

MOBILE FOOD VENDING PROPOSAL FOR THE PORCH August – Dec 2014

University City District is issuing this request to secure high-quality mobile food vendors that provide unique, food options that fit the highly mobile and urban environment of The Porch. Selected vendors will be asked to vend once a week for one month. Lunch service (11:30-2:30) Mondays, Wednesdays and Fridays and breakfast service (7:30am to 2p) Tuesdays and Thursdays. This RFP is for service August, September, October, November and December.

For lunch service M, W, F we will host two savory trucks. Breakfast service will be one truck each T and TH. At this time we do not have a spot for sweet trucks unless we engage you for special events.

Respondents must return this proposal with all required documentation and attachments by 5pm on Friday, May 30, 2014 to:

Lori Klein Brennan
University City District
3940 Chestnut Street
Philadelphia, PA 19140
lori@universitycity.org

1. The Porch

The Porch is recognized as one of Philadelphia's best programmed outdoor public spaces Located in University City and next to the country's second busiest train station, several major employment centers and a stone's throw from UPenn and Drexel, it is a vibrant and welcoming gateway to the City of Philadelphia. The Porch is a place of activity, respite, and social interaction with magnificent views of the Schuylkill River and the Center City skyline.

Since the space opened in November, 2011 there have been several hundred events held at The Porch – all free to the public. With 250 seats in 0.7 acres of open space, The Porch currently attracts 2,000 active users per day in the warmer months. At the epicenter of over 17,000 employees and adjacent to a transit hub serving 37,000 passengers a day, we anticipate this number will only continue to grow.

Research that has been conducted at The Porch reveals that one of the top things people want more of is access to food. For that reason UCD is continuing to engage versatile and innovative food vendors to fill two spots during lunchtime on Mondays, Wednesdays and Fridays and one spot during breakfast on Tuesdays and Thursdays. The past winter vending season was successful so we vending 12 months a year. Busiest times are in nice weather but vending occurs rain or shine (snow flurries too). Trucks are each averaging 100 tickets for a three hour service but can be as high as 170.

Once again, UCD seeks mobile food vendors that provide unique, high-quality and sustainable food options that fit the highly mobile and urban environment of The Porch. Respondents should be interested in partnering with UCD to promote and activate The Porch and must be able to commit to either lunch service on Monday or Wednesday or Friday OR breakfast service Tuesdays and Thursdays each week and commit to an entire month. You may apply for a breakfast and lunch service as long as you request them in different months.

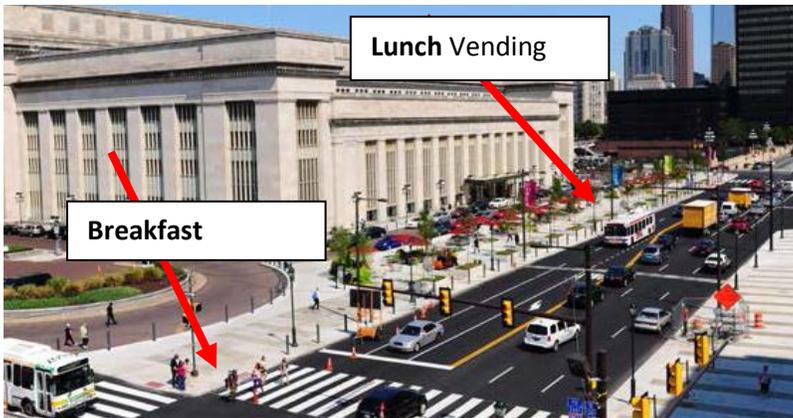
Vendors must also have all necessary permitting and licensing required to vend in the City of Philadelphia and should be able to indemnify UCD on their insurance policy (see Appendix for a complete list of required documentation).

2. Mobile Food Vending Details

This RFP is for Vending at The Porch for lunch service Monday, Wednesdays and Fridays or breakfast service Tuesdays and Thursdays for August, September, October, November and December. **Respondents will be selected to vend on a specific day of the week and must commit to that day each week that month. For example, if you are selected to vend Wednesdays in August, you will vend August 6, 13, 20, 27.**

In most cases, there will be no cancellation of vending days due to inclement weather, vendors are encouraged to vend in all conditions and fees will not be refunded should they choose not to show up. If UCD cancels vending due to threatening weather, we can credit you for that day. While we will secure your truck/cart a spot on The Porch, it is important to note that **no** additional parking cars will be provided for vendors. There are several lots in the area. 5 Star Parking at 3051 John F Kennedy Boulevard, Philadelphia Parking Authority at 3101 Market Street and the Cira Center at 2929 Arch Street are nearby options.

The following is a picture of The Porch with spaces for vending indicated by arrows:



3. Vendors / Cost

Selected vendors will be assigned a spot to vend. The Porch has roughly 0.7 acres of open space. It is separated into ten “rooms” by benches, planters and other street furniture. Movable chairs and tables are supplied throughout the spaces and loungers are even available in the Meadow (the central section). Concentrations of pedestrians are seen on the edges of the site and in the center. Most visitors tend sit and eat between these two sections.

Preference will be given to respondents who offer high-quality, affordable, interesting and sustainable food options, especially those that are fitting of the site, location and time slots. The truck/cart aesthetics is also critically important to us as we select vendors. Respondents with a demonstrated history of providing exceptional will also be prioritized.

The Cost

Vendors will be asked to pay a \$40 daily concession fee. This must be paid in advance of vending to University City District. Selected applicants will be required to pay in advance of vending by check for entire month. An invoice will be sent to you prior to the vending month. If fees are not received by the 1st of the month you are vending, a \$40 penalty will be put in place for each week your check is late. Please pay on time.

4. Reservation of Rights and Mandatory Conduct

University City District reserves the right to reject any respondent's proposal on the basis that it is incomplete, does not satisfy the qualifications set forth in this document or is otherwise not in the best interest of the Mobile Food Vending program at The Porch.

University City District also reserves the right to ask any respondents to interview, answer additional questions or provide additional information as part of the application process.

Additionally, once selected, University City District reserves the right to discontinue vendors' participation in the Mobile Food Vending program at The Porch at its own discretion. Should any of the following standards not be met a vendor's participation in the program may be discontinued:

A. Food Safety Certification

All vendors must have at least one employee present who:

Attended a Food Safety Certification Course

Obtained a formal Food Safety Certification document from the Philadelphia Department of Public Health

Further, all vendors themselves, regardless of whether they operate food trucks/carts, should obtain Food Safety Certification.

B. Inspection

Vendors may be subject to random inspections from Licenses and Inspections of Philadelphia and should act professionally and allow the Inspector to conduct his or her inspection.

C. Licensing

Required licenses should be available for viewing upon request from any vendor. Furthermore, should any license expire during the season of vending, University City District must be furnished with a copy of the new up-to-date license.

D. Truck/Cart Upkeep

In addition to meeting the City of Philadelphia Department of Public Health standards, all vendors must maintain a clean and safe facility at all times and the following standards should be met:

- Trucks should not have any potentially hazardous leaks or emit any unusual or noxious gases
- Carts must be securely attached to vehicles when in transit
- Trucks operating as free-standing vehicles should be inspected to satisfy all Department of Motor Vehicles and transportation-related laws and regulations

E. Insurance

All vendors should obtain proper insurance for their businesses. Such insurance coverage may include:

- Commercial Liability Insurance
- Employment/Workers' Compensation Insurance
- Fire Insurance
- Automobile Insurance

F. Vendor Behavior

All vendors must act professionally to each other at all times. Beyond maintaining an appropriate level of professional courtesy, vendors must:

- Promote their Food Trucks/carts at The Porch vending through all social media outlets
- Only vend at assigned vending location
- Do no harm to or seek to negatively impact the business of fellow vendors
- Not use social media or other marketing sources to disparage other vendors

5. Instructions

To submit an application for mobile vending at The Porch, respondents must complete pages 8 and 9 including all required documentation (as describe in the Appendix) to:

Lori Klein Brennan
University City District
3940 Chestnut Street
Philadelphia, PA 19140

By 5pm on Friday, May 30, 2014

If you have vended at The Porch before, proposals may be emailed to lori@universitycity.org Also, if you have vended with us, you do NOT need to resubmit your menu or photos. We will need copies of any updated licenses or permits.

If you are sending your information via email, PLEASE send one email with all required attachments labeled properly.

Appendix

Licensing and Insurance Requirements

The following list of licenses, permits, and regulations for the convenience of potential respondents to the RFP. It is not a guarantee that this list is complete. Additional licenses, permits, and regulations may apply. It is recommended that a respondent confer with a private attorney to ensure the respondent complies with all Applicable Laws, including licensing and permitting requirements.

Sections 1 – 6 must be completed and documentation of each must be submitted with respondent's proposal.

1. Business Privilege License

All Vendors are required to obtain a Business Privilege License. For more information please visit:
<http://www.phila.gov/li/ContentPage.asp?TopNode=services&level1=49&level2=50&level3=>

2. Mobile Food Vending Program - Department of Health

All Vendors must review and adhere to the Mobile Food Vending Program of the Department of Health. For more information about the Mobile Food Vending Program, please visit:
http://www.phila.gov/health/pdfs/Mobile_Vending.pdf

3. Food Safety Certification Program - Department of Health

All Vendors interested in serving prepared or cooked foods and drinks must acquire a Food Safety Certificate. For more information about the Food Safety Certification Program, please visit:
http://www.phila.gov/health/pdfs/Food_Safety_Cert_Insturct_App_7-10.pdf
For a list of Food Safety Certification training courses in the City, please visit:
http://www.phila.gov/health/pdfs/Food_Safety.pdf

4. Mobile Food Vendor Certificate of Eligibility - Department of Health

Upon completion of the Food Safety Certification Program, Vendors, in order to receive a Mobile Food Vendor Certificate of Eligibility, must visit the Department of Health to have their Vending Unit inspected and secure a commissary or support facility for food and cleaning supplies. The Department of Health will request proof of the Vendor's use of the commissary or support facility.

5. Food Establishment, Retail Non-Permanent Location License - Department of Licenses and Inspections

Vendors must present the Department of Licenses and Inspections documentation of their Business Privilege License and Mobile Food Vendor Certificate of Eligibility to obtain a Food Establishment, Retail Non-Permanent Location License. The additional requirements listed below may apply as well:

- if a business is operated from a motor vehicle, the Vendor must obtain a Motor Vehicle License; or,
- if a business is operated from a tent or canopy measuring over 100 square feet, the Vendor must obtain a permit for the tent or canopy. For more information please visit:
<http://www.phila.gov/li/ContentPage.asp?TopNode=services&level1=49&level2=214&level3=235>

6. Insurance Requirements

Once selected vendors shall, at their sole cost and expense, obtain and maintain the types and minimum limits of insurance coverage specified below. The Vendor shall procure all the required insurance from reputable insurers who are acceptable to the City and authorized to do business in the Commonwealth of Pennsylvania. The Vendor shall cause the insurance to provide for at least 30 days prior notice is given to the University City District in the event coverage is materially changed, cancelled, or non-renewed. The Vendor shall cause all insurance required below to be written on an "occurrence" basis and not a "claims-made" basis.

A. Workers' Compensation and Employers' Liability

- i. Workers Compensation – Statutory Limits;
- ii. Employers Liability:
\$100,000 Each Accident - Bodily Injury by Accident;
\$100,000 Each Employee - Bodily Injury by Disease;
\$500,000 Policy limit - Bodily Injury by Disease;
- iii. Other states endorsement including Pennsylvania.

B. Commercial General Liability Insurance

- i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate.
- ii. Coverage: Premises operations; blanket contractual liability; personal injury liability; products and completed operations; independent contractors; employees and volunteers as additional insureds; cross liability; broad form property damage (including completed operations) liability.

C. Commercial Automobile Liability Insurance

- i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability;
- ii. Coverage: Owned, hired and non-owned vehicles.

D. The Vendor shall cause University City District to be named as additional insured on the General Liability policy. Also, the Vendor shall obtain endorsements which state that the coverage afforded the City as additional insured will be primary to any coverage available to it.

7. Agreement – University City District

Completion of Sections 1-6 of the Licensing Requirements described above and the award of a Vending Location by University City District will result in the issuance of an Agreement with University City District.

Please return JUST this section (Pages 7 and 8) along with your required documentation.

Respondent Information

Owner Name		
Business Name		
Street Address		
City, Zip		
Work Phone		Cell Phone
Email Address		Website
Twitter handle	@	

Food Truck/Cart Information

If you've not vended before ---Please attach the following items and information:

- **Food Truck/Cart menu with prices**
- **Two photos of Food Truck/Cart from different vantage points**
- **Proof of respondent's business and address**

Vending Schedule

Please rank your vending month in order of preference (1 being greatest, 3 being least):

LUNCH

- | | | | | |
|---------------|--|--|---|---|
| August | <input type="checkbox"/> Not Available | <input type="checkbox"/> Monday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Friday 11:30-2:30pm |
| Sept | <input type="checkbox"/> Not Available | <input type="checkbox"/> Monday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Friday 11:30-2:30pm |
| Oct | <input type="checkbox"/> Not Available | <input type="checkbox"/> Monday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Friday 11:30-2:30pm |
| Nov | <input type="checkbox"/> Not Available | <input type="checkbox"/> Monday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Friday 11:30-2:30pm |
| Dec | <input type="checkbox"/> Not Available | <input type="checkbox"/> Monday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Friday 11:30-2:30pm |

BREAKFAST

- | | | | | |
|---------------|--|---|--|----------------|
| August | <input type="checkbox"/> Not Available | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | 7:30 am to 2pm |
| Sept | <input type="checkbox"/> Not Available | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | 7:30 am to 2pm |
| Oct | <input type="checkbox"/> Not Available | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | 7:30 am to 2pm |
| Nov | <input type="checkbox"/> Not Available | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | 7:30 am to 2pm |
| Dec | <input type="checkbox"/> Not Available | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | 7:30 am to 2pm |

If you wish to vend breakfast, you must sell breakfast items. Since the breakfast vending service also covers lunch (7:30am to 2pm) your menu can include both items. You can apply for both a breakfast and lunch service as long as you request to vend them in different months. For example, I am available to vend breakfast in September or October and lunch in August and November.

We will make every attempt to try and accommodate your schedule choices. Those vendors who give us the most amount of flexibility will be more likely to be selected.

Qualifications

Use the box below to highlight your Food Truck/Cart's success (e.g. events vended at, number of employees, average tickets per hour, or, if new, description of product and what makes it appealing to customers).

If selected, I agree to pay University City District \$40 per vend day each month. Yes No
I agree to pay the invoice prior to my first vend day or be subject to late fees Yes No
I will promote my truck at The Porch on Facebook and Twitter Yes No

By signing below, the respondent confirms that they have read the Request for Proposals for Food Trucks at the Porch and agrees to comply with the rules and practices outlined within.

Signature of business owner: _____ Date: _____