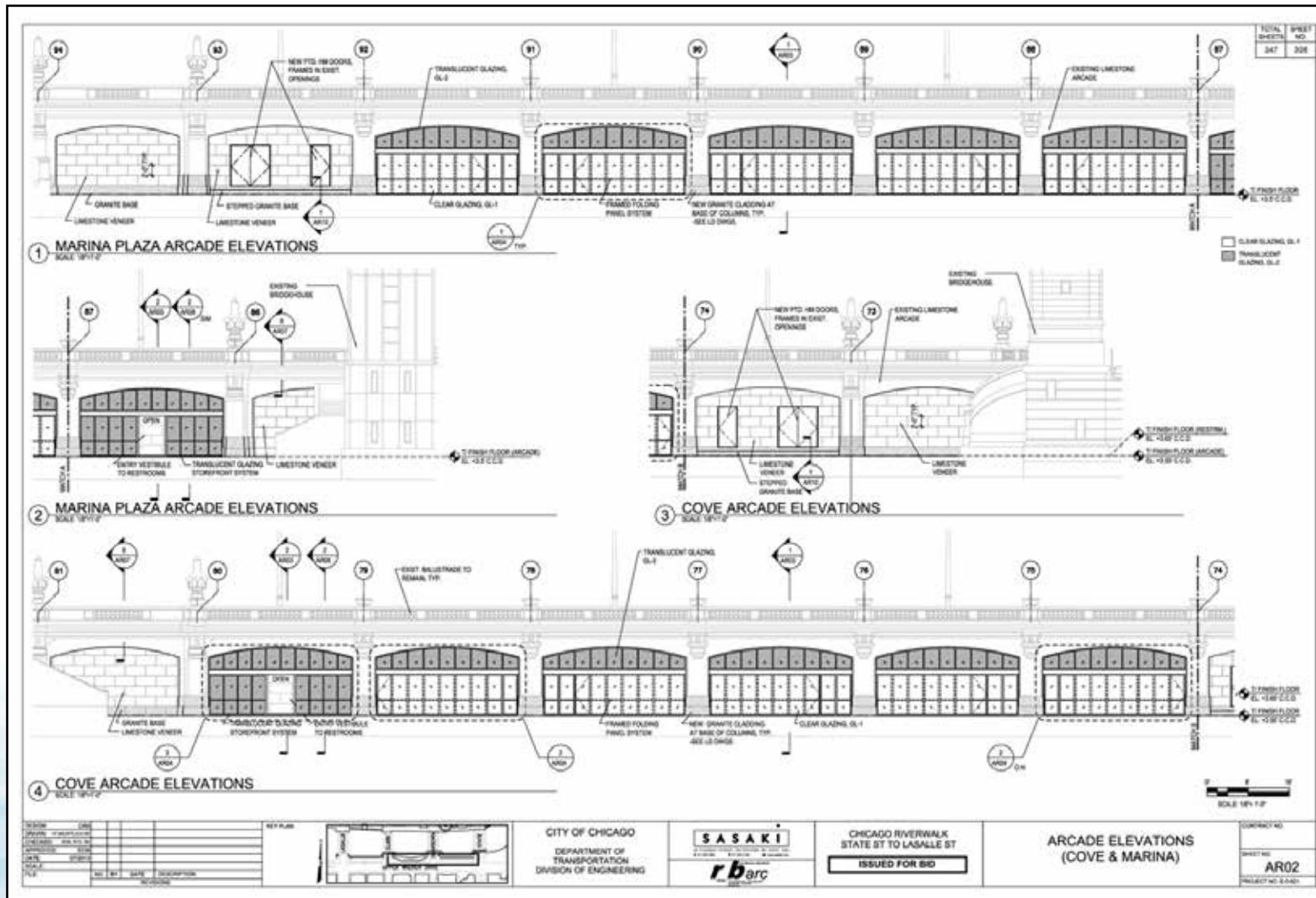
### ARCADE DISTRICT-THE COVE: 55-71 WEST RIVERWALK

<b>Location</b>	55, 59, 63, 67, 71 West Riverwalk, Between Dearborn and Clark Streets 51,55,59,63,67, 71
<b>Uses</b>	Retail, café, bakery, coffee shop, other concessions can be proposed
<b>Gross Leasable Area (SF)</b>	1,750 SF of Total Developable Area <ul style="list-style-type: none"> <li>• 1,750 SF interior area</li> <li>• Patio seating on path permitted, provided a minimum 10' continuous path exists.</li> </ul>
<b>Vertical Build-out Maximum (Floors)</b>	Main Riverwalk Level only (1)
<b>Boat Docking LF</b>	0 Linear Feet, Reserved for human powered water craft
<b>Back of House/ Delivery Location</b>	Location 1-Wabash
<b>Utilities</b>	Electrical, water, sanitary and storm drainage utility, gas infrastructure available and brought to site. Actual connections will be responsibility of Licensee
<b>Other Information</b>	Motorized vessels are prohibited from docking in this area. This is an area reserved for human powered craft.



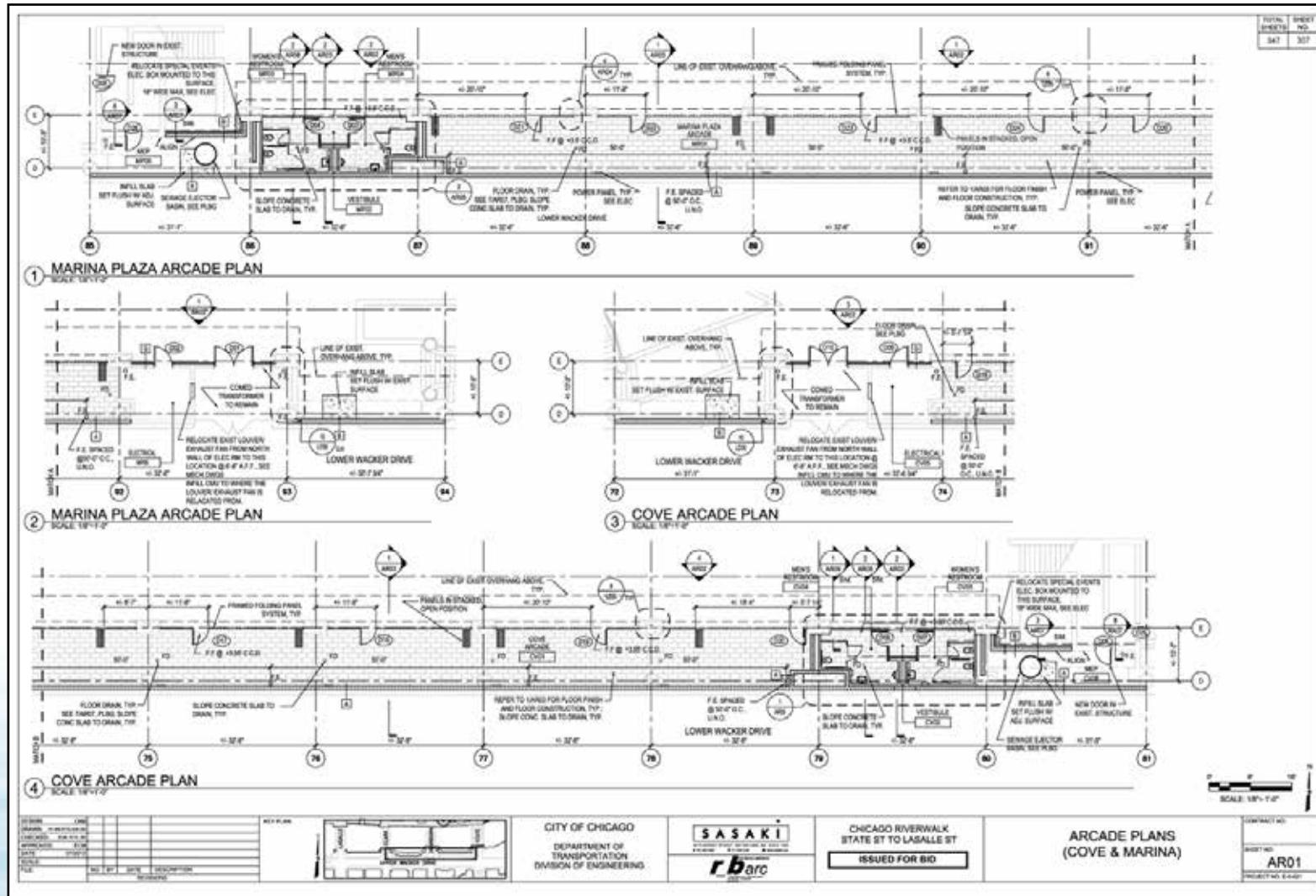
# CONCESSION LOCATIONS

## ARCHITECTURAL DRAWINGS: 11-71 WEST RIVERWALK



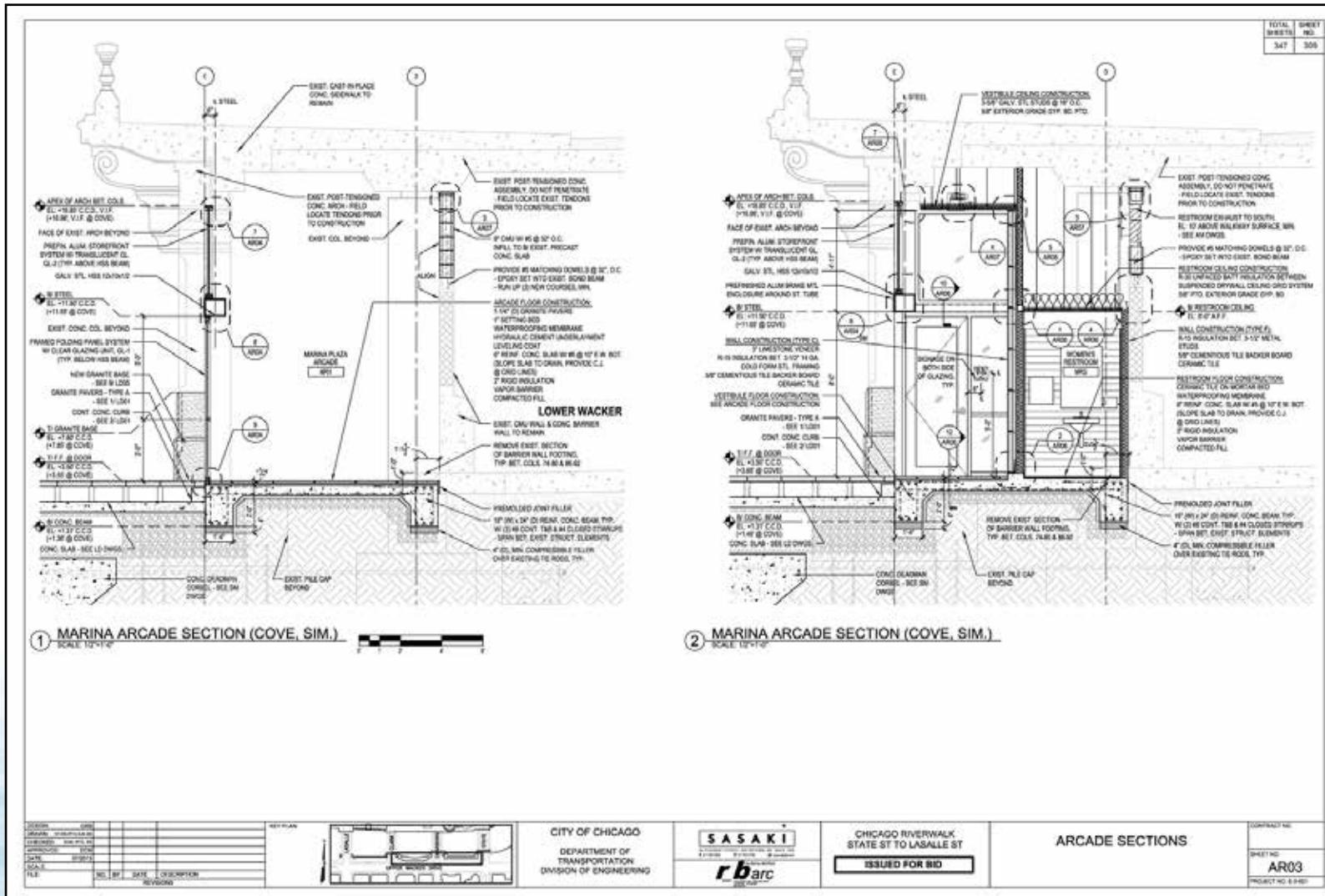
# CONCESSION LOCATIONS

## ARCHITECTURAL DRAWINGS: 11-71 WEST RIVERWALK



# CONCESSION LOCATIONS

## ARCHITECTURAL DRAWINGS: 11-71 WEST RIVERWALK



## CONCESSION LOCATIONS



### ARCADE DISTRICT-RIVER THEATER: 105 WEST RIVERWALK

<b>Location</b>	105 East Riverwalk, Between Clark and LaSalle Streets
<b>Uses</b>	Boat Docking for water taxi or entertainment boat
<b>Gross Leasable Area</b>	Proposals can including bringing ticket kiosks to the site
<b>Vertical Build-out Maximum (Floors)</b>	Riverwalk level only (1)
<b>Back of House</b>	Back of House Location 1-Wabash
<b>Utilities</b>	Conduit exists to bring electric to dock wall by Licensee
<b>Other Information</b>	Queueing of passengers can not obstruct pedestrians using the Riverwalk.  Overnight docking not permitted.

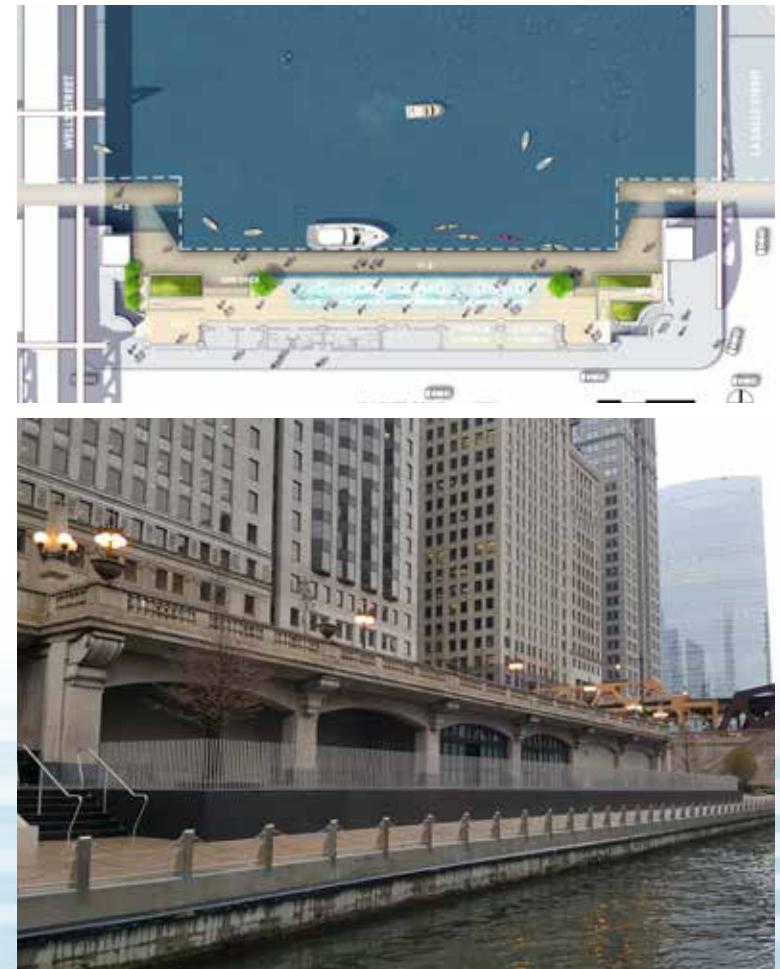


## CONCESSION LOCATIONS



### ARCADE DISTRICT-THE WATER PLAZA: 151 AND 155 WEST RIVERWALK

<b>Location</b>	151-155 West Riverwalk, Between LaSalle and Wells Streets
<b>Uses</b>	Family-friendly restaurant or retail. Private event space will be considered
<b>Gross Leasable Area (SF)</b>	5,765 SF of Total Developable Area <ul style="list-style-type: none"> <li>• 950 SF interior area</li> <li>• 4,815 SF exterior area with option to enclose</li> </ul>
<b>Vertical Build-out Maximum (Floors)</b>	Main Riverwalk Level only (1)
<b>Boat Docking LF</b>	270 Linear Feet for Recreational Boat Docking
<b>Back of House/Delivery Location</b>	Location 1- Wabash or Location 2- Lake
<b>Utilities</b>	Electrical, water, sanitary and storm drainage utility, gas infrastructure available and brought to site. Connections will be responsibility of Licensee
<b>Other Information</b>	The current design includes a water element of a zero-depth fountain.

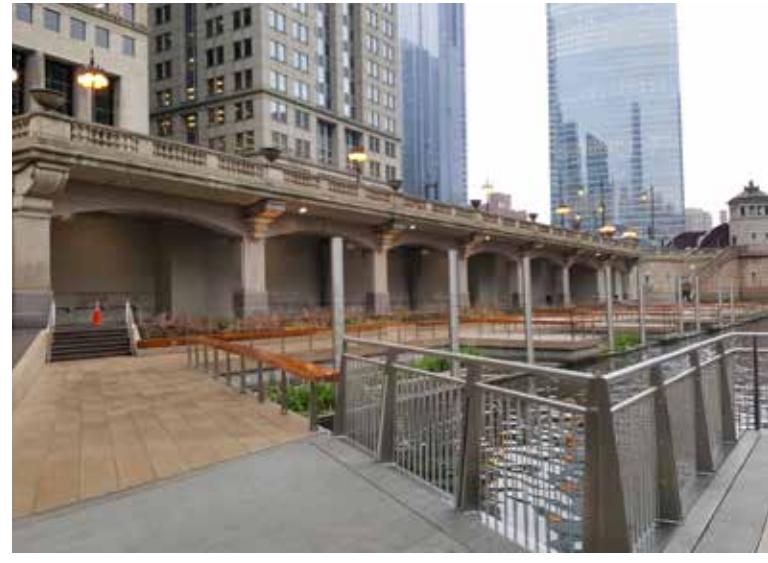


## CONCESSION LOCATIONS



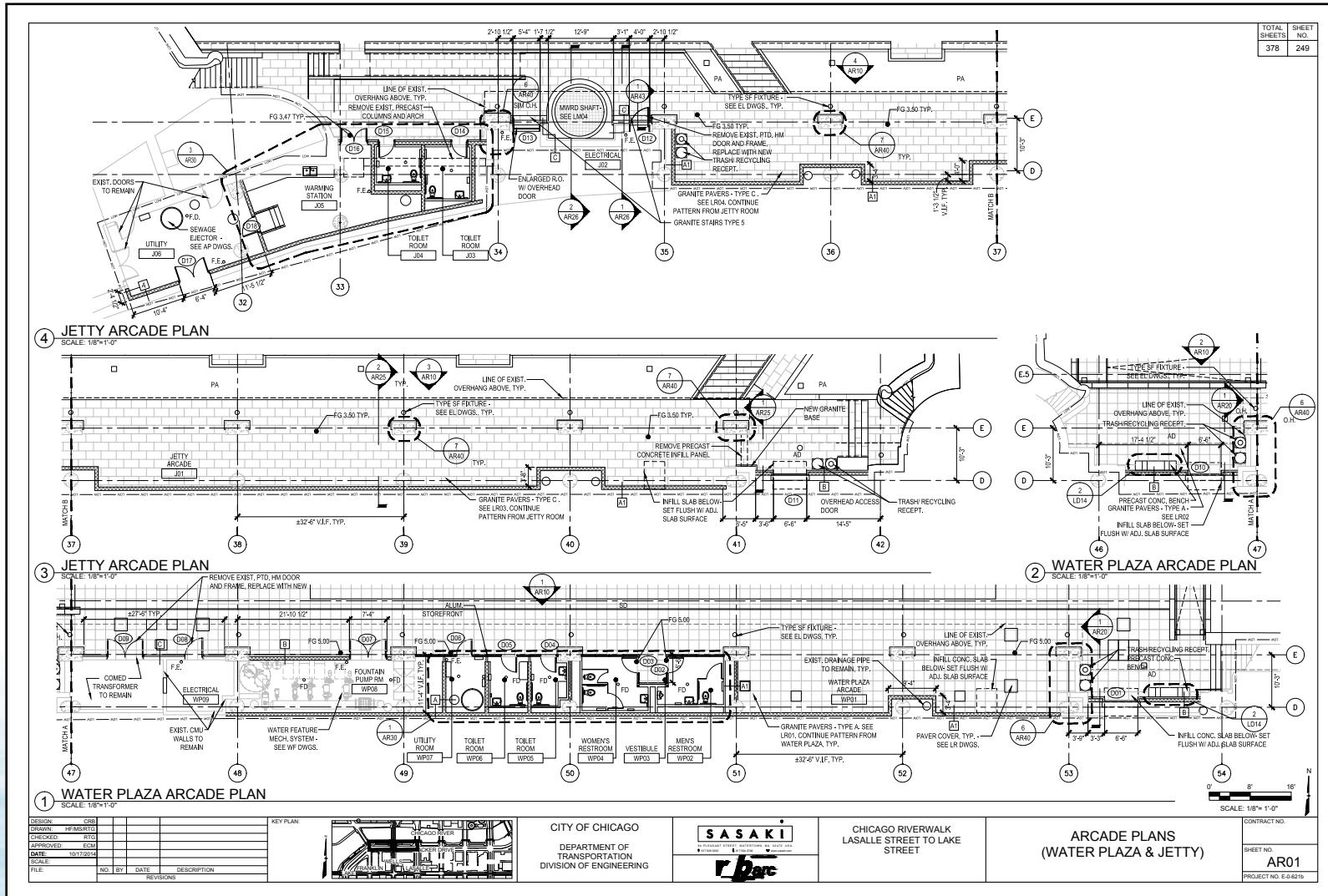
### ARCADE DISTRICT-THE JETTY: 201-229 WEST RIVERWALK

<b>Location</b>	201-229 West Riverwalk. Between Wells and Franklin Streets
<b>Uses</b>	The Arcade space in the Jetty is not architecturally enclosed and is intended to be used for educational programming (daytime) and leasable uses, i.e. special private events, kiosks (evenings).
<b>Gross Leasable Area (SF)</b>	2,200 SF of Total Developable Area <ul style="list-style-type: none"> <li>• 2,200 SF interior area</li> <li>• (see uses above for restrictions)</li> </ul>
<b>Vertical Build-out Maximum (Floors)</b>	Main Riverwalk Level only (1)
<b>Boat Docking LF</b>	0 Linear Feet
<b>Back of House/ Delivery Location</b>	Location 2-Lake
<b>Utilities</b>	Electrical, water, sanitary and storm drainage utility, gas infrastructure available and brought to site. Actual connections will be responsibility of Licensee
<b>Other Information</b>	This location includes a warming station. Improvements will be required to make the space compliant with the Department of Health requirements at Licensees sole expense. Proposal that deviate from the suggested educational uses to be performed during the day by the City, must provide significant economic benefit to city.



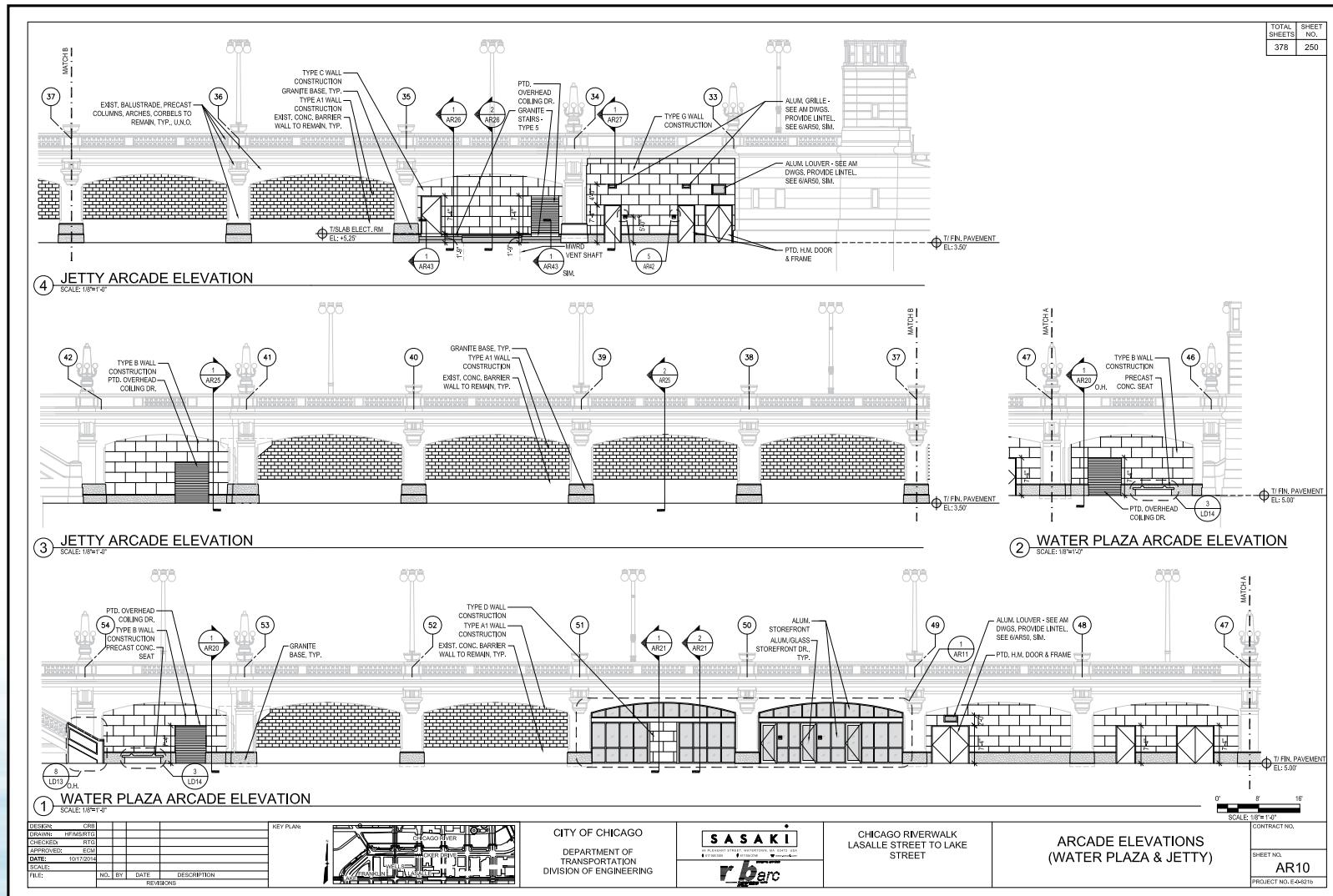
# CONCESSION LOCATIONS

## ARCHITECTURAL DRAWINGS: 151-231 WEST RIVERWALK



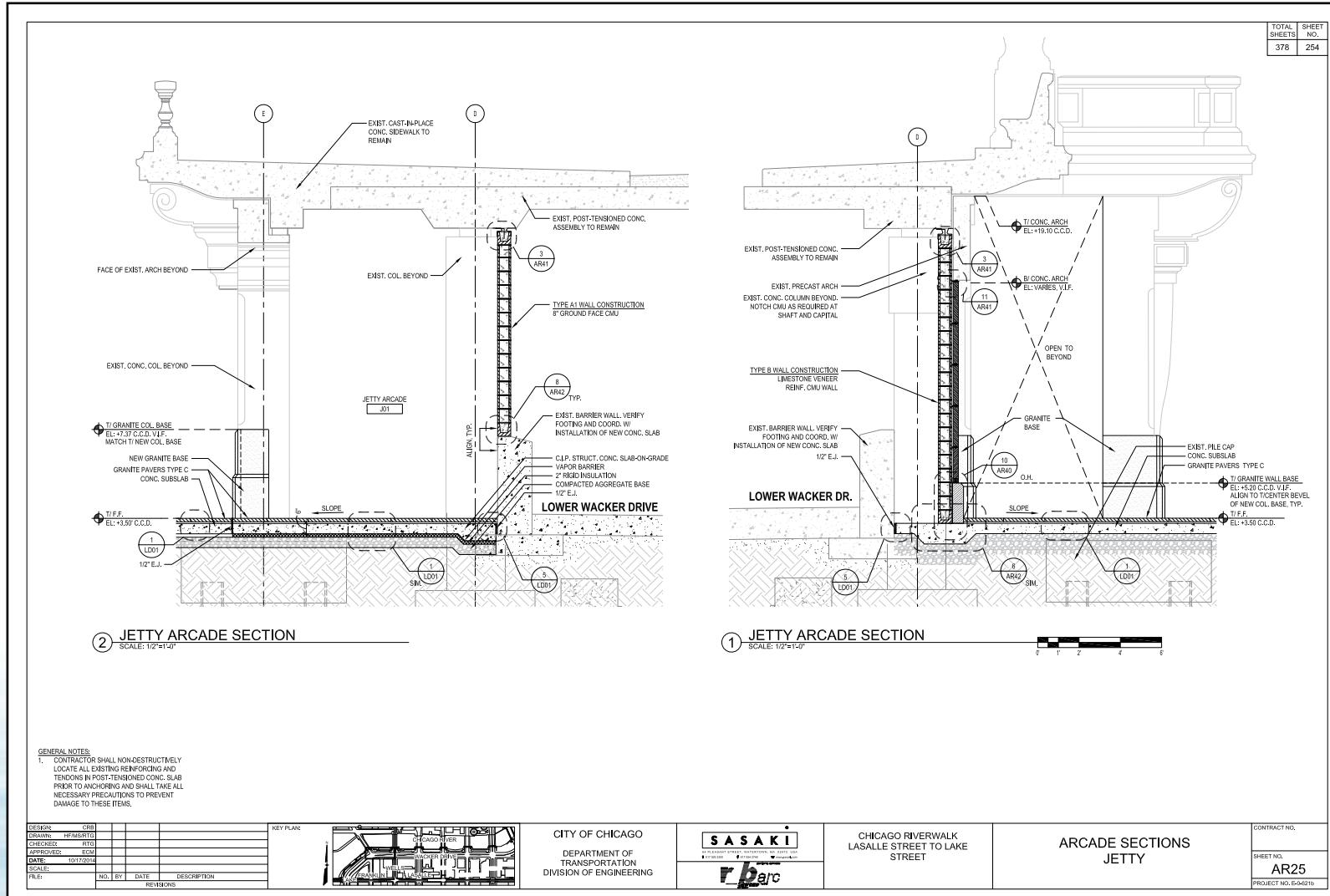
# CONCESSION LOCATIONS

## ARCHITECTURAL DRAWINGS: 151-231 WEST RIVERWALK



# CONCESSION LOCATIONS

## ARCHITECTURAL DRAWINGS: 151-231 WEST RIVERWALK



## CONCESSION LOCATIONS

### BACK OF HOUSE: LOCATION 1-WABASH

Access to this location is from west bound Lower Wacker Drive.



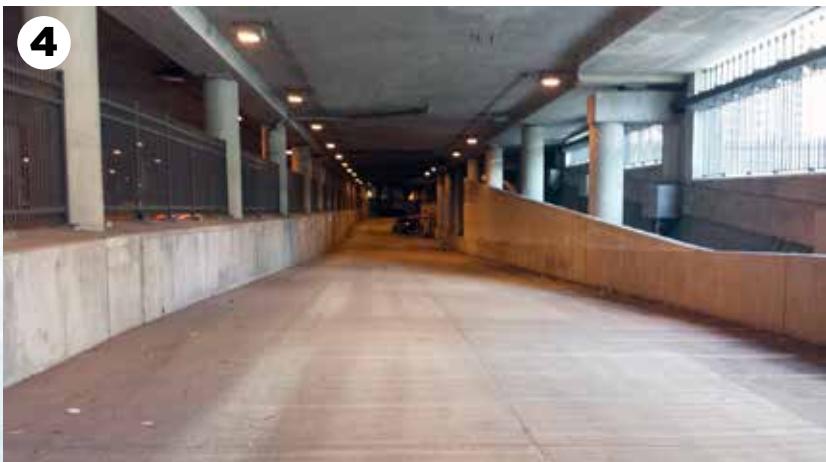
WEST ON LOWER WACKER, APPROACHING ACCESS POINT



WEST ON LOWER WACKER, ACCESS POINT



ENTRY TO LOADING AREA



LOADING AREA

## CONCESSION LOCATIONS

### BACK OF HOUSE: LOCATION 2-FRANKLIN-LAKE



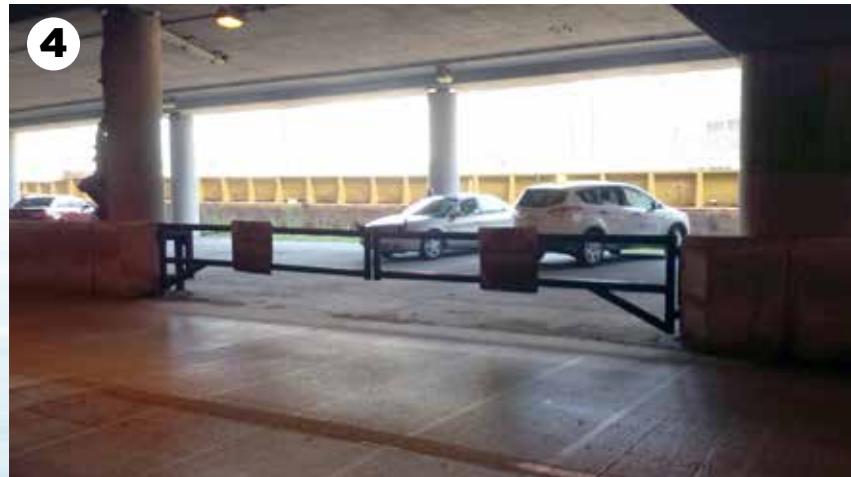
WEST ON LOWER WACKER, APPROACHING WEST ACCESS POINT



WEST ON LOWER WACKER, WEST ACCESS POINT



WEST ACCESS POINT



EAST ACCESS POINT

## CONCESSION LOCATIONS

### RIVERWALK ADA ACCESS RAMPS



**VERTICAL CONNECTION - ADA ACCESS RAMPS BETWEEN RIVERWALK AND UPPER WACKER DRIVE**

ADA VERTICAL ACCESS POINTS ARE SHOWN AT 3 LOCATIONS. IN ADDITION, THERE ARE TWO SETS OF STAIRS PER BLOCK AT EACH BRIDGE.

# CONCESSION LOCATIONS

## RIVERWALK BOAT DOCKING PLAN



TOUR BOATS / WATER TAXIS  
PRIVATE DOCK  
NO DOCKING

HUMAN POWERED CRAFT  
RECREATIONAL BOATS

ELECTRIC BOATS + MARINA  
HUMAN POWERED CRAFT  
LOCATION



# | STANDARD OF SERVICE |

## STANDARD OF SERVICE

**(1) Personnel.** Licensees shall provide, at their own cost and expense, a sufficient number of employees to adequately serve the public; train and closely supervise all employees so that they consistently maintain and practice a high standard of cleanliness, courtesy and service. Further, during all times that the Concession is in operation, at least one employee of Licensee who is present at the facility shall have attended an approved food service sanitation program and received a food service sanitation completion certificate certifying such attendance. Licensees shall provide 2FM upon its request a complete list of employees assigned to work at the facility. Such list shall include the employees' names, job titles contact information and shall state whether each employee is compensated by salary, commission, or both. Licensees shall not employ or otherwise engage any City employee(s) in the operation of the Concession.

**(2) Uniforms.** All Licensee personnel on the Riverwalk shall be required to maintain minimum uniform requirements. Each individual shall wear uniform shirts and head wear that meet the following criteria: (i) shirts shall be either a tee-shirt, collared golf shirt or sweatshirt with the Licensee's logo, (ii) head wear shall be either a ball cap, visor or hair net, and (iii) colors of uniform shirts and head wear shall be submitted to 2FM for written approval. Uniforms must be maintained in a clean and sanitary condition. No excessively worn or faded clothes will be allowed. 2FM shall use its sole discretion to determine if Licensee's uniforms are acceptable. Food handlers may not wear jewelry or watches other than a plain wedding band.

**(3) Deliveries.** All deliveries may be brought to the Licensee's Area only at times and in the manner designated by 2FM, in compliance with all Laws, and always at the sole risk of the Licensees. 2FM may inspect items brought into the Licensees' Area with respect to dangerous nature or compliance with the License Agreement or applicable Laws. Licensees' use of roadways, paths, sidewalks, loading, parking, and service areas shall be subject to approval by 2FM. Parking or driving of delivery vehicles on the Riverwalk path or grass is

strictly prohibited for any purpose without Commissioner approval. Violators will be subject to fines.

**(4) Trash.** All garbage, refuse, trash, and any other waste resulting from the operation of a Concession must be kept in the kind of container, placed in the areas, and prepared for collection in the manner and at the times and places specified by 2FM. Maintenance and trash removal must be completed on a daily basis or more frequently if required to maintain a neat, orderly environment. Garbage shall be put into environmentally acceptable plastic bags and transported to the designated area, approved by 2FM in a closed container to prevent spilling and dripping on the Riverwalk. Licensees shall police and maintain the area within one hundred (100) feet of the Licensees' Area for all such refuse generated by its Concession.

**(5) Cleanliness.** Licensees shall maintain, in a clean, sanitary, orderly, and inviting condition appropriate to the Riverwalk facilities and satisfactory to 2FM and the area within one hundred (100) feet of their facilities.



## STANDARD OF SERVICE

**(6) Pest Control.** Licensees shall use, at Licensees' sole cost, such pest and rodent extermination contractor as 2FM may direct and at such intervals as either may require. Licensees shall provide 2FM with evidence of their compliance with this provision within three (3) days after written notice from 2FM. In the alternative, from time to time, 2FM may arrange for pest control (in which case, Licensees shall pay their proportionate share of the cost thereof, or such other share as 2FM may fairly and reasonably determine to 2FM on or before the first day of each calendar month in advance).

**(7) Graffiti Removal.** Licensees shall maintain their facilities free of any graffiti at all times during tenant operating agreement, within 24 hours of identified graffiti, at Licensees' cost. Licensees' obligations hereunder shall include but not be limited to Licensees' walls, storefront, equipment, trade fixtures, security panels, ceilings, entrances and doors, signs, interior and exterior decorations, service counters or other areas which comprise the Licensees' facilities.

**(8) Locks and Keys.** Upon termination of this Concession Permit Agreement or Licensee's right to operate, Licensees shall return to 2FM all keys, and in the event of the loss of such keys shall pay 2FM for the cost to replace or to change the locking system or mechanisms remaining in place at the Licensees' Area.

**(9) Trade name and Trademarks.** Licensees shall use no symbol, design, name, mark, picture, likeness, or insignia adopted by 2FM without the prior written consent of 2FM.

**(10) Going-Out-Of-Business Sales and Auctions.** Licensees shall not use, or permit any other party to use, the Licensees' Area for any distress, fire, bankruptcy, close-out, "lost our lease", or going-out-of-business sale or auction. Licensees shall not display any signs advertising the foregoing anywhere in or about the Licensees' Area. This prohibition shall also apply to Licensees' creditors.

**(11) Common Areas.** Licensees shall not use common areas, including areas adjacent to the Concession facilities, for any purpose other than ingress and egress, and any such use thereof shall be subject to the terms of their Concession License Agreement. Without limiting the generality of the foregoing, Licensees shall not use the common park areas to canvass, solicit business or information from, or distribute any article or material to, other Licensees, users, patrons, or visitors to Riverwalk property. Licensees shall not allow anything to remain in any passageway, sidewalk, court, path, roadway, corridor, patio, entrance, exit, or other area outside of the Licensees' Area.

**(12) Signage.** Licensee shall display at the concession location at all times the required Chicago Department of Health certificate or C.P.D. Health Authority license. Licensees shall place no sign or advertisement upon any property of the Riverwalk or upon any vehicle operated by Licensee or any structure, stand, trailer, or cart occupied by it under the terms of their Concession Permit Agreement except as shall first have been approved in writing by 2FM. 2FM will approve the final Licensees' signage size and sign panel proportion to the facility. In addition, the Licensee shall be required to display at all times a standard sign stating the dates and daily hours of operation. The dates and daily hours of operation sign shall be incorporated into the Licensee's facility in proportion to the size of the facility. **Signage other than the approved product price board required below will not be permitted in any other locations unless approved by 2FM.**

## STANDARD OF SERVICE

**(13) Product Price Board.** Licensees shall provide a singular product price board, attractively designed and professionally fabricated, listing all the products or services available and the cost of these items. The board is to coordinate with the appearance and design of the facility. The product price board must contain the Licensees' hours of operation as provided for in the Concession Permit Agreement. In addition, the product price board must contain the telephone number designated by 2FM for the public to contact in the event a sales receipt was not issued by the Licensees or to communicate about service, cleanliness, or conduct of employees of the Licensees. The product price board and the installation location shall be reviewed and approved in writing by 2FM prior to fabrication. Additional signage including but not limited to: hand made signs; product photographs; today's special items; banners; nonprofessionally designed or fabricated signs of any type, are not permitted for use unless specifically approved by 2FM in writing.

**(14) General Repairs and Maintenance.** Licensees shall, at their own expense, at all times during the term of the License Agreement, keep the facilities and appurtenances thereto, in good working order, repair, and condition (which condition shall also be clean, sanitary, safe, sightly and free of pests and rodents). Licensee's obligations hereunder shall include but not be limited to Licensees trade fixtures and equipment, roof above the facility, ceilings, interior and exterior walls, entrances, signs, interior decorations, floor-coverings, wall-coverings, entry and interior doors, exterior and interior glass, plumbing fixtures, light fixtures and bulbs, keys and locks, fire extinguishers and fire protection systems, and equipment and lines for water, sewer, including the sewer lines exclusively serving the facilities, including meters and switches therefore, HVAC, electrical, gas, sprinkler and mechanical facilities and other systems and equipment which serve the facility exclusively whether located within or outside the facility, and all alterations and improvements to the facility whether installed by Licensee or the City. Any repairs or other work to be performed by Licensee shall be reviewed and approved in writing by 2FM prior to performing the work. Licensee shall at 2FM's option perform

or reimburse 2FM for any repairs, maintenance and replacements to areas outside the facility caused as a result of moving goods, fixtures, or other personal property to or from the facility, or otherwise caused by Licensee or any other occupant of the facility, or any of their employees, agents, invitees or contractors. Licensees that operate their facilities, as restaurants pursuant to their Agreement shall provide to 2FM upon demand, proof that monthly cleaning and maintenance of all kitchen exhaust ductwork has been performed and a suitable contractor has cleaned grease interceptors located within the Licensees' Area. A suitable contractor shall be one who is bondable and capable of performing Licensees' obligations hereunder. 2FM reserves the right to inspect facilities, after 24 hours verbal or written notice.

**(15) Prohibited Activities.** Licensees shall not: (i) use strobe or flash lights in or on City Property or in any signs therefore, (ii) use, sell, or distribute any leaflets, handbills, bumper stickers, other stickers or decals, balloons or other such articles at the facility(or other areas of City property), (iii) operate any loudspeaker, television set, phonograph, radio, CD player or other musical or sound producing instrument or device so as to be heard outside the facilities, (iv) make or permit objectionable noise, vibration or odor to emanate from the facilities or any equipment serving the same, (v) do or permit anything to be done upon the Licensees' Area in any way tending to disturb, bother or annoy any other Licensees or visitors of Riverwalk property or the occupants of neighboring property.

## STANDARD OF SERVICE

**(16) Roof and Projections.** Licensees shall not install any aerial, antennae, satellite dish or any other device on the roof, exterior walls, canopy, or other areas of the facilities without the written consent of 2FM

**(17) Unattended Licensee's Area.** Before leaving the facilities unattended, Licensees shall secure all doors or other means of entry to the facilities and shut off all lights (except signs required to be illuminated, if any), water faucets and other utilities in the facilities (except heat to the extent necessary to prevent the freezing or bursting of pipes). This provision shall not imply that the Licensees may leave their facilities unattended in violation of the operating requirements set forth in their License Agreement.

**(18) Plumbing Equipment.** The toilet rooms, urinals, washbowls, drains and sewers and other plumbing fixtures, equipment and lines shall not be misused or used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein, and Licensees shall properly install, maintain, clean, repair and replace adequate grease traps.

**(19) Utility Equipment.** All utility equipment of Licensees such as portable generators, propane tanks, battery systems, cables, lines, and other such equipment shall be placed only in those areas as specified and approved in writing by 2FM.

**(20) Security.** All security personnel of Licensees (or contractors who provide such service for Licensees) must be approved by 2FM and shall be required to adhere to the security policies and guidelines established by 2FM and the Chicago Police Department, which may be revised from time to time.

**(21) Parking.** Parking on grass within the Riverwalk or for extended periods of time in the Loading Areas is strictly prohibited. There are no parking facilities available within the Riverwalk. The Riverwalk is restricted to vehicular traffic by Licensees.

**(22) Snow and Ice Control.** Licensees shall be responsible for ensuring that the Licensee's Area and those areas of ingress and egress to the facilities are kept free of snow and ice during approved dates of operation designated in their License Agreement.

**(23) Responsibility for Compliance.** Licensees shall be responsible for ensuring compliance with these Regulations, as they may be amended, by Licensees' employees and as applicable, by Licensees' agents, invitees, contractors, subcontractors, and suppliers.

**(24) Glass Containers.** Licensees shall not sell beverages or other items in glass containers unless they have met all the Department of Health requirements for the sanitary handling of glass containers.

**(25) Goods and Services.** Licensees shall assure that all goods and services sold to the public are of the best quality.

**(26) Food Service Only Rules and Regulations.** All Licensees that serve food shall also comply with the Chicago Department of Public Health Rules and Regulations for Food Service.

**(27) Boat Docking-** Boat docking is not permitted unless specifically licensed by the City of Chicago in conjunction with all applicable State and Federal permits. Tie ups for business located within the Riverwalk are not allowed unless approved by 2FM.



CONCESSION PROGRAM  
**RULES AND REGULATIONS**

# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

This section of the document is intended to provide Respondents and Licensees, their designers and contractors with information required for the design and construction of Site Improvements on the Chicago Riverwalk. Site improvements proposed by Licensees should be reflective of the intent of the Guiding Principles of the Riverwalk. Respondents and Licensees are responsible for reviewing, understanding and incorporating as part of its design all applicable current federal state and local laws, codes, ordinances, and/or regulations applicable to their operations.

These laws include, but are not limited to:

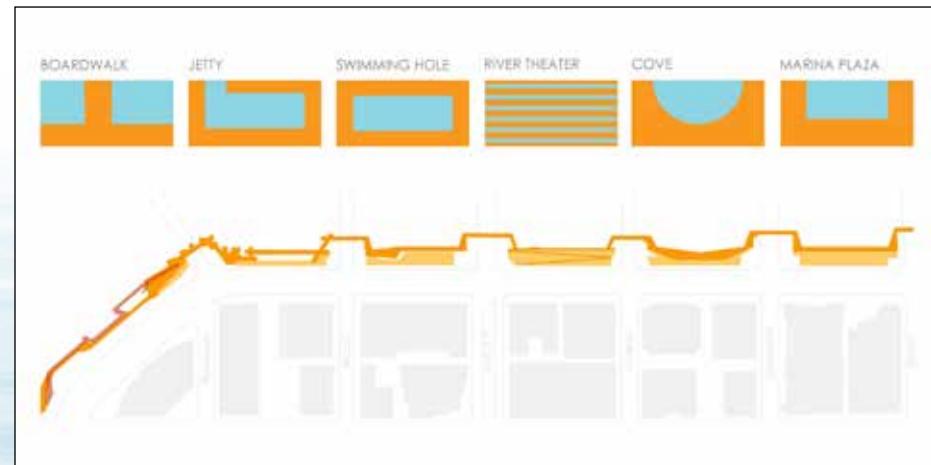
- Municipal Code of the City of Chicago
- City of Chicago Building Code
- City of Chicago Department of Health Regulations
- Americans with Disabilities Act
- Illinois Accessibility Code
- United States Coast Guard and Army Corps of Engineers
- All federal, state and local environmental laws

Review of Licensee's documentation by 2FM and/or its designated representative does not relieve Licensee of its responsibility to comply with all applicable laws and requirements. Any construction, renovation or installation of structures or facilities for the Chicago Riverwalk shall be in conformance with these guidelines and require prior City approval. Time is of the essence in the performance of work.

### Design Review

2FM will review each design submission on individual merit and in the context of the surroundings of the proposed location within the Riverwalk. 2FM reserves the right to request changes to plans, additional information on elements, and/or to reject elements of the design.

Whenever possible, 2FM will share existing drawings and available information with the Licensee. 2FM will make its best efforts to provide the most current information available but does not warrant the accuracy or completeness of same; the Licensee shall be responsible for verification of existing conditions. In addition, other base building drawings and specifications may be available for review. Copies of available selected sections will be provided at 2FM's discretion.



# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

### Development Plan

Respondents who advance to Tier 2 phase of the Request for Proposal for Operation of Concessions on the Chicago Riverwalk Specification 329656 will need to provide a Detailed Site Plan as outlined in section 6.3.2. Such Improvements included in the Tier 2 submission will be Location specific. In accordance with the RFP, the Respondent will be required to create a layout and build-out plan for the construction of Site Improvements within the Location, as well as construction schedule and cost estimate for the entire project. Respondent may be required to provide additional information if advanced to Tier 3 of the RFP evaluation process.

The Development Plan shall describe and depict the Licensee's thematic concept for the Concession Space. Submission Requirements are:

- 1)** Cover letter describing the nature and scope of the Site Improvements.
- 2)** Plan showing the location within Riverwalk.
- 3)** Design Plan describing in detail the thematic concept for the Location (including storefront design images, floor plans of concession space and surrounding landscaping improvements).
- 4)** Implementation Plan with a detailed schedule for constructing the site improvements.
- 5)** Description of any temporary facilities necessary to begin operations (if any).
- 6)** Description of food service equipment (types and appearance) if applicable.
- 7)** List of utility needs and supply methods.
- 8)** Proposed conceptual customer seating, tables and umbrellas and other site furniture, fixtures and amenities.
- 9)** Anticipated Date of Beneficial Occupancy (DBO).
- 10)** Potential MBE and WBE participating sub-contractors.
- 11)** Cost estimate for all Improvements.

The submitted documents and materials must be prepared by design professionals licensed to practice in the State of Illinois, examples of whose previous design work shall be of a standard acceptable to 2FM and its sole discretion. Architects who are registered with the Department of Buildings Self-Certification program are encouraged.

If selected, the Development Plan will become Exhibit 3 of the Licensee Agreement. Licensee will be required to submit 60 percent design of the site improvement plan 45 days from the effective date of the License Agreement or the Licensee will be in default. Time is of the essence for the completion of these projects. 2FM at its sole discretion can allow for extensions depending on project specific circumstances.

### 60 Percent Design Phase

60 Percent Design of Site Improvements are required within 45 days of the Effective Date of the License Agreement. Submission Requirements are:

- 1)** Cover letter describing any changes from the Development Plan and confirmation of the nature and scope of the project.
- 2)** Drawings and Documents, including cut sheets of major elements or finishes.
- 3)** Preliminary Floor Plan showing interior and exterior design including materials and finishes.
- 4)** Detailed landscaping plan surrounding the Location.
- 5)** Storefront elevation and section showing storefront concept.
- 6)** Proposed graphics, signage, materials and finishes.
- 7)** Cost estimate for Improvements.
- 8)** Proposed schedule for all elements of work.

# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

2FM will review and attempt to respond to the 60 Percent Designs within 10 days. 60% Plan will be stamped either; “accepted,” “accepted [with comments] as noted,” or “revise and resubmit.” If any of the 60 Percent Designs requires resubmission, Licensee must resubmit the 60 Percent Designs addressing the Commissioner’s comments within 10 days after receiving the Commissioner’s response. Licensee must resubmit the 60 Percent Designs as many times as necessary until the Commissioner either accepts them or accepts them as noted; however, if Licensee fails to provide acceptable 60 Percent Designs after 5 attempts, it will be an Event of Default. 2FM at its sole discretion can permit an extension depending on project specific circumstances.

### 100 Percent Design Phase

100 Percent Design Phase are required within 30 days following receipt of 2FM’s approval of the 60 Percent Designs. Submission Requirement for 100 Percent are:

- 1)** Cover letter listing all changes from 60 Percent submission.
- 2)** 100% Design drawings and specifications.
- 3)** A construction schedule that complies with the Development Plan (“100 Percent Designs”).
- 4)** Cost Estimate for the project.
- 5)** MBE and WBE participation explanation and DPS forms.
- 6)** Waste hauling plan
- 7)** Risk Identification and Mitigation Factors.

2FM will review and attempt to respond to the 100 Percent Designs within 10 days. 100% Plan will be stamped: “accepted,” “accepted [with comments] as noted,” or “revise and resubmit.” If any of the 100 Percent Designs requires resubmission, Licensee must resubmit the 100 Percent Designs addressing the Commissioner’s comments within 5 days after receiving the 2FM’s response. Licensee must resubmit the 100 Percent Designs as many times

as necessary until the Commissioner either accepts them or accepts them as noted; however, if Licensee fails to provide acceptable 100 Percent Designs after 3 attempts, it will be an Event of Default. 2FM at its sole discretion can permit an extension depending on project specific circumstances.

Upon acceptance by the Commissioner, the 100 Percent Designs drawings, specifications, and construction schedule will be deemed the approved “Construction Documents”. If Licensee desires to use the services of any Subcontractor, Licensee must submit the name and qualifications of the Subcontractor to the Commissioner for review and approval, which approval may be granted or denied in the Commissioner’s sole discretion. Within 10 days following the receipt of Commissioner’s approval of the 100 Percent Designs, Licensee must prepare and submit to the City’s Buildings Department, or its successor agency, applications for all building permits required to undertake construction of the Improvements.

### Permits

Following the design approvals indicated above, the Licensee shall obtain a Building Permit from the Department of Buildings. Note, that approval from 2FM does not constitute approval from the City’s Department of Buildings, Department of Transportation or Department of Health. Licensees are responsible for obtaining all necessary permits, paying all fees and obtaining required approvals.

# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

Construction shall not commence until the above noted approvals and permits are secured and satisfactory evidence of same has been provided to 2FM. And in no event can construction begin before a license agreement is fully executed.

If specified by Department of Buildings, the Licensee shall obtain a Certificate of Occupancy for the applicable Improvements. In the case of food or beverage tenancies the Licensee shall also obtain all approvals and certificates as required by the City of Chicago Department of Health.

### Pre-Construction Meeting

A pre-construction meeting must be scheduled with 2FM and involve the Licensee, Licensee's contractor and job site superintendent. Schedule and scope of work will be reviewed along with logistical items (security, delivery, trash removal etc.) 24 hour Contact numbers of construction team will be provided to 2FM along with:

- a. One copy of the applicable City of Chicago Building Permit
- b. One copy of the approved drawings, stamped by the City of Chicago, Department of Buildings and list of modifications, if any, from the 100 Percent Phase approved by 2FM.
- c. One copy of the Insurance Certificate
- d. A construction schedule and plan that includes all activities required to complete the work. The submission shall include plans for any special provisions required to protect existing conditions and to coordinate the work with 2FM, CDOT or any other agency. If 2FM identify any problems with regards to the schedule or construction plan, they will inform the Licensee.
- e. Waste hauling plan. Licensee is responsible for removal of all trash and debris from construction of Improvements at their own expense.
- f. The completed MBE and WBE forms from Department of Procurement Services.

### Post Construction Inspection and Documentation

Licensee is required to submit complete and accurate as-built drawings signed by the contractor/builder of all work provided within the Location. "As-built" submissions shall include:

- a. One flash drive of the as-built construction document electronic drawings files that were created using an acceptable version of CADD software, and a set in TIFF format and set in PDF format.
- b. Copies of all reviews, sign-offs and other items pertaining to construction of the Improvements.
- c. A statement certified by the Licensee detailing the costs for the Improvements.
- d. If applicable, a copy of the approved Certificate of Occupancy.
- e. A walk-thru of the Location to see Improvements.
- f. Copies of all manuals and manufacturers warranties.
- g. Any other information requested by 2FM that may be project specific.



# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

**The criteria and steps listed above are applicable to Site Improvement**

### **Proposals including Trailers.**

If Licensee proposes site improvements which include a trailer to be located on site, Licensee must submit the same required document for the site improvements as listed above and the following information about the trailer:

- Drawings and Documents, including cut sheets of mobile unit being proposed.
- Drawings, documents and cut sheets of major elements or finishes of mobile unit.

In order to address the seasonality of the Chicago Riverwalk operations, trailers and temporary facilities may be approved. A trailer is a semi-permanent mobile unit, which may be towed to its designated operation location. It is intended that trailers remain in place throughout the duration of the season. The trailer is to be installed, anchored in place, maintained and removed in accord with the Agreement. The trailer is to incorporate elements to create a unified appearance. These include a canvas canopy over metal support framework, standard signage panel and black latex to conceal all trailer wheels. All trailers must be approved in writing by 2FM.

Vehicles moving trailers or carts throughout the Riverwalk on a daily basis will not be permitted.

In order to comply with the City's Building Code, the Licensee is required to meet certain conditions for their location and for its trailer. It is the responsibility of the Licensee, the Licensee's designers and contractors to be aware of the City's Building Code requirements. The list below is not all inclusive and was prepared to assist Licensee in development of their Design Plan for Improvements to the site.

1. Type II Non-Combustible Construction (shipping containers)
  - a. Occupancy will trigger building permit.
  - b. There is a public restroom and portable hand sink requirement.
  - c. Counters and other improvements must be ADA compliant.
  - d. Must be compliant with municipal code 13-60-030
  - e. Non-combustible construction, shall be that construction in which all structural elements, including walls, bearing partitions, floors, ceilings, roofs and their supports, are of noncombustible materials but which are generally not fire protected except as required in Section 13-60-100. Fire retardant treated wood may be used in roof framing and roof sheathing of one story buildings only.
  - f. Subject to the provisions of Chapter 15-8, combustible material may be used in buildings of noncombustible construction for the following purposes:
    - i. Doors, door frames and bucks;
    - ii. Windows and window frames;
    - iii. Interior trim, including grounds and furring;
    - iv. Finished flooring and sleepers;
    - v. Frames, platforms and aprons of exterior show windows, at street level;
    - vi. Handrails;
    - vii. Interior wall and ceiling finishes;
    - viii. Roof insulation;
    - ix. Exterior wall finishes, when in compliance with Sections 15-8-080 through 15-8-086.

# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

### 2. Cooking Trailers and similar facilities

- a. The proposed facility may be viewed similar to a food truck and acceptable provided they pass Department of Health and Fire Department inspections.
- b. Any electrical or plumbing connections for these trailers will be reviewed with DOB.

The Licensee is to provide a trailer which complies with these requirements: the License Agreement; the City of Chicago building codes; and Chicago Health Department requirements. In particular, please reference the requirements from the Department of Business Affairs and Consumer Protection-Mobile Food Vendor Licenses and the Department of Health Rules and Regulations Re: Riverwalk Food Establishments.

If the Licensee has an existing trailer or other equipment or type of vehicle it would like to retrofit to comply with this program, photographs along with a specific description of the modifications proposed for compliance are to be presented to 2FM for review and approval. Other temporary facilities may be proposed for consideration and potentially approved by 2FM upon review if they fulfill the Guiding Principles of the Riverwalk and Appearance Requirements stated and not require the use of motor vehicles on a daily basis. The Licensee will be responsible for any permits and inspections from the Department of Buildings and Health Departments.

#### Mobile Cart

Mobile units are designed to be rolled from its operating location to a Licensee provided storage location within the Riverwalk (if available). Mobile Carts operating from a Department of Health approved facility not on the Chicago Riverwalk will require vehicles to transport them daily. License must

provide drawings depicting what the cart will look like including cut sheets of the mobile unit being proposed. The body of the cart is to be primary color and have protective corner angles and must be approved in writing by 2FM. If a canopy or awning is part of the design, it shall be supported by four metal supports, one at each corner of the cart. Wheels must be concealed with black latex; exposed decorative wheels must be approved in writing by 2FM.

The Licensee is responsible for returning the cart to the designated and Department of Health approved kitchen facility in order to be in compliance with Rules and Regulations when it is not in use.

Depending on the type of food handling performed by the Licensee, the cart or trailer shall provide integrated sanitary facilities such as a hand sink, hot water, clean water storage tank and soiled water storage tank and any other facilities as may be required by 2FM and Department of Health and any other jurisdictions. The cart will be required to pass a Department of Health inspection prior to being placed in operation. Please reference the Department of Health Rules and Regulations for Mobile Carts.

For operation after dusk, in accordance with the Agreement, the Licensee's carts and facilities shall provide incandescent lighting in concealed locations to permit operation by the Licensee. Lighting shall not be directed into the eyes of customers and shall be low glare type directed at work surfaces. Fixtures that minimize light pollution are recommended.

Upon obtaining the 2FM approval, the Licensee will submit drawings of new cart or trailer fabrication as well as existing facility modifications to 2FM and to any other jurisdiction as required by law for approval prior to fabrication or construction. The Licensee is responsible for all permits and Agreements required for installation and operation in the Chicago Riverwalk.

# CONCESSION PROGRAM RULES AND REGULATIONS

## SITE IMPROVEMENTS

### Maintenance

Site Improvement components shall be maintained by the Licensee at all times during operation. The Location and all Site Improvements within shall remain free of stickers, decals, signage, striping, graffiti, logos, banners, writing, etc. except as required or specifically approved by 2FM. Site Improvements within the Location shall be refurbished or replaced at the Licensee's expense when they no longer maintain an acceptable appearance level at the sole discretion of 2FM.

Licensee will be required to submit table, chair and umbrella selections for approval and will be responsible for maintenance, storage and replacement as identified as part of the Agreement. Seating for persons with disabilities should be dispersed throughout the footprint. Tables should have a minimum clearance of 30" under tables and 30" between legs.



# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

The Chicago Department of Public Health has established the following Rules and Regulations to operate on the Chicago Riverwalk. Each Riverwalk Food Establishment must hold in good standing a license in accordance with sections 4-60-010, 4-60-074, and 4-60-100 of the Municipal Code of Chicago, and abide by the provisions of that code section during events. A Riverwalk Food Establishment can operate in a safe manner if performed in accordance with the Food Service Sanitation City of Chicago Municipal Code Chapters 4-8, 7-38, 7-40, 7-42 and the Chicago Board of Health Rules and Regulations that are established to control and minimize the contributing factors of foodborne disease identified in these rules and regulations.

The Department may, without warning or hearing, suspend any permit to operate a Riverwalk Food Establishment, if the vendor does not comply with the requirements of these regulations; fails to correct violations of these regulations within the time frame specified in an inspection report; or fails to comply with the lawful directives of the Department. The Department shall suspend the license of a Riverwalk Food Establishment whenever the operation constitutes a substantial hazard to public health. The license suspension is effective upon service of written notice. When a license is suspended, the food service operations shall immediately cease.

### I. Definitions

“DBA” means the Department of Business Affairs and Licensing

“Department” means the Department of Public Health

### II. License Application

- A.** The Riverwalk Food Establishment application must be submitted to DBA prior to the proposed date of opening for the business. The Riverwalk Food Establishment license will not be available on the day an application is submitted.
- B.** Upon application for license with the Department of Business Affairs and Licensing (DBA), a set of plans shall be submitted to DBA in accordance with the criteria.
- C.** At all times during hours of operation and preparation for operation, at least one employee must hold a Food Service Managers Certificate. For establishments preparing food out of doors, at all times during hours of operation and preparation for operation, at least one employee must hold a Summer Festival Food Vendor Sanitation Certificate.
- D.** All applicable certificates in II.C. above shall be submitted upon application for a business license.
- E.** A certificate of insurance evidencing Commercial General Liability coverage is required for each vendor. Each application must also include a copy of a current (no more than 6 months), passing Sanitation Health Inspection Report from the local inspecting agency. The application will be reviewed by DBA and then forwarded to the Department for its approval.
- F.** The Department, prior to a license being issued, must approve all menu items. DBA will contact the license applicant upon license approval. The vendor must comply with all DBA licensing requirements.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

### III. Plan Requirements

The applicant for a license to operate a Riverwalk Food Establishment shall provide to DBA the following information that will be forwarded to the Department:

#### Servicing by Support Base Food Establishment

**A.** The submittal of menus, number of anticipated customers, and frequency of operation. Type and volume of food and/or beverages to be served, held, prepared, packaged, or otherwise provided for human consumption. The frequency of support functions would be on a case-by-case basis to comply with the Food Service Sanitation City of Chicago Municipal Code Chapters 4-8, 7-38, 7-40, 7-42 and the Chicago Board of Health Rules and Regulations

**B.** Equipment used to serve, hold, prepare, package, or otherwise provide food for human consumption

**C.** Location of operation

**D.** Adequate and convenient hand washing and toilet facilities

**E.** Source of water

**F.** Methods of liquid and solid waste disposal

**G.** Copies of each valid Food Service Sanitation Managers Certificate and copies of each person's Summer Festival Food Vendor Sanitation Certificate for the current year, when applicable

### IV. Restricted Operations

The menu of a Riverwalk Food Establishment must be limited to pre-cut or pre-washed foods that have been obtained from a licensed food establishment; food that is prepared and packaged in individual servings; and, any potentially hazardous foods must be cooked or prepared to order. Only those potentially hazardous foods requiring limited preparation, i.e., prepared at a licensed facility, properly cooled, stored, and transported, can be prepared or served.

Foods that present a high relative risk of causing foodborne illness, including but not limited to raw marinated fish, raw molluscan shellfish, steak tartare, lightly cooked fish, rare meat, and soft cooked eggs, may not be served at Riverwalk Food Establishments.

### V. Base of Operations

Riverwalk Food Establishments shall operate from a licensed commissary or other fixed food service establishment, and shall report at least daily to such location for all supplies, and for all cleaning and servicing operations. The base of operation must be of such size and scope as to accommodate its own operation, as well as support the needs of the Riverwalk Food Establishment. The commissary or other fixed food service establishment shall be licensed and operated in compliance with the Food Service Sanitation City of Chicago Municipal Code Chapters 4-8, 7-38, 7-40, 7-42 and the Chicago Board of Health Rules and Regulations. The commissary or other fixed food establishment is responsible for ensuring that the Riverwalk Food Establishment operates in compliance with the local code, and all relevant rules and regulations.

### VI. Location

A Riverwalk Food Establishment may only operate on property where a Riverwalk Venue liquor license is allowed in accordance with Code section 4-60-074.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

### VII. Facility

#### Structural Components for the Riverwalk Food Establishment

All usual and customary public health risks must be evaluated when assessing an outdoor cooking operation with the additional consideration of exterior environmental factors. The structural requirements for the outdoor site are dependent on whether there will be cooking only or food preparation, cooking, storage, and/or service at the Riverwalk Food Establishment. If food is being prepared, held, and/or served at the outdoor site, there should be a greater level of structural protection. The Chicago Department of Public Health will have to assess the environmental factors to determine the extent of protection necessary. The following are minimum standards:

- Floors

Floor surfaces in Riverwalk Food Establishment will be consistent with the requirements for temporary food establishments. (1) If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud.

- Walls

If there is cooking only at the Riverwalk Food Establishment, walls are not required in most circumstances. If there is any food preparation, service, storage and/or hot or cold holding performed at the outdoor site, consideration must be made to environmental conditions to provide adequate food protection. This may be accomplished through use of tents with sides, screening, air curtains, vermin-resistant facilities, or other methods in accordance with the Food Service Sanitation City of Chicago Municipal Code Chapters 4-8, 7-38, 7-40, 7-42 and the Chicago Board of Health Rules and Regulations

- Overhead Protection

Each individual piece of cooking equipment must be separately covered (cooker top, chafing dish lid, etc.) or all uncovered pieces must have overhead protection. Examples of acceptable overhead protection are tent, canopy, awning, table-type umbrella, or a permanent structure. The presence of overhead protection, such as a tent or canopy, does not preclude circumstances in which protection of individual food containers is also required.

- Ventilation and Fire Protection

The Riverwalk Food Establishment shall meet the requirements of ventilation that comply with the applicable requirements of the ventilation and fire prevention codes of the City of Chicago and the regulations published by the Board of Health.

- Lighting

Adequate lighting by artificial or natural means is to be provided. The lighting intensity shall be consistent with Food Service Sanitation City of Chicago Municipal Code Chapters 4-8, 7-38, 7-40, 7-42 and the Chicago Board of Health Rules and Regulations.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

### VIII. Food and Beverage

#### Service

- A.** Only those potentially hazardous foods requiring limited preparation, i.e., prepared at the licensed facility, properly cooled, stored, and transported, may be prepared or served.
- B.** All food shall be clean, wholesome, and free from contamination, adulteration and misbranding.
- C.** All food and drink sold or served must originate from licensed food sources.
- D.** All fruits and vegetables, for cooking and ready-to-eat, must be washed with clean drinking water prior to service.
- E.** All unapproved menu items that are offered to the public shall be destroyed, and the vendor's permit to operate will be suspended.
- F.** No food or drink cooked or prepared in the home or other unlicensed facility (home canning and baking included) may be sold, served or given away.
- G.** Only clean drinking water, such as commercially bottled drinking water, may be used for food preparation tasks, cooking, cleaning and hand washing.
- H.** The Department may prohibit the sale of some or all potentially hazardous foods, or may waive or modify requirements of these rules and regulations when in his opinion a health hazard is not likely to result from such modification.
- I.** All perishable foods shall be stored in a manner to protect against spoilage. Refrigeration is required. Cold packs, ice and dry ice are also recommended. Hot holding facilities are required.
- J.** All potentially hazardous foods requiring refrigeration must be maintained at an internal temperature of 40° F or below.

- K.** Overnight storage refrigeration and freezer trucks must be monitored and kept secure. Temperatures must be taken every two-hours. Temperatures must be recorded throughout the day on a log and made available for review by the sanitarian. The log must be kept for 30 days. Each log shall list the item being checked, the date and time temperature taken, and the corrective action taken if the temperature does not meet the requirement.
- L.** All beverages must be sold in the original container or from dispensers filled in licensed facilities. Food not in an original container shall be properly labeled.
- M.** Food operation/menu will be limited based on availability of City water under pressure and public sewage disposal.



# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

### IX. Food Protection

#### A. General Provisions

- 1.** All food must be shielded from the public with some type of protective covering, such as a sneeze guard or be displayed at least six (6) feet from the public to prevent malicious handling or contamination.
- 2.** Customer self-service is prohibited.
- 3.** All perishable foods shall be stored in a manner to protect against spoilage. Refrigeration is required. Cold packs, ice and dry ice are also recommended. Hot holding facilities are required.
  - a.** All potentially hazardous foods requiring refrigeration must be maintained at an internal temperature of 40° F or below.
  - b.** Hot foods, after appropriate cooking, shall be kept hot (>140° F or above) until served.
  - c.** Precooked food (permitted only from licensed facilities) must be rapidly reheated to at least 165° F prior to hot holding or service.
- 4.** Ice shall be obtained from a licensed commercial source in either chipped, crushed or cubed form and shall be received in single use closed bags. Ice must be stored in clean and sanitized storage containers that are self-draining and easily cleanable. The ice must be protected from dust, insects and other potential contaminants.
- 5.** All food and single service articles shall be stored off the ground, e.g., on pallets or shelves 6" above ground, and shall be covered to prevent contamination by dust, insects, rain and other contaminants.
- 6.** Storage of food in undrained ice is prohibited, except that cans of non-potentially hazardous beverages, e.g., soft drinks, beer, may be so stored when the water contains at least 100 ppm chlorine (1 tablespoon household bleach per gallon of water) and is changed at least twice daily or more if needed to

maintain the chlorine sanitizer at that level. Chlorine test strips shall be provided at each booth to test that the chlorine in the water is at least 100 ppm.

- 7.** The food preparation area shall be washed and sanitized after each use to minimize cross-contamination.
- 8.** Frozen potentially hazardous foods shall be thawed in a mechanical refrigerator (40° F or below), or in cold running potable water at a licensed facility, or cooked frozen.
- 9.** All potentially hazardous foods must be cooked to the required internal temperature. Improperly cooked product will be disposed of.
  - a.** Foods must be cooked to the proper temperature; poultry and stuffed meats shall be cooked to an internal temperature of 165° F for 15 sec.
  - b.** Pork and hams - 155° F.
  - c.** Beef - 155° F.
  - d.** Beef Steaks - 145° F for 15 sec.
  - e.** Fish - 145° F for 15 sec.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

**10.** Condiments, e.g., catsup, mustard, sugar, shall be individually packaged or dispensed from a container, such as a squeeze bottle or pump dispenser that protects the condiment from contamination. Other condiments such as chopped onions, pickles, hot peppers, etc., shall be dispensed in individual packages or portions. Condiments shall be properly labeled and monitored to prevent malicious contamination.

**11.** No bare hand contact with ready-to-eat foods is allowed. All ready-to-eat foods and ice shall be handled with gloves, scoops, tongs, spoons, deli paper or other appropriate utensils. Ice shall not be hand-dipped or dispensed by dipping into the ice with a glass or cup; ice tongs or scoops are required.

**12.** Serving utensils shall be stored either:

- a. In food with the handle extending out of the food;
- b. Stored on a clean surface; and,
- c. Clean and dry.

**13.** All foods must be removed from the booth at the end of the day. Leftover prepared foods, i.e., egg based batters, shall be properly disposed of at the end of each day. No re-service of leftovers is permitted.

**14.** Each mechanically refrigerated unit shall be provided with a thermometer that is accurate to 3° F.

**15.** Each stand that serves potentially hazardous foods shall have and use a metal stem-type food thermometer to assure the attainment and maintenance of the temperature requirements. This thermometer shall be numerically scaled in 2° F increments from at least 0° F to 185° F, and be accurate to 3 2° F.

**16.** All vehicles used for storage of food must be secured and monitored at all times. The temperature of each vehicle shall be monitored, as evidenced by a written log maintained by the vendor for 30 days and open to inspection at all times by the Department, to ensure product safety.

### B. Transportation of Food

**1.** Vehicles transporting food shall be constructed so that the portions of the vehicle that contain food shall be covered so that no dust will settle on the food.

**2.** Each vehicle shall be kept in a clean and sanitary condition, and protected from contamination.

**3.** Each vehicle shall be kept in good operating condition.

**4.** Refrigeration equipment shall conform to all standards in code 7-38-040.

**5.** No domestic or wild animals, bird or fowl shall be permitted in any area where food is stored.

**6.** Hazardous nonfood items such as detergents, insecticides, rodenticides, plants, paint and paint products that are poisonous or toxic in nature shall not be stored in the food and equipment storage area of the vehicle.

**7.** While being stored during transportation, all food shall be stored at 40°F or less; and all frozen food shall be stored at 0° F or less.

**8.** All unwrapped or unenclosed foods shall be protected from contamination, public handling, dust, dirt and insects.

**9.** Packaged food or drink shall not be stored in contact with undrained ice or water.

### C. Toxic Compounds

**1.** Toxic chemicals, such as Chlorine, must be properly labeled and handled to prevent contamination.

**2.** Toxic chemicals shall be in a secured location and kept apart from food.

**3.** Pesticides shall be under the general control of the person-in-charge and secured in a general location.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

### D. Pest Control

1. All reasonable control measures shall be used to effectively minimize and eliminate the presence of rodents, flies, roaches and other vermin on the premises.
2. Where flies are prevalent, all openings to the outer air shall be effectively screened with 16-mesh wire or plastic cloth. All doors shall be self-closing and screen doors to the open air shall open outward. In cases of other unprotected openings, properly operating and approved air curtains or fans of sufficient power, or other approved means to prevent the entrance of flies shall be used.
3. Windows, doors, skylights, transoms and other opening shall be screened. Screens shall be tight fitting and free from holes.

### X. Personnel

- A. All persons who are employed in any capacity in a food establishment shall wash their hands thoroughly in an approved hand washing facility using warm water and a suitable soap or detergent, rinsing and drying with sanitary toweling or an approved drying device before starting or returning to work and as often as necessary to maintain a high degree of personal cleanliness and conform to hygienic practices while on duty. All employees shall wash their hands after using the toilet facilities, and after handling garbage, unclean utensils or other contaminating conditions.
- B. No person affected with or carrying any disease in a communicable form, or affected with boils, infected wounds, sores, acute respiratory infection or intestinal disorder shall work in any area of a food establishment in any capacity in which there is a likelihood of that person contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons. It shall be unlawful to employ any person known or suspected of being affected with any such disease or condition in such an area or capacity, and if the person in charge of any such food establishment suspects that any employee has contracted any disease, he shall notify the department of health immediately.

C. Fingernails shall be cleaned and trimmed; excessive jewelry shall not be worn.

D. Hands and arms shall be washed with clean hot and cold water and soap, before starting work, after using the toilet, handling money, handling raw products, coughing and sneezing and as frequently as necessary to maintain clean hands and arms.

E. Each such sink shall be properly connected to a potable water supply. The waste drainage from the sink shall flow to an approved waste retention tank only. All plumbing shall be in compliance with all plumbing provisions of the Municipal Code of Chicago.

F. Hand washing facilities shall be provided in a convenient location and used in each facility. The minimum acceptable arrangement shall be a hand washing station, hot and cold potable water, soap, and paper towels. Common towels are prohibited.

G. Personnel shall wear clean outer clothing. No sleeveless shirts, such as tank or halter-tops, are permitted. Bare midriffs are not allowed.

H. Personnel shall wear effective hair restraints, such as hairnets or billed "baseball caps" where the hair is covered and contained. Visor caps or hair spray are not considered adequate. Mustache or beard restraints shall be used for any facial hair exceeding one (1) inch in length.

I. Eating, drinking, smoking or other use of tobacco is prohibited in the food preparation area.

J. Without exception and at all times food is being handled, a person who has completed the Food Service Sanitation Managers Certificate must be present at the Riverwalk Food Establishment. For establishments preparing food out of doors, at all times during hours of operation and preparation for operation, at least one employee must hold a Summer Festival Food Vendor Sanitation Certificate. Both certificates must be valid for the current year and be posted during hours of operation. Riverwalk Food Establishments without such supervision shall be immediately suspended.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK FOOD ESTABLISHMENTS

### XI. Equipment

- A.** Only single-service customer utensils (forks, spoons, knives, cups and plates) shall be provided to the customer. No single-service article may be reused.
- B.** Single-service articles shall be stored off the ground and protected from contamination during storage and dispensing. The utensils shall be dispensed handle-first from containers.
- C.** Single-service cups shall be dispensed from an approved tube dispenser or from the original plastic shipping wrap surrounding each stack of cups. The cups shall be dispensed in a manner that prevents contamination of the interior or exterior lip of the cup.
- D.** Food contact equipment and surfaces shall be smooth, easily cleanable, nonabsorbent, in good repair, and of food-grade material. Chipped or glazed enamelware, galvanized surfaces, and non-food grade wood surfaces, i.e., not an approved wooden cutting board, are not approved food contact surfaces. Wooden daubers are prohibited.
- E.** Cooking surfaces shall be cleaned at least once a day, and more frequently if needed.
- F.** Wiping cloths used for cleaning food contact and non-food contact surfaces shall be kept clean and dry.
- G.** Containers of sanitizer shall contain a sanitizing solution of 100 ppm chlorine (1 tablespoon per gallon of water). The water shall be changed every four (4) hours during operation or more frequently as needed. The department must approve the use of other sanitizers.

### XII. Cleaning of Equipment and Surfaces

- A.** Equipment, utensils, and food-contact surfaces shall be smooth, easily cleanable, durable, in good repair, easily accessible for cleaning, non-toxic, corrosion resistant, and non-absorbent.

- B.** On-site dishwashing is not permitted; vendor must supply enough sanitized equipment and utensils such as, cutting boards, blenders and tongs, to meet the daily needs. All dirty utensils and equipment must be taken to the base operation for washing, rinsing and sanitizing daily or as often as needed.
- C.** All equipment shall be maintained in a clean and sanitary manner.

### XIII. Waste Disposal

- A.** Waste water – A minimum of one 55-gallon drum open at one end covered with tightly fitted 1/4" mesh screening shall be required of each vendor to receive food preparation waste water and covered with a lid before use. Each waste water drum (including beer icing barrels) shall be pumped out nightly by a contractor who has vacuum truck equipment. The accumulated water must be delivered to the Metropolitan Water Reclamation District for Disposal.
- B.** Waste of any kind may not be disposed of in the public sewers, on the ground, or in any public body of water.
- C.** Cooking oils and grease – Each vendor who performs deep-frying shall be required to provide one (1) open end 55 gallon drum with a solid lid in which all generated waste oil and grease will be disposed. A grease-rendering contractor for proper disposal shall collect this waste nightly.
- D.** Charcoal ash – Any vendor who operates a charcoal fire cooking table shall be required to provide one open-end 55-gallon drum with a tightly fitting lid for ash disposal.
- E.** Container identification – The purpose of each drum shall be clearly marked on its side and each shall be color coded as follows:
  - 1. Blue – waste water
  - 2. Black – grease
  - 3. Red – charcoal/ash waste
  - 4. Yellow or brown – trash

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK LIQUOR LICENSE

**(a)** In addition to the other categories of licenses authorized under this chapter, the local liquor control commissioner may issue Riverwalk Venue liquor licenses. Provided, however, that no Riverwalk Venue liquor license shall be issued under this section unless: (1) the applicant holds a valid retail food establishment license and a valid retail consumption on premises liquor license at another location within the city; or (2) if the applicant does not hold a valid retail food establishment license and a valid retail consumption on premises liquor license at another location within the city, the location identified in the liquor license application has adequate plumbing facilities within the meaning of Section 7-38-030 and otherwise complies with all requirements of this code applicable to retail food establishments under Article I of Chapter 7-38 of this code, including all rules and regulations promulgated thereunder by the board of health.

**(b)** A separate Riverwalk Venue liquor license shall be required for each outdoor location from which sales of alcoholic liquor are made on the Chicago Riverwalk. In addition to the information required under Section 4-60-040, an application for a Riverwalk Venue liquor license shall: (1) designate the specific site at which the applicant intends to sell alcoholic liquor; (2) designate any area where liquor will be sold, if such area is not part of a restaurant or tavern; and (3) designate the location at which the licensee will clean glasses and utensils used in the service of alcoholic liquor. The fee for a Riverwalk Venue liquor license shall be the same as the fee for a consumption on the premises- incidental activity license.

**(c)** Except as otherwise provided in subsection (k) of this section, Riverwalk Venue liquor licenses may authorize the sale of beer, wine and spirits at the approved location. Persons holding a Riverwalk Venue liquor license are authorized to serve alcoholic liquor indoors and outdoors at the approved location. Any approved location outdoors where alcoholic liquor is sold or

served shall be clearly demarcated in a manner that effectively isolates such location from thru-traffic by nonpatrons of the licensed venue.

**(d)** A Riverwalk Venue liquor licensee shall be subject to all provisions of this chapter with the following exceptions:

**(1)** Subsections (e) and (f) of Section 4-60-040; the 45-day review period of subsection (h) of Section 4-60-040; and Section 4-60-050.

**(2)** A Riverwalk Venue licensee shall not be required to maintain facilities for the cleaning of glasses and utensils at the point of sale as otherwise required under subsection (a) of Section 4-60-100, if the licensee serves food and alcoholic liquor in disposable containers only.

**(e)** A Riverwalk Venue liquor licensee shall (1) maintain at the licensed venue adequate handicap- accessible portable toilet and hand-washing facilities distributed equally between genders and consisting of water closets or chemical closets equipped with a sink or hand-sanitizer-gel-dispensers; and (2) comply with all the health, sanitary and inspection requirements of Chapter 4-8 of this code. Provided, however, that item (1) of this subsection shall not apply if the licensed venue has toilet and hand-washing facilities meeting the applicable requirements of Sections 18-29-403.1 through 18-29-403.6 and Section 18-29-404.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK LIQUOR LICENSE

(f) No Riverwalk Venue licensee shall serve or permit the service of alcoholic liquor outdoors between the hours of 11:00 P.M. and 11:00A.M.

(g) (1) Except as otherwise provided in paragraph (2) of this subsection (g), no Riverwalk Venue licensee shall sell or offer for sale any package goods.

(2) A Riverwalk Venue license shall be permitted to sell or offer for the sale of packaged wine if the packaged wine is: (i) produced or manufactured by the licensee only, at a properly licensed location in Chicago other than the Chicago Riverwalk, by a business licensed to sell food and alcohol on the Chicago Riverwalk; and (ii) available only for purchase at the business location in Chicago where the packaged wine was produced or manufactured, or at any of the business's other Chicago locations, including its licensed location on the Chicago Riverwalk; and (iii) sold in a corked, unbroken and sealed 750 milliter ("ml") glass bottle with an alcohol concentration between 5% and 20%; and (iv) affixed with a federally approved label; and (v) sold or offered for sale in compliance with all applicable Federal, State and local laws pertaining to such sales or offers; and (vi) purchased during the Riverwalk Venue licensee's normal business hours, but in no event, before 11 a.m. or after 9:00 p.m; and (vii) before completion of any sale, placed for transport in an opaque carryout bag provided by the licensee; and (viii) not accompanied by the sale, giveaway or distribution of any drinking container or corkscrew or other opening device. It shall be unlawful for any Riverwalk Venue licensee to sell or to offer for sale packaged wine in violation of any requirement set forth in items (i) through (viii), inclusive of this paragraph (2) In addition, Riverwalk Venue licensees

who sell or offer for sale packaged wine at their licenses venue shall have an affirmative duty to: (A) train their service staff to inform customers that it is illegal to drink alcoholic liquor on the Chicago Riverwalk, and (B) to post legible and clearly visible signage, in a conspicuous place on all venue exits and in each bay of operation, stating that: "All retail wine purchases are for off-site consumption only- No open containers beyond this point."

(h) No Riverwalk Venue licensee shall sell or offer for sale any food other than prepackaged and non-perishable foods as defined in Section 4-8-010, unless (1) such food is prepared at a venue holding a valid retail food establishment license under Chapter 4-8 and the venue at which such food is prepared meets the requirements of Article I of Chapter 7-28 of this code, including all rules and regulations promulgated thereunder by the board of health; or (2) the location identified in the liquor license application has adequate plumbing facilities within the meaning of Section 7-38-030 and otherwise complies with all requirements of this code applicable to retail food establishments under Article I of Chapter 7-38 of this code, including all rules and regulations promulgated thereunder by the board of health. Foods prepared at a venue meeting the requirements of item (1) of this subsection may be refrigerated or heated, as applicable, and sold or offered for sale at a venue licensed under this section, if the applicable food handling and sanitation requirements set forth in Sections 7-38-005 through 7-38-025 are met.

# CONCESSION PROGRAM RULES AND REGULATIONS

## RIVERWALK LIQUOR LICENSE

(i) No Riverwalk Venue licensee shall sell or serve alcoholic liquor on the licensed premises unless regular food service is also available to patrons at all times that alcoholic liquor is sold or served. All drinks containing alcoholic liquor must be served and consumed on site.

(j) No Riverwalk Venue licensee shall allow seating at any bar located outdoors. Service bars only may be provided outdoors. Bars with seating may be provided indoors.

(k) No Riverwalk Venue licensee shall sell or serve spirits by the bottle.

(l) No Riverwalk Venue licensee shall broadcast music, announcements or other disruptive sounds or offer live music or entertainment between 8:30 P.M and 11:00 A.M., or violate any limitation on noise or vibrations set forth in Chapter 11-4 of this code. Provided, however, that emergency broadcasts may be made.

(m) For purposes of this section:

“Approved location” means the location identified in the site plan submitted and approved for use in the original license application, unless notice of any proposed change is given to the department, 30 days in advance of the proposed change, and the proposed change is approved by the local liquor control commissioner.

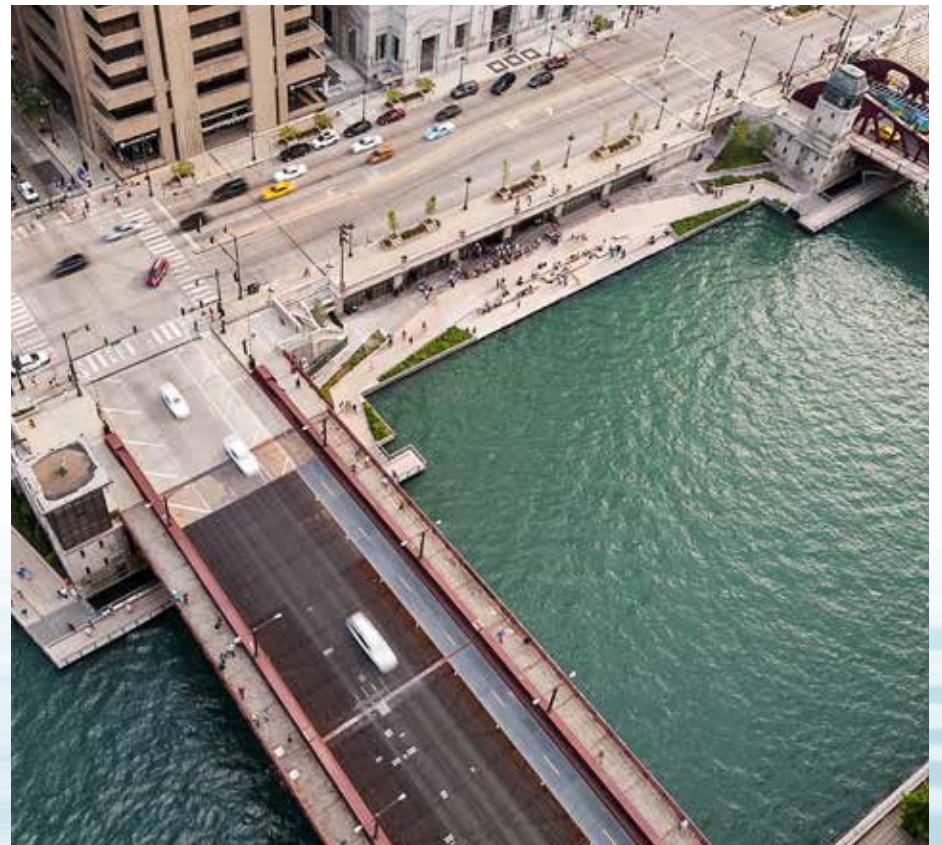
“Chicago Riverwalk” has the meaning ascribed to the term in section 2-32-1300(a).

“Heated” means warmed in or on an oven, microwave, indoor or outdoor barbecue grill or similar object.

“Retail food establishment license” means a license issued under Chapter 4-8 of this code.

“Spirits” has the meaning ascribed to the term in Section 3-44-020.

**(Added Coun. J. 1-9-08, p. 18918, § 2; Amend Coun. J. 11-8-12, p. 38872, § 55; Amend Coun. J. 3-13-13, 47545, § 1002)**





# | ENVIRONMENTAL **GUIDELINES** |

# ENVIRONMENTAL GUIDELINES

## GREEN CLEANING POLICY

This Green Cleaning Policy is to encourage the use of practices to optimize use of sustainable cleaning products. Cleaning products and materials used at City facilities, including the Chicago Riverwalk, shall, when possible, meet the requirements below. Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, metal polish, floor finishes, strippers, disposable janitorial paper products and trash bags, and hand soaps. In general, the use of multi attribute certifications, when available, is preferred over single-attribute certifications.

### \* GREEN CLEANING, PURCHASE OF SUSTAINABLE CLEANING PRODUCTS AND MATERIALS CRITERIA

**1.** All general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes, carpet and upholstery care, hard-surface cleaners, cleaning and degreasing compounds, metal polish, floor finishes, strippers or any other products as applicable must meet one or more of the following standards for the appropriate category:

- Green Seal
- EcoLogo
- EPA Safer Choice

**2.** Disinfectants must meet the following standards:

- a. Disinfectants, including antimicrobial mold and mildew cleaners, and non-food contact surface sanitizers, shall be EPA FIFRA-registered.
- b. The use of disinfectants and non-food contact sanitizers that only contain the following active ingredients shall be prioritized:

- Hydrogen peroxide or accelerated hydrogen peroxide
- Citric acid
- Lactic acid
- Caprylic acid
- Silver

Recommended products included in the Safer Products and Practices for Disinfecting and Sanitizing Surfaces guide prepared by SF Environment and Responsible Purchasing Network should be used when applicable.

**3.** Specialty cleaners, such as but not limited to, metal and furniture polish, graffiti and gum removers, and lime and scale removers shall meet the above standards or not contain volatile organic compounds (VOCs) in concentrations that exceed the levels required by the California Air Resources Board's (CARB) Regulation for Reducing Emissions from Consumer Products for the specific product category according to the most current version of the CARB regulations in effect at the time of purchase.

**4.** Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:

- U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
- Green Seal
- Eco Logo

# ENVIRONMENTAL GUIDELINES

## GREEN CLEANING POLICY

**5.** Hand soaps must contain no antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements) and must meet one or more of the following standards for the appropriate category:

- Green Seal
- EcoLogo
- EPA Safer Choice

If a product is not available with the above certifications, the following stand may also be considered:

- Biopreferred
- Others as approved by 2FM

**6.** In addition, floor coating products will preferentially be free of metals such as zinc. The intent of this requirement is to reduce the content and use of toxic materials in cleaning systems and those that may enter the Chicago River or Lake Michigan.

**7.** All cleaning agents used by the Contractor will be of a quality acceptable to 2FM and appropriate for the surface being cleaned. No abrasive cleaner or pads will be used on marble, glass, plastic, painted, chrome, stainless steel, aluminum, wood, or porcelain surfaces.

### \* EXCEPTIONS

If the sustainable version of a material or supply is not available in a reasonable period of time, fails to meet performance standards, excludes adequate competition, or is only available at unreasonable prices, then alternative materials or supplies may be considered and approved on a case-by-case basis. All nonconforming products must be approved by 2FM prior to use.

### \* RECORDKEEPING

The Contractor must submit documentation to 2FM for approval indicating the required certification prior to using a product at a job site. Examples of acceptable documentation includes verification from the certification organization's website; specification sheets, cut sheets or actual labels from product containers demonstrating that the cleaning products in use are certified; or independent third-party validation that the products meet the above criteria. All product documentation must also be maintained at the job site at all times. The Contractor will also be required to submit ongoing progress reports tracking and documenting compliance on at least a quarterly basis or as otherwise specified in the contract documents.



# ENVIRONMENTAL GUIDELINES

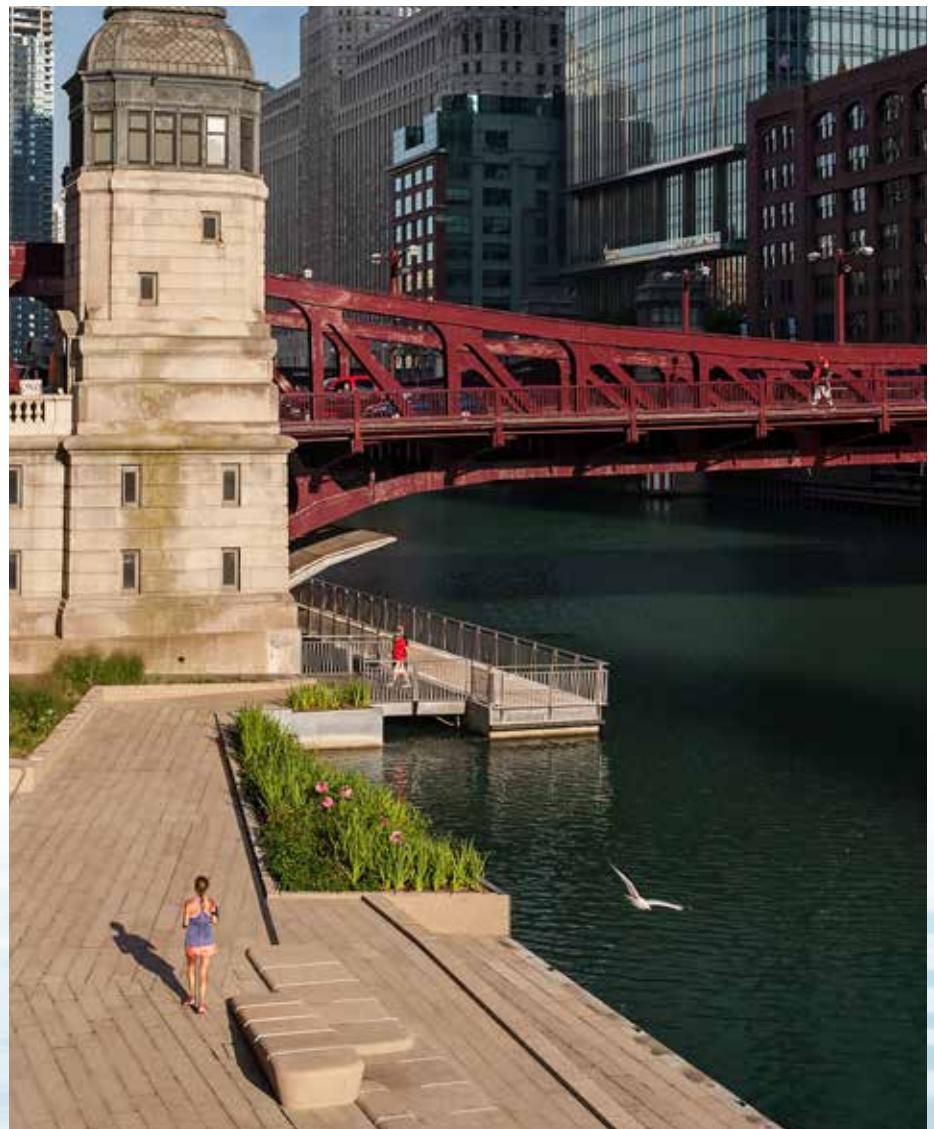
## POWERWASHING

Licensee will be required to power wash their Location on a regular basis and as requested by 2FM. The following rules must be observed while power washing:

- Wastewater must be disposed of in accordance with all local, state and federal regulations. Licensee is responsible for obtaining any necessary permits.
- Pre-sweep before washing to pick up, containerize and properly dispose any loose dirt and debris and use dry spot cleaning methods, such as absorbent materials to clean spills.
- Minimize water usage through the use of water regulating nozzles and/or high pressure delivery systems.
- Washing must be limited and cleaning agents are prohibited
- Sweep up any visible solids/residue after power washing.

## STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Licensee will develop and submit to 2FM for approval a SWPPP (see <http://www.epa.illinois.gov/topics/forms/water-permits/storm-water/pollution-prevention-plan/index> for required components) covering all applicable activities that may impact stormwater and are included in this scope. This includes, but is not limited to, power washing and de-icing activities.



# ENVIRONMENTAL GUIDELINES

## SNOW REMOVAL & DEICING

Snow removal and de-icing will be performed by the City or its' contractor in the publically accessible areas when the snow fall is greater than 1.5 inches. Licensee may want to do additional snow removal and de-icing for their Location. Snow removal within concession vendor locations are vendor responsibility. The Snow Removal & Deicing Policy must be followed.

Application of chemicals for anti-icing and deicing purposes shall be used only as necessary and to protect vegetation and the Chicago River, the minimum amount of deicer that is effective shall be used. Requirements include:

- Application rates shall be tailored to match actual conditions based on pavement temperature, precipitation, and beginning concentrations of the deicer.
- Sidewalks and stairways must always be shoveled or plowed prior to the application of deicing agents to limit the amount of chemicals needed and reduce the potential for harmful runoff.
- For sidewalks, service walks, and walkways, generally manual methods, electric equipment, and/or equipment with noise and emission controls shall be used in lieu of fossil-fuel-powered machinery, whenever possible.  
When power equipment must be used, electric equipment (battery or corded), instead of conventional gas-powered equipment, shall be used wherever practical, with a goal of 20% of all applicable equipment used being electric.
- Whenever possible, anti-icing measures (preemptively applying deicer before or at the very beginning of a storm) must be performed, thereby significantly reducing the overall need for deicing chemicals. If granular products are used, pre-wetting should also be employed whenever possible.

• Environmentally preferred anti-icing, deicing, and pre-wetting products, such as calcium magnesium acetate or other approved agricultural-based products, shall be used in areas of sensitivity for routine applications. Areas of sensitivity include all the underbridge connections, the pedestrian path along the Marina (State to Dearborn), the River Theater (Clark to LaSalle), the Water Plaza (LaSalle to Wells), the Jetty (Wells to Franklin). These products shall be free of chloride and meet the following criteria:

- included on the Pacific Northwest Snow Fighters (PNSF) Qualified Products List (QPL) (available here: <http://pnsassociation.org/>)
- USEPA's Safer Choice Recognized Product (available here: <http://www2.epa.gov/saferchoice/products>)

# ENVIRONMENTAL GUIDELINES

## SNOW REMOVAL & DEICING

- For all other areas of the path not along the waterway, Lake Shore Drive to State Street (except for the underbridges), the Vietnam Veterans Memorial, and the stairways are less sensitive, environmentally preferred deicing products shall be sodium chloride and calcium chloride free and be PNSF QPL or USEPA's Safer Choice recognized products.
- The Licensee shall submit a recent detailed product specification sheet and Safety Data Sheets for each product planned to be used, including the product's corrosion inhibitor (if applicable) with the Bid and document which list they are included on for 2FM's approval. If the required deicing product is not reasonably available in a reasonable period of time, fails to meet performance standards, excludes adequate competition, is only available in bulk amounts exceeding the needs or at unreasonable prices, then the Contractor must request approval from 2FM prior to using a suitable alternate.
- 2FM may request a report detailing the type, amount and locations of all deicing products used, including how they meet the above requirements, a summary of methods employed to reduce overall chemical usage and a list of equipment used, including the power source.

In addition, the report should include a qualitative assessment of the effectiveness of each deicing product.

Sodium chloride and calcium chloride deicing products shall not be used unless the City grants written permission prior to application. Permission to use sodium chloride and/or calcium chloride would only be granted by 2FM personnel in the event of an emergency. An emergency situation for the purposes of applying sodium chloride and/or calcium chloride, would be defined as a prolonged period of extreme weather events (i.e. combination of snow and ice causing extreme cycles of thawing and freezing), sustained temperatures below -25F°, and/or a situation where environmentally preferred deicing products have been ineffective and have created a surface where injury to building occupants on the surface in question is eminent. Sodium chloride and/or calcium chloride products must also be included on the PNSF QPL or a Safer Choice recognized product.

### \* STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

The Licensee will develop and submit to 2FM for approval a SWPPP (see <http://www.epa.illinois.gov/topics/forms/water-permits/storm-water/pollution-prevention-plan/index> for required components) covering all applicable activities that may impact stormwater and are included in this scope. This includes, but is not limited to, power washing and deicing activities.

# ENVIRONMENTAL GUIDELINES

## SUSTAINABLE PURCHASING POLICY

This Sustainable Purchasing Policy (Policy) applies to the sustainable purchasing associated with City of Chicago (City) facilities; and that are within the City's control, including the Chicago Riverwalk. Although this Policy is specifically developed for 2FM's purchases, it is also applicable to Licensees of concessions on the Chicago Riverwalk.

■ **This Policy applies to sustainable purchasing of the following types of products:**

- Ongoing Consumables
- Durable goods
- Building materials used in facility alterations and additions
- Lamps and light bulbs
- Food (when applicable)

■ **Licensee personnel are encouraged to also consider the following areas of interest:**

- Packaging
- Recycled Content
- Post consumer Use and Recycling Opportunities
- Locally sourced Options

### GOALS

■ **To purchase products in a manner that will:**

- be fiscally responsible
- protect the environment and public health
- conserve natural resources
- minimize waste, including landfilling and incineration, and reduce toxicity

2FM will conduct an annual evaluation of this Policy with each Licensee. This evaluation may include producing and providing a report that includes a narrative description of the performance, safety, cost, and environmental/public health benefits achieved as a result of its implementation. The report should also specifically list the efforts and success of meeting the established performance metric listed below. 2FM is also receptive to other ideas and suggestions for sustainable purchasing strategies that could be included in the Policy.



# ENVIRONMENTAL GUIDELINES

## SUSTAINABLE PURCHASING POLICY

### \* PERFORMANCE METRICS

The practices listed below shall be implemented to the extent noted in the table. When less than complete adoption occurs, the performance metrics indicated will be used to gauge performance against the implementation target.

The Vendor/Licensee will record and track purchases on a semi-annual basis. Personnel responsible for purchasing will report applicable purchases to the 2FM representative using the provided Materials Purchasing Worksheet. Responsible Parties are required to prepare a report documenting the manner by which each product purchase meets the following purchasing criteria.

Materials Purchasing Criteria	Performance Metric	Implementation Target
Ongoing consumables	Percentage of the cost of goods	60%
Electronics and appliances	Percentage of the cost of goods	40%
Furniture	Percentage of the cost of goods	40%
Facility alterations and additions	Percentage of the cost of goods	50%
Reduced mercury in lamps	Percentage of the cost of goods	90%
Food	Percentage of the cost of goods	25%

# ENVIRONMENTAL GUIDELINES

## SUSTAINABLE PURCHASING POLICY

### \* SUSTAINABLE PURCHASING OF ONGOING CONSUMABLES

The term “ongoing consumables” refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. The City’s goal is that at least 60% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of the facility
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper products
- Rechargeable batteries

The City acknowledges the value of purchasing sustainable products and requires that licensee support that effort when appropriate and/or possible. The City’ requests that licensee notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this Policy shall be construed as requiring the City to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

### \* SUSTAINABLE PURCHASING OF DURABLE GOODS

The term “durable goods” refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

### \* ELECTRONICS AND APPLIANCES

**The City's goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:**

- Energy Star labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles



# ENVIRONMENTAL GUIDELINES

## SUSTAINABLE PURCHASING POLICY

### \* FURNITURE

**The City will make it a priority to reuse furniture as much as possible. When new furniture must be purchased, the goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:**

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood

The City acknowledges the value of purchasing sustainable products and requires that contractors support that effort when appropriate and/or possible. The City vendor/licensee requests that contractors notify them of Energy Star and sustainable furniture opportunities that would comply with the above specifications, as well as reduced packaging options.

### \* SUSTAINABLE PURCHASING: FACILITY ALTERATIONS AND ADDITIONS

This Policy covers materials that are permanently or semi-permanently attached to a building itself in the course of facility renovations, demolitions, refits and new construction additions. These products may include, but are not limited to: building components and structures (wall studs, insulation, doors, windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. The City's goal is that at least 50% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested/extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood
- Specific requirements for paints, coatings, adhesives, and sealants are provided in the Appendix and summarized below:

# SUSTAINABLE PURCHASING POWER

## SUSTAINABLE PURCHASING POLICY

- Adhesives, paints and sealants (both indoor and outdoor) must comply with the VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, GS-36, and GS-11.
- Clear wood finishes, floor coatings, stains, sealers and shellacs must comply with the VOIC content limits of SCAQMD Rule #1113.
- Anti-corrosive and anti-rust paints applied to interior ferrous metal substrates must comply with the VOC content limit of 250 g/L established in GC-03.
- Finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area
- Carpet and carpet cushion meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program
- Composite panels and agrifiber products contain no added urea-formaldehyde resins

The City acknowledges the value of purchasing sustainable products and requires that licensee support that effort when appropriate and/or possible. The City requests that licensee notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

### \* SUSTAINABLE PURCHASING: TOXIC MATERIAL SOURCE REDUCTION – REDUCED MERCURY IN LAMPS

The City seeks to reduce the amount of mercury brought into all sites through purchase of lamps and light bulbs for the buildings and associated grounds. The City's goal is that at least 90% of the number of lamps purchased will meet the following overall mercury-content target:

- No more than 90 picograms of mercury per lumen-hour

City representatives acknowledge the value of purchasing low-mercury lamps and require that licensee support that effort when appropriate and/or possible. The City requests that licensee notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.



# ENVIRONMENTAL GUIDELINES

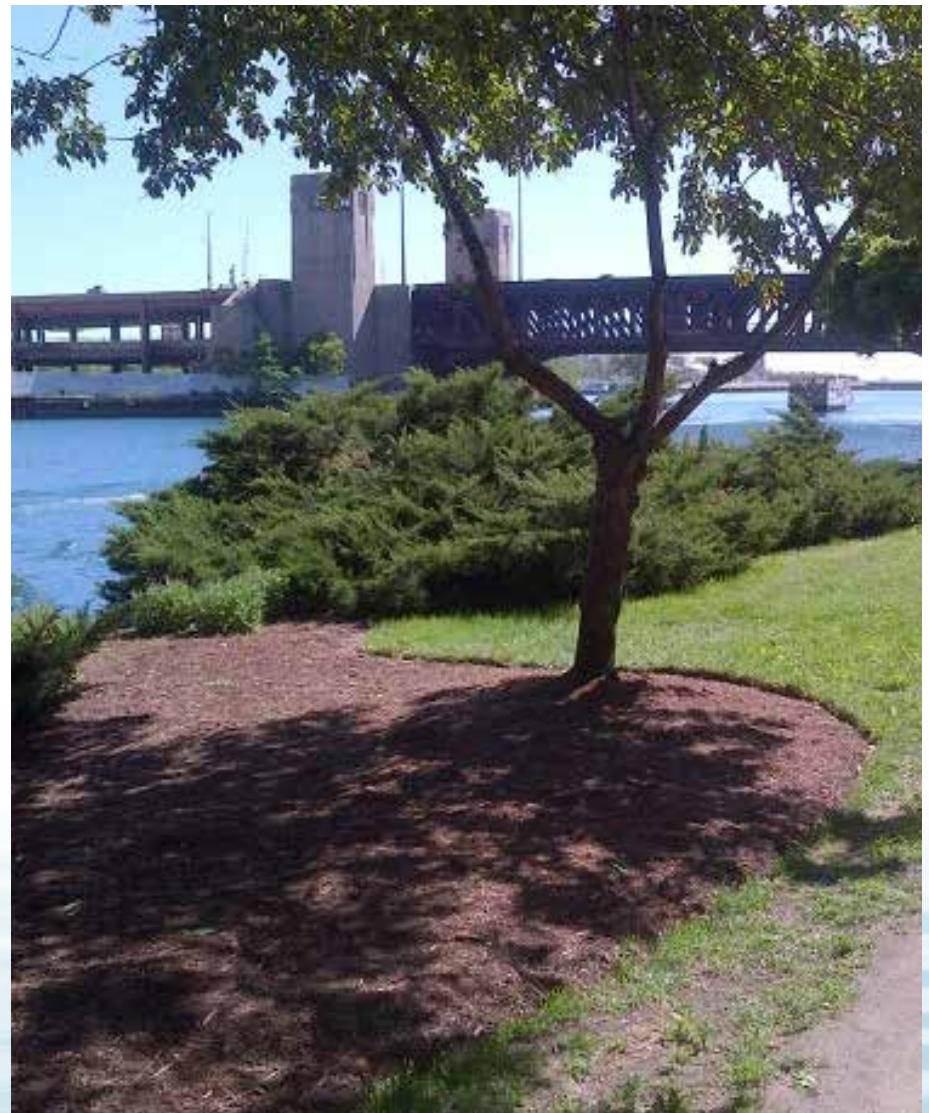
## SUSTAINABLE PURCHASING POLICY

### \* SUSTAINABLE PURCHASING: FOOD

This Policy is applied to all food purchases including but not limited to food provided in the employee kitchen, coffee/tea provided, food catered on-site and take-out food provided for events and/or meetings. The City's goal is that at least 25% of the total cost of all food and beverages purchased will comply with one or more of the following criteria:

- Labeled USDA Organic
- Labeled Food Alliance Certified
- Labeled Rainforest Alliance Certified
- Achieves Fair Trade Label
- Achieves Marine Stewardship Council's Blue Eco-Label
- Produced within a 100-mile radius of the site

The City acknowledges the value of purchasing sustainable food and beverages and requires licensee support in sustainable food purchasing when appropriate and/or possible. The City requests that licensee notify them of potential opportunities that would comply with the above specifications, as well as reduced/recyclable packaging options.



## CHICAGO RIVERWALK • PHOTOGRAPHY CREDITS

Photos within this Handbook were provided by **Christian Philips, Kate Joyce or City of Chicago photographers**. Contact 2FM for additional information.



