

Bloomfield Parks, Recreation & Cultural Affairs Department
Celebration of Public Events
Food Vendor Specifications

The Bloomfield Parks, Recreation & Cultural Affairs Department is currently seeking sealed proposals for food vendor services for our Independence Day Celebration and Summer Concert Series. All interested vendors should download documents vis our website – www.bloomfieldrecreation.org or pick up specifications at the Bloomfield Civic Center, 84 Broad Street, Bloomfield NJ 07003 Monday through Friday from 9:00am to 4:00pm. We request that each candidate read and review the specification packet in its entirety. If you wish to be considered for food vending services, please return the completed, sealed proposal to the Bloomfield Civic Center, 84 Broad Street by **10:00 AM, Wednesday, June 14, 2023**. Packets will be opened at that time. Qualified applicants will be awarded the contract based on the highest revenue return to the township. A minimum fee of \$375 is required for the Independence Day Celebration and \$30 for each of the Summer Concerts. In the case of a tie, the tie breaking factor will be the overall lowest average food cost on your supplied menu. All vendors are responsible for Health Department and Fire Department fees in addition to the recreation department food vendor fee. There will be a maximum of (4) food vendors at the Independence Day Celebration and (1) for each Summer Concert.

1) Township of Bloomfield's Independence Day Celebration & Fireworks Display

Tuesday, July 4, 2023

Foley Field, 1100 JFK Drive North, Bloomfield, NJ

Gates open to the public at 5:30PM.

Rain date will be Wednesday, July 5, 2023 same time and location.

Please note that this event can be cancelled due to poor weather or wet field conditions. If this event is canceled on Tuesday, July 4, 2023 the rain date of Wednesday, July 5, 2023 will be utilized. If the event is canceled or postponed, the vendors will be notified by the Director of Parks, Recreation & Cultural Affairs at least four hours prior to the event start time. If the event is cancelled on the original date, a rain date will be utilized. If the event is not made up, the rain date is cancelled or there is a scheduling conflict the Bloomfield Parks, Recreation & Cultural Affairs Department will refund the vendor fee in full through a township purchase order.

The Food Vendor Fee is **non-refundable** (unless the event is cancelled by the Bloomfield Parks, Recreation & Cultural Affairs Department) and **non-transferable**. If you are the successful bidder you must submit all the appropriate paperwork, permits and payment by 3:00PM on Friday, June 23, 2023. Payments are to be made payable to: The Bloomfield Parks, Recreation & Cultural Affairs Department, 84 Broad Street, Bloomfield, NJ 07003. Attn: Michael Scurman, Director of Recreation.

To submit a bid, please read and comply with the following rules and regulations below:

- 1) Electric or a water source will not be provided.

- 2) All vehicles and apparatus must be in good working condition prior to the coming on site.

- 3) Tent(s) must be weighted & tent covering used must meet the following specifications: standard four-corner nylon or vinyl weaves (i.e. E-Z Up or metal frame type). TARP STYLE TENT STRUCTURES WILL NOT BE PERMITTED.

- 4) Each Food Vendor must fill out the attached menu and price list and attach it with your sealed proposal. All Food Vendors are required to have prices clearly posted during the event. Prices may not be altered from your original sealed proposal prior to or during the event. In the event of a tie bid, the lowest average food bid price will be awarded the contract.

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- 5) A Comprehensive Liability Insurance Certificate shall be provided in the minimum amount of \$1,000,000 combined single limit bodily injury, property damage, product liability, and automobile insurance, protecting all parties from loss or damage because of liability that may be incurred by the Township of Bloomfield and/or The Bloomfield Recreation Department. The Township of Bloomfield, The Bloomfield Recreation Department, and its agents, employees and listed sponsors must be named as the certificate holder and “additional insured.”

- 6) The Township of Bloomfield **will waive** the Hawkers & Peddlers licensing fee (\$62.50) to all successful bidders that are participating in any of these specific special events. However all successful bidders are still required to obtain a Temporary Mobile Food Vendor’s License through the *Bloomfield Health Department*, 1 Municipal Plaza Room #111, prior to the event taking place. There will be a \$30 fee that will allow you the ability to participate in this event (if awarded) paid to the ***Bloomfield Health Department***. They will make arrangements with you to inspect your mobile unit before the start of the event. This \$30 fee is in addition to the awarded price, paid by the food vendor.

- 7) All successful bidders that are cooking with an open flame generated by propane or charcoal you must obtain a Type 1 Fire Permit through the *Bloomfield Fire Department*, 375 Franklin St, Bloomfield, NJ 07003, prior to the event taking place. There will be a \$54 fee that will allow you the ability to participate in this event (if awarded) paid to the ***Bloomfield Fire Department***. They will make arrangements with you to inspect your mobile unit before the start of the event. This \$54 fee is in addition to the awarded price, paid by the food vendor.

- 8) By order of the State of New Jersey, each Food Vendor conducting cooking/heating operations must submit an application and obtain a Type 1 permit from the Fire Marshal’s office pursuant to Uniform Fire Code requirements. You are responsible for acquiring this permit. The Township of Bloomfield will not allow you to participate without this permit. A copy of the permit or your receipt for this permit is due with your payment if you are awarded the contract.

- 9) Any destruction of Township, County, or Event owned property (fencing, plantings, wiring, etc.) will result in *immediate* expulsion from the event, and loss of payment for replacement of damaged property.

- 10) No alcohol will be served to the public or consumed privately on the event grounds.

- 11) It is understood that the area where the vendor has been assigned will be kept free of all trash, papers, etc. All trash and charcoal must be disposed of in a manner prescribed by the township. Recycling is the responsibility of the food vendor. Grease and oil must be poured into a strong sealable container, provided by vendor, and removed from the event site for later proper grease disposal by the Food Vendor. Please *no* early take downs.

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12) The vendor shall abide by all ordinances of the respective municipalities as may be applicable, and the laws of the State of New Jersey, and the United States. It shall be the obligation of the vendor to apply for, pay for and obtain all permits and licenses required by the various law enforcement agencies as enumerated above, to operate the concession and to sell the products approved herein. All vendors that do not comply with the rules and regulations may be expelled from the event and may lose their event payment.

13) The Food Vendor is a private contractor. Neither the Township of Bloomfield, The Bloomfield Parks, Recreation & Cultural Affairs Department, the listed event sponsors nor any of their employees, officers, or agents will be responsible for any injury, loss, or damage that may occur to the vendor or the vendors property, from any cause whatsoever, prior to, during, or subsequent to the period covering the event.

Please remember, failure to meet and follow any of the above guidelines and/or deadlines may result in the immediate rejection of your bid.

It is understood that the Food Vendor written below understands and agrees to the terms listed in this specification packet for The Bloomfield Parks, Recreation & Cultural Affairs Department's Independence Day Celebration and Summer Concert Series

Business Name:	
Contact name:	
Address:	
City/State/Zip:	
Business Phone:	
Cell Phone:	
Email:	
Signature:	Date:

Please return this completed specification, menu & necessary paperwork by **10:00AM, Wednesday, June 14, 2023** to the Bloomfield Civic Center, 84 Broad Street, Bloomfield, NJ 07003.

Township of Bloomfield's – Independence Day Celebration & Fireworks Spectacular

Tuesday, July 4, 2023

Foley Field, JFK Drive, Bloomfield, NJ

Gates open to the public at 5:30PM.

Rain date will be Wednesday, July 5th

Contracts may be awarded to the (4) four highest successful Food Vendor bidders.

Contracts may be awarded to the (2) two highest successful Ice Cream/Italian Ice/Snack bidders.

Minimum bid must be at least \$375.00

Proposed Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Beverage Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Equipment List		
	Item	Power Source
1		
2		
3		
4		
5		
6		
7		
8		

Total Bid Price: \$ _____

Print Name: _____

Signature: _____

Date: _____

Bloomfield Parks, Recreation & Cultural Affairs Department's Summer Concert Series

Tuesday, July 11, 2023 – Musical Act – TBD
Brookside Park, 90 Bay Avenue, Bloomfield, NJ
7:00PM start time.
Rain date - TBA

Contracts will be awarded to the highest successful Food Vendor bidders.

Minimum bid must be at least \$30.00

Proposed Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Beverage Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Equipment List		
	Item	Power Source
1		
2		
3		
4		
5		
6		
7		
8		

Total Bid Price: \$ _____

Print Name: _____

Signature: _____

Date: _____

Bloomfield Parks, Recreation & Cultural Affairs Department's Summer Concert Series

Tuesday, July 18, 2023 – Musical Act – TBD
Brookside Park, 90 Bay Avenue, Bloomfield, NJ

7:00PM start time.

Rain date - TBA

Contracts will be awarded to the highest successful Food Vendor bidders.

Minimum bid must be at least \$30.00

Proposed Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Beverage Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Equipment List		
	Item	Power Source
1		
2		
3		
4		
5		
6		
7		
8		

Total Bid Price: \$ _____

Print Name: _____

Signature: _____

Date: _____

Bloomfield Parks, Recreation & Cultural Affairs Department's Summer Concert Series

Tuesday, July 25, 2023 – Musical Act – TBD
Brookside Park, 90 Bay Avenue, Bloomfield, NJ
7:00PM start time.
Rain date - TBA

Contracts will be awarded to the highest successful Food Vendor bidders.

Minimum bid must be at least \$30.00

Proposed Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Beverage Menu		
	Item	Price
1		
2		
3		
4		
5		
6		
Equipment List		
	Item	Power Source
1		
2		
3		
4		
5		
6		
7		
8		

Total Bid Price: \$ _____

Print Name: _____

Signature: _____

Date: _____