

## **MOBILE FOOD VENDING PROPOSAL FOR THE PORCH April – October 2020**

University City District is excited to work with mobile food vendors in the greater Philadelphia area to provide high-quality and unique food options that fit the highly mobile and urban environment of The Porch at 30<sup>th</sup> Street Station. Respondents will be selected to vend lunch (11:30am-2:30pm) on a specific day of the week and must commit to that day each week for the entire month. For example, if you are selected to vend Wednesdays in April, you will vend 4/1, 4/8, 4/15, 4/22, and 4/29.

**Respondents must return this proposal with all required documentation and attachments (outlined in the Appendix) by 5pm on Wednesday, February 19, 2020 in one of three ways:**

- This form can be completed and returned by email to [Margaret@universitycity.org](mailto:Margaret@universitycity.org)
- Form can be faxed Attn: Margaret Starke | 215-243-0557
- Alternatively, the form can be printed and returned to:  
Margaret Starke | Manager, Events and Programming  
University City District  
3940 Chestnut Street  
Philadelphia, PA 19104

### **1. About 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, The Porch 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. The busiest times are in nice weather, but vending occurs rain or shine (snow flurries, too). Trucks typically average 60-80 tickets for a three-hour service, but popular trucks can see numbers as high as 120. It is important to note that these are average sales, and UCD cannot guarantee a certain number of sales each day.

UCD invests in lunchtime programming at The Porch as a way to increase public engagement and use. Scheduled music, dance, and pop-up art performances drive additional visitors to The Porch, and we also dedicate marketing budget to highlight the food trucks and special events as a way to further promote the space.

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

**Please return to Margaret Starke at [Margaret@universitycity.org](mailto:Margaret@universitycity.org) or fax to 215-243-0557 (Attn: Margaret) no later than Wednesday, February 19, 2020.**

## 2. Mobile Food Vending Details

This RFP is for Vending at The Porch for lunch service one day a week, Monday through Friday, April through October 2020. Respondents will be selected to vend on a specific day of the week and must commit to that day each week for the entire month. For example, if you are selected to vend Wednesdays in April, you will vend 4/1, 4/8, 4/15, 4/22, and 4/29. Please note vending occurs based on the day of the month—if you are selected to vend Fridays in May, for example, and May 1<sup>st</sup> falls on a Friday, you will be expected to vend, even if the rest of the week fell in April.

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 you choose not to show up. If UCD cancels vending due to threatening weather or any other reason, we can credit or refund you for that day.

While we will secure your truck a spot on The Porch, it is important to note that **no** additional parking 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 arrow:



## 3. Vendors / Cost

### Vendors

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

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We will give preference for trucks who offer high-quality, affordable, interesting and sustainable food. The truck aesthetics are also critically important to us as we select vendors. Respondents with a demonstrated history of providing exceptional service will be prioritized. Failure to pay fees in a timely manner will impact your ability to vend with UCD in the future. **Please note that UCD will not consider your RFP until outstanding vending balances are paid.**

## The Cost

Lunch vendors will be asked to pay a \$60 daily fee. This fee will be collected in full on or before your first day of vending. An invoice will be sent to you prior to the vending month. **If fees are not received on time, a late fee of \$20 a week will be applied.**

**PLEASE NOTE:** If UCD cancels vending for any reason, you will be credited or refunded for that day. Vendors are encouraged to vend in all conditions. In most cases, you will NOT be refunded if YOU cancel vending for any reason (truck trouble, weather, etc.). Please remember that UCD cannot guarantee a certain number of sales per day or month, and that vending fees stand, regardless of sales. Exceptions may be made on a case by case basis as UCD sees fit.

## 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 reserves the right to delay selection of any respondent's proposal for vending if an outstanding balance of past dues is owed. 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.

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#### **D. Truck Upkeep**

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

- Trucks should not have any potentially hazardous leaks or emit any unusual or noxious gases
- 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. Failure to do so may result in a termination. 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, UCD, or The Porch at 30<sup>th</sup> Street Station

### **5. Instructions**

**Respondents must return this proposal with all required documentation and attachments (outlined in the attached Appendix) by 5pm on Wednesday, February 19, 2020 in one of three ways:**

- This form can be completed and returned by email to [margaret@universitycity.org](mailto:margaret@universitycity.org)
- This form can be faxed Attn: Margaret Starke | 215-243-0557
- This form can be printed and returned to:  
Margaret Starke | Manager, Events and Programming  
University City District  
3940 Chestnut Street  
Philadelphia, PA 19140

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

**Please return to Margaret Starke at [Margaret@universitycity.org](mailto:Margaret@universitycity.org) or fax to 215-243-0557 (Attn: Margaret) no later than Wednesday, February 19, 2020.**

## RESPONDENT INFORMATION

Truck Name	
Owner/Contact Name	
Phone	
Street Address	
City	
ZIP	
Email Address	
Twitter handle	
Facebook	
Website	
Instagram handle	

**Please rank your preferred day of week to vend (11:30am-2:30pm) in order of preference  
(1 being greatest, 5 being lowest)**

Month	Mon	Tues	Weds	Thurs	Fri	Unavailable
April						
May						
June						
July						
August						
September						
October						

We will make every attempt to try and accommodate your schedule choices, so the more options you provide the better.

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## **Qualifications**

Use the space below to highlight your Food Truck'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,
- Yes | I agree to pay University City District \$60/lunch vend
  - Yes | I agree to pay the invoice prior to my first vend day or be subject to late fees
  - Yes | I understand my vending fee stands, regardless of sales
  - Yes | I will promote my truck at The Porch on social media
  - Yes | I am member of the Philadelphia Mobile Food Association

**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: \_\_\_\_\_

PLEASE SEE THE ATTACHED APPENDIX FOR A COMPLETE LIST OF ADDITIONAL INFORMATION NEEDED WITH YOUR APPLICATION

Please return to Margaret Starke at [Margaret@universitycity.org](mailto:Margaret@universitycity.org) or fax to 215-243-0557 (Attn: Margaret) no later than Wednesday, February 19, 2020.

# **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 – 5 must be completed and documentation of each must be submitted with respondent's proposal via email attachment. Only responses with all documentation will be considered.**

### **1. 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:

- a. if a business is operated from a motor vehicle, the Vendor must obtain a Motor Vehicle License; or,
- b. 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:

<https://www.phila.gov/services/permits-violations-licenses/get-a-license/business-licenses-permits-and-approvals/food-businesses/get-a-food-establishment-retail-non-permanent-location-license/>

### **2. 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 Operation Eligibility (or an "OEC"), 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.

### **3. Mobile Vendor ID Number – Department of Health**

Vendor Identification number is on the blue sticker placed on your mobile vending unit by the Health Department during the last inspection. Please provide a photo of this sticker on your truck.

### **4. Food Truck/Cart Information**

- Food Truck menu with prices
- Photos of Food Truck from all sides

### **5. 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 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;

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\$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.**

***6. Agreement – University City District***

Completion of Sections 1-5 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. This agreement must be signed by both parties, prior to the first day of vending.

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