

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 the 2018 Summer of Fun - Celebration of Public Events. All interested vendors should pick up specifications at the Bloomfield Civic Center, 84 Broad Street, Bloomfield NJ 07003. The Bloomfield Recreation Department requests 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, Monday, June 18, 2018. 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 4th of July Celebration and a minimum fee of \$30 is required for the Summer Concerts at Brookside Park. 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. The exact number of food vendors is listed on each individual bid sheet. While vendors can bid all dates, each event will be considered and awarded separately.

- 1) **Township of Bloomfield's 4th of July Celebration**
Wednesday, July 4th, 2018
Foley Field, JFK Drive, Bloomfield, NJ
Gates open to the public at 5:30PM.
Rain date will be Thursday, July 5th, same time and location.

- 2) **The Bloomfield Recreation Department's Summer Concert Series**
Tuesday, July 10th, 2018 – Musical Act – TBD
Brookside Park, 90 Bay Avenue, Bloomfield, NJ
7:00PM start time.
Rain date - TBA

- 3) **The Bloomfield Recreation Department's Summer Concert Series**
Tuesday, July 17th, 2018 – Musical Act – Benny & The Jets – Elton John Tribute
Brookside Park, 90 Bay Avenue, Bloomfield, NJ
7:00PM start time.

- 4) **The Bloomfield Recreation Department's Summer Concert Series**
Tuesday, July 24th, 2018 – Musical Act – TBD
Brookside Park, 90 Bay Avenue, Bloomfield, NJ
7:00PM start time

- 5) **The Bloomfield Recreation Department's Summer Concert Series**
Tuesday, July 31st, 2018 – Musical Act – Laser Light Show to the Music of Pink Floyd
Brookside Park, 90 Bay Avenue, Bloomfield, NJ
8:00PM start time

Please note that any of these events can be cancelled due to poor weather or wet field conditions. If any event is cancelled the vendor will be notified by the Director of Recreation 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 purchase order.

The Food Vendor Fee is **non-refundable** (unless the event is cancelled by the Bloomfield Recreation Department) and **non-transferable**. If you are the successful bidder you must submit all the appropriate paperwork, permits and payment by 3:00PM on Thursday, June 28th, 2018. 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.

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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.
- 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 any of these specific events (if awarded) paid to the Bloomfield Health Department. They will inspect your mobile unit the day of the event. This \$30 fee is in addition to the awarded price, paid by the food vendor.
- 7) 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.
- 8) 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.

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- 9) No alcohol will be served to the public or consumed privately on the event grounds.
- 10) 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.
- 11) 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.
- 12) 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 2018 Summer of Fun – Celebration of Public Events

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, Monday, June 18, 2018 to the Bloomfield Civic Center, 84 Broad Street, Bloomfield, NJ 07003.

Township of Bloomfield's 4th of July Celebration
 Wednesday, July 4th, 2018
 Foley Field, JFK Drive, Bloomfield, NJ
 Gates open to the public at 5:30PM.
 Rain date will be Thursday, July 5th, same time and location.

Contracts will be awarded to the (3) three highest successful Food Vendor bidders.

Contracts will 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: _____

The Bloomfield Recreation Department's Summer Concert Series

Tuesday, July 10th, 2018 – 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: _____

The Bloomfield Recreation Department's Summer Concert Series
 Tuesday, July 17th, 2018 – Musical Act – Bobby & The Jets – Elton John Tribute
 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: _____

The Bloomfield Recreation Department's Summer Concert Series

Tuesday, July 24th, 2018 – 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: _____

The Bloomfield Recreation Department's Summer Concert Series
 Tuesday, July 31st, 2018 – Laser Light Show Set to the Music of Pink Floyd
 Brookside Park, 90 Bay Avenue, Bloomfield, NJ
 8:00PM start time (note new 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: _____