

Vendor Operations Plan

Operating Plan must accurately identify the use activities and the use area on public land. Make sure the information is complete and that all proposed good and services are described. Failure to respond to any of the items, or inaccurate disclosures may result in delays in processing, or rejection, of the application. Additional pages may be attached if necessary.

Stationary Vending Roving Vending Post Use Report

I. COMPANY INFORMATION:

Contact Person: _____ Fax Number: _____

Company Name: _____

Mailing Address: _____

Business Phone: _____ Cell Phone: _____

E-mail Address: _____

Business Web Site: _____

Years in Business: _____

Previously Vended on BLM-El Centro Areas Yes, If so when _____
 No

II. PURPOSE AND NEED FOR PERMIT

A. Describe and demonstrate why there is a need for the service or activity to be offered:

B. Describe how the activity enhances a visitor's ability to enjoy public lands and their recreational experience.

C. Describe how the service or activity benefits the BLM goals of conservation and sustainable recreation and by what means. (Use of biodegradable food packaging, recycling, providing information to the public, etc.)

III. CONDUCT OF YOUR SERVICE OR ACTIVITY

A. Number of Staff: _____

B. Vehicles: Use the Vendor Vehicle Sheet.

C. Describe any vending, rentals or sales of consumer products or services. Attach a list of products and services (including prices) and graphics you will be selling or providing associated with this operations plan.

D. Location(s) of where you plan to operate and attach a sketch of vending area setup.

E. Rental companies attach copies of customer contracts, risk acknowledgements and/or waivers.

IV. HEALTH, SAFETY and SANITATION:

A. Describe the safety guidelines that will be present during your operations

B. What is your plan for emergencies such as fire or injury?

C. Are there hazards inherent to the service or goods being offered? How will they be managed?

D. What safety equipment is used and how is it inspected and maintained?

E. How often is the equipment that is used or rented in the operations inspected?

V. EMPLOYEES

A. List all employees and attach copies of driver’s license or other photo ID issued by a Federal or State government. Copies of employees’ Forms I-9 or any other employment or tax documentation shall be provided to the BLM upon request. If this information is unavailable at time of submission of operations plan, it will be provided to the BLM a minimum of 14 days before start of vending.

NAME	Driver’s License Number/ID #
1. _____	_____
1. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

B. What is the knowledge of the area by yourself and your employees?

C. Do they require specialized training or certification in providing the service or product to the public? If so, attach current certification.

D. Have any of your company owners or employees been convicted of a federal, state or local violation regarding guiding, outfitting, resources protection, or the activity proposed for this permit? If so, provide details.

