

RFP

3rd & Binney Food Truck Request for Proposals 2017 Season

OVERVIEW OF FOOD VENDING & LOCATION

The Cambridge Redevelopment Authority (CRA) is seeking to compliment the 3rd & Binney Street Civic Space with temporary vending uses that will hopefully hint at future retail offerings at the same corner. The CRA seeks mobile food/beverage vendors that provided unique, high-quality, and tasty offerings with clean, sustainable and safe operations.

The CRA owns a small remnant piece of land from the original redevelopment effort of the Kendall Square Urban Renewal Project (KSURP) at the **corner of 3rd & Binney Street**. In 2016, the CRA undertook a series of capital improvements to the site. Seating areas, ornamental grasses and planted pots were added. A special paved pad parking area for two food trucks or other mobile food/beverage vendors was created. Since the Civic Space opened in June of 2016, there have been many events held at 3rd & Binney – all free to the public. Recently a Hubway station has been added to the site, making it a popular location for users of the bike-sharing program. Having 3rd & Binney located in the epicenter of Kendall Square business district and walking distance to Kendall MIT Red Line MBTA stop the CRA anticipates the site to continue to be a popular destination for residents, visitors, and workers of Kendall Square.

The site at 3rd & Binney is anticipated to become available on Monday April 3, 2017. Selected vendors will be asked to vend on one or more days a week throughout the 2017 season.

3RD & BINNEY FOOD TRUCK PROGRAM GOALS:

The CRA seeks a diverse set of proposals with hopes of:

- Providing street life to the civic space at the corner of 3rd & Binney,
- Enhancing the retail and residential corridor of Third St.,
- Providing opportunities for entrepreneurs entering the retail or food industry,
- Complementing the diverse food offerings of Kendall with distinctive affordable offerings, and
- Providing a great public amenity for the Kendall Square Urban Renewal Area.

VENDING SCHEDULE AND TERM

The CRA seeks food/beverage vendors to operate trucks, trikes, and bike carts on an asphalt pad at the CRA's 3rd and Binney parcel between **Monday April 3, 2017 and Friday November 17, 2017** between the hours of **7am and 9pm**. Food/beverage vendors will be bidding for days/hour of the week, (Monday, Tuesday, Wednesday, etc.) for the opportunity to operate on that day of the week during the entire mobile food truck season.

Approved mobile food/beverage vendors may operate for any time period during their scheduled day, **but must be present at minimum three (3) consecutive hours on each day**. Lunchtime weekdays (M-F) is the period of

highest potential of sales, due to pedestrian volume in Kendall Square, and consistent coverage of this time period is important. **Note: the asphalt pad has space for only two food trucks at a time.**

The CRA will not be responsible for cancellation of vending days due to inclement weather, vendors are encouraged to vend in all reasonable weather conditions. Fees will not be refunded should vendors choose not to show up.

BASIC PROGRAM REQUIREMENTS

1. The mobile food/beverage truck, trike, or bike cart must be licensed to operate within the City of Cambridge by their start date at 3rd & Binney, and must meet all applicable health and safety codes at the local, state and federal level. *(See licensing and permitting requirements below.)*
2. The mobile food service vehicle must provide all necessary water, energy, and waste handling functions necessary to prepare and serve food to the public. Any trash barrels located on public or private property nearby are not to be used for mobile food operations. **Mobile food/beverage vendors must provide trash barrels for customer waste.** Areas surrounding the mobile food vehicle must be kept free of litter.
3. Experience with mobile food service and permitting.
4. Vendors must have no food vending invoice payments overdue to the CRA or the City of Cambridge.

FOOD VENDOR SELECTION PROCESS

The CRA will seek to find compatible and complimentary vending options. The CRA will balance scheduling, food types, pricing and the days/hours offered to the CRA in order to curate a mix of food/beverage offerings. Preference will be given to vending options presented by a food/beverage establishment operators based in Kendall Square / East Cambridge neighborhoods. RFP submissions will be judged by the CRA based on a combination of the following information:

- Days, times, and hours of operation offered (note: hours of operation are 7:00am-9:00pm, a minimum of three (3) consecutive hours a day is required). Preference will be given to vending operations who commit to longer hours.
- Price point, variety, quality and uniqueness of food/beverage offerings,
- Complementarity of food and beverage types presented at same time/day with existing food providers on site, and
- Ability to track and report back to the CRA sales and/or relevant that will assist in improving site activation

After review of RFP responses, the CRA will offer schedule assignments. Vendors may accept or reject schedule assignments in whole or in part. Any specific rejected dates will be immediately made available to other vendors. Once finalized, schedule assignments may not be changed or swapped without prior approval of the CRA.

Qualifying vendors that are not accepted to the program based on space availability will be kept on a waiting list, and may be invited to participate if spaces become available throughout the season, or at other locations in Kendall Square.

LICENSING AND PERMITTING REQUIREMENTS

Before beginning operation, a vendor will need the following permits and licenses, and must provide copies to the CRA to keep on file:

- **Massachusetts State Hawker and Peddler License** (issued by the Commonwealth of Massachusetts)
- **Annual Peddler/Vendor License** (issued by Cambridge License Commission)
 - If the vehicle uses propane, the vehicle must be inspected by the Cambridge Fire Department for compliance with Department of Transportation and 527-CMR guidelines.
- **Mobile Food Truck Permit** (issued by the Cambridge Inspectional Services Department), which requires:
 - The license for the restaurant or commercial kitchen in which food is prepared
 - Servsafe Certificate
 - Allergy Awareness Certificate

A vendor may be selected without having received these permits and licenses. If your operation has not received all necessary City of Cambridge permits, inspections and licenses prior to selection, by submitting under this RPF, you are agreeing to proceed to the appropriate City of Cambridge departments to complete the approval process before your start date at 3rd & Binney. Please note that this process may take several weeks, depending on when inspections can be scheduled. Vendors may not begin operation until all approvals are granted and copies received by the CRA. If a vendor cannot operate at an assigned time due to inspection scheduling delays, it will not restrict their ability to participate in the program after completion of the required inspections.

Because the CRA's asphalt pad is not on the public right of way, a valet, food truck or jitney permit from Cambridge's Traffic, Parking and Transportation Department is not necessary.

PROGRAM PAYMENTS AND CANCELLATION

Approved food/beverage vendors in the CRA's 3rd & Binney Food Truck Program will be responsible for a \$50 per day non-refundable fee payment, for the approved vending days in the months of **April, May, June, and July** to be paid to the CRA on or before **March 15, 2017**. Food/beverage vendors will also be responsible for an additional \$50 per day non-refundable fee payment, for the approved vending days in the months of **August, September, October, and November** to be paid to the CRA on or before **July 14, 2017**.

The fee is based on the number of days scheduled for **April-July** or **Aug-Nov**. After receiving all required City approvals as described previously, and paying the agreed upon fee to the CRA, vendors will then be approved to begin operating.

Food/beverage vendors pre-pay in order to reserve days on the schedule during the vending season. Vendors may decide to discontinue participation in the program by informing the CRA in writing, but will not receive a refund of the fee already paid to the CRA.

If a vendor fails to operate at its assigned space and time on three (3) consecutive occasions, that vendor's participation in the program may be revoked, unless the vendor provides a reasonable explanation to the CRA. The CRA also reserves the right to revoke any permits at any time if the program requirements, municipal ordinances or other applicable regulations are violated.

If a vendor's participation in the program is cancelled, that vendor's space is forfeited and another approved vendor may take the space. Fee's paid to the CRA will not be refunded to any vendor whose participation in the program has been revoked by the CRA or the City.

RFP TIMELINE

January 12, 2017:	RFP emailed out and posted on the CRA website
February 3, 2017 3-4PM:	Site visit and meeting (optional) at 3 rd & Binney <i>(please email eshore@cambridgeredevelopment.org to sign up for this tour)</i>
February 7, 2017 3PM:	Any clarifying RFP questions due via email <i>(please email to cperalta@cambridgeredevelopment.org)</i>
February 15, 2017:	Answers posted on CRA website and emailed to interested parties CRA website: www.cambridgeredevelopment.org
February 22, 2017 11:59PM:	RFP submissions due online
February 22, 2017 – March 2, 2017:	Proposal evaluations
March 2, 2017:	Notifications to vendors
After March 2, 2017:	Applications will be accepted and reviewed on a rolling basis, but participation will depend on what spaces if any remain available
April 3, 2017:	Anticipated start date for new food/beverage vendors to begin operations at the 3 rd & Binney

APPLICATION FORM

3rd & Binney Food Truck Request for Proposals 2016 Season

NOTE: This form may be filled out and supporting documentation uploaded online through the CRA website www.cambridgeredevelopment.org - online is preferred

GENERAL INFORMATION

Name of Mobile Food Business:

Name of Applicant/Primary Contact:

Mailing Address:

E-mail:

Phone:

Name(s) of Owner(s) if *not* same as
above:

Website:

Twitter handle, and/or Facebook
address:

How long have you been in business,
and/or how long have you operated a
food truck?

Where in the Boston metro area have
you primarily operated your food truck?

Have you operated a food truck or food
service establishment in Cambridge?
Please describe where and when:

EQUIPMENT / VEHICLE INFORMATION

Type: Truck Trailer Push cart Bike cart Other _____

Exterior dimensions (L x W x H) of largest piece of equipment including truck: _____' x _____' x _____'

NOTE: Please submit equipment photos/drawings along with an equipment layout (JPG or PDF files if filed online) as an attachment.

PARTNERSHIP OPPORTUNITIES

Would you be interested in collaborating with the Cambridge Redevelopment Authority for special events or entertainment in coordination with the food trucks at 3rd & Binney Street? Yes / No

PREFERRED SCHEDULE & FINANCIAL INFORMATION

Indicate which weekdays (M, T, W, Th, F) you would like to operate on CRA property at 3rd & Binney Street beginning no earlier than April 3, 2017 through November 17, 2017:

M T W Th F

Proposed hours of operation for each proposed day (Note: vendors may operate any time between 7am-9pm, but must be three (3) consecutive hours at minimum):

Are there any specific dates (month/day) that you *cannot* fulfill this proposed schedule due to prior commitments? Note that if you are chosen, these dates will be offered to others. Please describe:

FOOD/BEVERAGE VENDING CONCEPT AND MENU (<300 WORDS)

Describe the essence of your food brand, including at minimum the following items:

- What are the basics of your menu?
- What makes your menu unique?
- What is your average revenue per customer?

NOTE: Please attach a menu here or provide a direct link to the menu online, preferably including prices.

CUSTOMER EXPERIENCE

How do they find out about where you are and what is on the menu today?

What social media platforms do you utilize to promote your business?

Does the customer order through a dedicated order-taking-person on the ground, or are orders taken on the truck?

Is there a sandwich board menu or paper menus to pass out in the line?

Do you offer an option to order ahead of time online?

Do you take credit cards or cash only?

OPERATIONS PLAN

Is there a generator integrated into the truck or separate?

How far and where you will be driving in from to come to Kendall Square?

Where and when do you prepare the food (mostly offsite, partially on-truck) (day-of, day-before)?

Will you require setup space outside your truck (awning, table, drink station, etc.)?

Will your truck provide music during operating hours?

How does your truck track relevant data (per person visits, best selling item, busiest day/time, etc.)?

How many employees do you have on any given day for one food truck?

Do you vary the amount of food on the truck depending on anticipated demand and how do you determine that?

How do you typically operate in inclement weather?

Restaurant or kitchen facility where food for the truck / cart is prepared when not prepared on the truck:

Name:

Phone:

Address:

APPLICANT'S SIGNATURE & ACKNOWLEDGEMENTS

By signing below, you indicate that you have reviewed the requirements of the CRA 3rd & Binney Food Truck Program, that your mobile food service will meet the applicable requirements to the best of your knowledge, and that you acknowledge the statements below:

ACKNOWLEDGEMENTS

I acknowledge that the CRA reserves the right to modify my proposed dates in its schedule assignment to the vendors based on criteria described in this RFP, and that vendors may accept the CRA's modifications in whole or in part. If any dates are rejected by the vendor they will be made available to others. Once finalized, schedule assignments may not be changed or swapped without prior permission of the CRA. Qualifying vendors that are not accepted to the program based on space availability will be kept on a waiting list, and may be invited to participate if spaces become available throughout the season

Yes / No

I acknowledge that there will be up to two food trucks present on CRA property during any given day, operating adjacent to each other and that the CRA will not schedule two food trucks with the same food type on the same date

Yes / No

I acknowledge that vendors must provide all necessary water, energy and waste handling functions including customer waste without requiring the on-site use of public utilities or infrastructure

Yes / No

I acknowledge that I have no outstanding violations with City of Cambridge Licensing Board

Yes / No

I acknowledge that I have never been cited for illegal vending activities by Cambridge Police in last 5 years

Yes / No

I acknowledge that permission to operate in the CRA 3rd & Binney Food Truck Program shall be granted only after receiving all necessary permits and licenses. I acknowledge that my food vending concept has and/or will have the following necessary documents completed in compliance with City of Cambridge Inspectional Services Department and Licensing Commission Policies, and will keep original copies on the truck at all times while on CRA property. Vendors who have not completed these requirements in time for their first scheduled date will not be allowed to operate.

Yes / No

I acknowledge that acceptance into this program does not constitute permission to operate a mobile food service anywhere in Cambridge. Accepted vendors shall operate only at approved dates and times and at 3rd & Binney on CRA property only. This application is for the 2017 program and participation is not guaranteed for future years.

Yes / No

I acknowledge that the CRA reserves the right to revoke any permits at any time if the program requirements, municipal ordinances or other applicable regulations are violated, or if for any other reason it is in the best interest of the CRA to do so.

Yes / No

I acknowledge that I am able to pay the non-refundable fee that is required to secure approved day(s)/time?

Yes / No

Please mark what permits you have for 2017 as of the completion date of this form:

Permit/License	Received	Not Yet Received
Massachusetts State Hawker and Peddler License		
Annual Peddler/Vendor License (Cambridge License Commission)		
Mobile Food Permit (Cambridge Inspectional Services Dept.)		
Fire Safety Inspection (Cambridge Fire Dept.)		

NOTE: Please submit 2017 permits/licenses (JPG or PDF files if filed online) as an attachment.

Signature:

Date:

Fill out this application online at www.cambridgeredevelopment.org or submit a paper application by scanning and e-mailing to cperalta@cambridgeredevelopment.org or mailing to c/o Carlos Peralta, Cambridge Redevelopment Authority, 255 Main Street, 4th Floor, Cambridge, MA 02142. Applications will be accepted online or on paper until Wednesday February 22, at 11:59pm.

NON-COLLUSION STATEMENT

State of Massachusetts

County of _____, being first duly sworn deposes and says that:

1.0 He/she is (owner, partner, officer, representative, or agent) of _____, the Respondent that has submitted the attached Proposal;

2.0 He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

3.0 Such Proposal is genuine and is not a collusive or sham Proposal;

4.0 Neither the said Respondent nor any of the officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from submitting a proposal in connection with such Contract, or has in any manner, directly or indirectly sought by agreement of collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached Proposal or of any other Respondent, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Respondent or to secure through any collusion conspiracy, connivance or unlawful agreement any advantage against the Cambridge Redevelopment Authority, the City of Cambridge or any person interested in the proposed Contract; and

5.0 The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed (type name): _____

Title: _____

Date: _____

NONDISCRIMINATION STATEMENT

The Vendor agrees:

1. The Vendor shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.
2. The Vendor shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder, and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Vendor's obligations.
3. The Vendor shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The Vendor's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The Vendor shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Vendor's non-compliance with any provisions hereof, and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name):

Title:

Date:

CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I _____ (Name) whose principal place of business is located at _____ (Address), do hereby certify that:

- A. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.
- B. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.
- C. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):
 - 1. _____ employs fewer than fifty (50) full-time employees; or
 - 2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
 - 3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Signed under the penalties of perjury this _____ day of _____, 201__.

Federal Identification Number

Signed (type name): _____

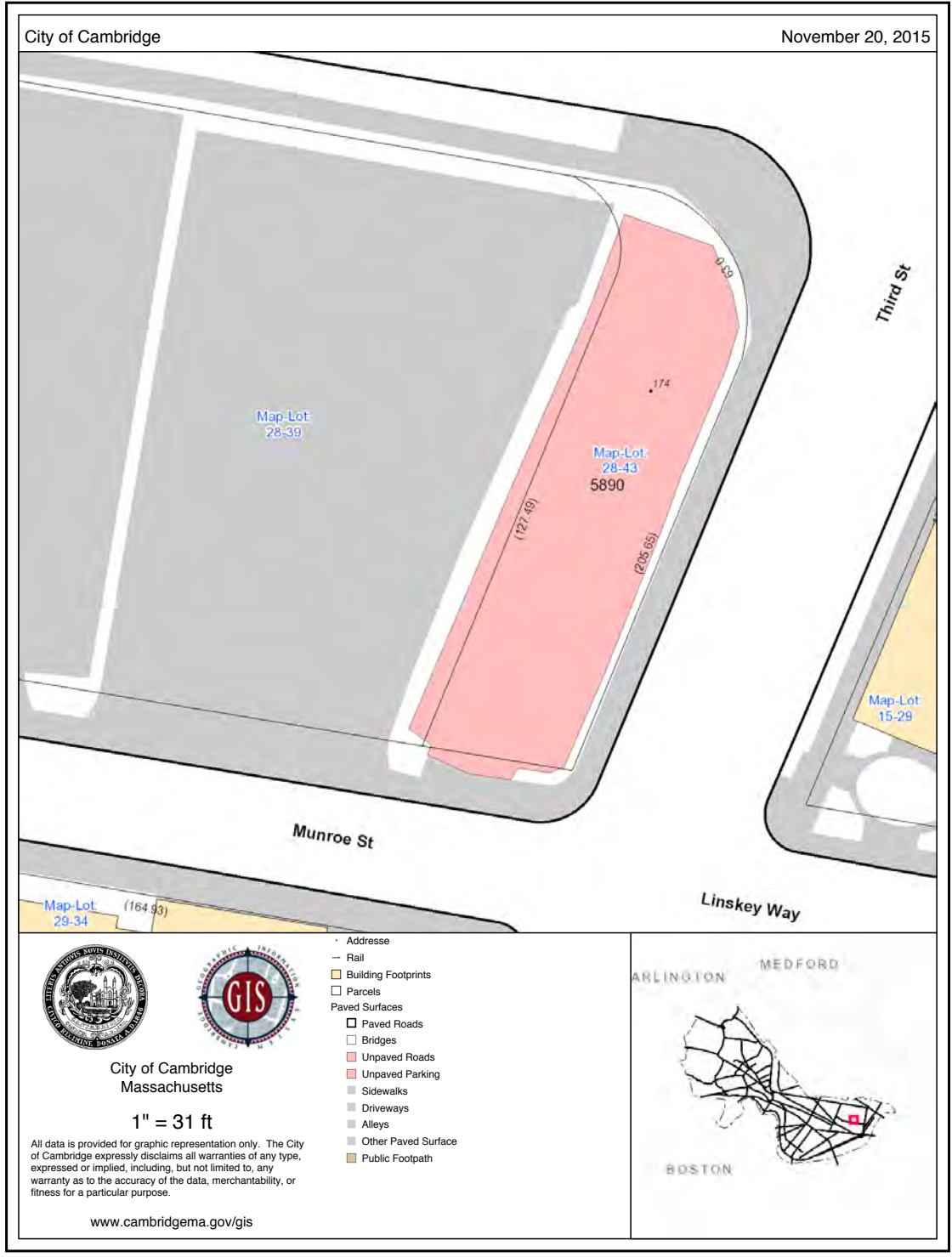
Title: _____

Date: _____



ATTACHMENTS:

Site Map, Photo





Public Civic Space at the corner of 3rd & Binney St