



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420
978.345.9602 | www.fitchburgredevelopment.com

REQUEST FOR PROPOSALS
For the Provision of Food Truck Vendor(s) at Putnam Place,
166 Boulder Drive, Fitchburg, MA
May 2022

Introduction:

The Fitchburg Redevelopment Authority (FRA) is soliciting submissions from individuals or business interested in locating and operating a commercial mobile food truck or trailer on and identified public space in downtown Fitchburg, MA. The successful party/parties ("Food Truck Vendors") will be responsible for concession operations in accordance with the terms and conditions set forth in this RFP and Food Truck License Agreement made subsequently between the FRA and the successful Food Truck Vendor(s) ("Agreement").

Goals:

The goal of permitting food vendor concession privileges at Putnam Place are to offer high quality value-based menu items to visitors; to create a casual, engaging dining experience, to attract new visitors to Putnam Place, and to complement the downtown work, evening, and weekend scene.

About the Location:

Putnam Place, located at 166 Boulder Drive is a former GE manufacturing site that today serves various entities including a National Science Foundation laboratory (NEON), a tech start-up (Fitchburg Fiber, LLC), the Northern Worcester County Registry of Deeds, River Styx Brewery, and Leonardo DRS, a military defense contractor and factory.

The property is located in the heart of downtown within walking distance to Main Street, the Fitchburg State University Theatre Block, City Hall, and the MBTA rail line to name a few. Just one street away from Main Street, the location is currently on a one-way arterial, but is soon to change to 2-way.

The location of the commercial mobile food truck/trailer will be centrally located within the property along Boulder Drive. Electricity will be made available for plug-in option. A parkette will also be installed for seating adjacent to the Food Truck Vendor. There will be no access to water. Public rest rooms are available within the building for Food Truck Vendor and staff.

Terms of the Service Contract:

The term of the Contract(s) with the successful Food Truck Vendor(s) shall begin on or about July 1, 2022, and shall conclude no later than November 1, 2022, unless terminated sooner by the FRA ("Term"). During the Term, the Food Truck's Vendor's right

to possession of the Food Truck Vendor Space could be Monday-Sunday, during normal business hours, evening hours, or both, unless limited by the FRA.

Once selected, a lease agreement will be drafted, and the Food Truck(s) will submit a payment of \$400.00 total for the season. A payment plan may be negotiated between the FRA and Food Truck(s).

The FRA reserves the right to terminate the agreement for any or no reason.

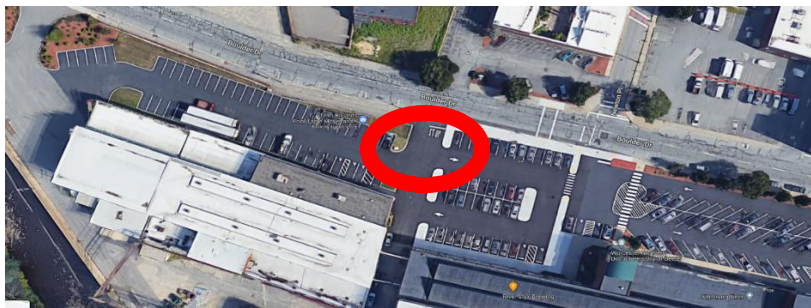
Security Deposit:

If selected, each Food Truck Vendor must provide the FRA a non-refundable security deposit in the amount of \$400.00 (“Security Deposit”) as a security for compliance with the terms and conditions of the Agreement. Upon the occurrence of any damage to the property caused by the Food Truck Vendor and/or its employees, agents, contractors, invitees, customers, clients, family members, or guests, the FRA may, at its sole discretion, without prejudice to any other remedy, use and apply the Security Deposit toward any damage, injury, expense, or liability incurred by the Food Truck Vendor.

Obligations:

The Food Truck shall only use the designated Food Truck Vendor Space, which shall be identified by the FRA proper to the first vending session. Food Truck Vendors agree to vacate the Food Truck Vendor Space, leaving it clean and in good continues at the end of each day.

- As per the FRA approval, no more than one (1) Food Truck Vendor are allowed at the specific site at a given time, and they must use the designated Food Truck Vendor Space location.
- No alcohol.
- Music must not compete with other tenants, including River Styx Brewery.
- Food Truck Vendors must keep the Food Truck Vendor Space and adjacent areas on the property clean and in orderly condition and must provide a 30-gallon trash can and a 30-gallon recycling container that Food Truck Vendors must remove with its contents and any other associated trash at the end of each day.
- Food trucks shall be located in a space with dimensions of 30 feet in length and 10 feet wide.



Insurance:

Food Truck Vendors, at their own cost, shall maintain public liability and property damage insurance with a single combined liability limit of \$1,000,000.00 and an aggregate limit of \$2,000,000.00 and an umbrella policy of not less than \$2,000,000.00 insuring against all liability of Food Truck Vendors and their authorized representatives arising out of and in connection with Food Truck Vendors use or occupancy of the Food Truck Vendor Space. The Food Truck Vendors shall notify the insurance carrier that food sales will occur on the Property. Food Truck Vendors shall designate Licensor, the Fitchburg Redevelopment Authority and their directors, employees, agents and volunteers as insureds on said policies. Food Truck Vendors shall provide the FRA with a Certificate of Insurance demonstrating the above required coverage prior to taking possession of the Food Truck Vendor Space.

Schedule:

Proposal Deadline: 12:00 noon on Friday, May 27, 2022

Mail proposal in a sealed envelope to:

Meagen Donoghue, Executive Director
Fitchburg Redevelopment Authority
166 Boulder Drive, Suite 104
Fitchburg, MA 01420

Criteria of Selection:

Parties should carefully review the requirements of this RFP. Any party who submits a conforming written proposal may be asked to make an oral presentation of their qualifications and experience and elaborate on their proposal. Food Truck Vendors will be selected based on the following criteria:

- The quality and thoroughness of the proposal response in relations listed below.
- Understanding of the FRA's mission and goals for the site and willingness to help the FRA advance its mission through various means, including but not limited to: communicating with the public, prominent recognition of our website, and providing a link of the Food Truck Vendor's website.
- Demonstrated expertise and experience in the industry, and ability to set up and open the desired food service in a reasonable time frame.
- Personnel qualifications and experience. The Food Truck Vendor and all of its employees should be legally authorized to work in the United States. Comparable information for sub-licensee, if relevant.
- Promotional plans for the concession.
- Compliance with required local Health Department permitting.
- Compliance with registered vehicle/trailer with the Registry of Motor Vehicles.
- Compliance with required insurance information.

- Responsiveness of proposed weekly schedule and hours of operation.
- Reference validation.

Selection Process:

1. The FRA's Board of Directors, and/or designee, shall review all proposals received.
2. The FRA may elect to conduct an interview of prospective Food Truck Vendors prior to final decision.
3. The FRA will have the final decision-making authority on the selection of approved Food Truck Vendors, including the option to reject all proposals.

Terms:

1. All proposals submitted shall become the property of the FRA and are subject to review under the Freedom of Information Act.
2. The FRA shall reserve the right to reject any and all proposals submitted.

Submission Checklist:

The following items are required in the submission:

- Letter of Transmittal:
Include detailed description of entity, names and roles of its principals, and key personnel.
- Promotional Materials:
Brochures, website pages, advertising, and/or other means of promoting.
- Menu:
Food and drink offerings (no alcohol).
- Schedule:
A schedule of hours and days of operation from July 1-November 1, 2022.
- Photos of the food truck/trailer:
Exterior-front, back, and sides; interior.
- Description:
Food Truck Vendor's plan to promote the FRA's mission & goals.
- Documentation:
Certifications, registrations, and sample insurance.
- Community Service:
Describe programs or activities that the Food Truck Vendor has initiated and/or participated in support of their local or regional community.
- References:
Provide 2-3 references with application.

FOOD TRUCK VENDOR APPLICATION

Please print or type and sign below with an original signature:

Company: _____

Name: _____

Title: _____

Federal Tax I.D. Number: _____

Business License Number: _____

Check one:

Corporation Partnership Soul Proprietor Association

Non-profit (attach a current IRS 501 © (3) cert. Other

If checked "Other," please describe.

Owner/Principal's Street Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Date: _____

Signature: _____