**Borough of Roseland**

**140 Eagle Rock Avenue**

**Roseland, NJ 07068**

**973-226-8080**

May 9, 2019

2019 SUMMER CONCERT

FOOD TRUCK OR FOOD SERVICES

Request for Quote

The Borough of Roseland is requesting Food Truck or Food Services for the Borough’s 2019 Summer Concert Series located at 19 Harrison Avenue.

The Borough will limit the number of vendors to five (5) vendors. All vendors will be of substantially different type of food services.

Concert dates are July 17, 2019 and August 6, 2019. The Mobile Truck should be prepared to operate between 6:30 pm to 8:30 pm

The contracts are expected to be awarded on June 18, 2019

Quotes must be received by the Borough of Roseland prior to 3:00 pm on Friday, June 14, 2019. Return completed proposals to mchumacas@roselandnj.org -subject line Food Truck Services or mail to Borough of Roseland, Food Truck Quote, 140 Eagle Rock Avenue, Roseland, NJ 07068.

**SCOPE OF SERVICES**

Please send back an itemized price list of food and beverages to be served during the event

Vendor is responsible for obtaining and keeping all permits necessary to run a food service operation

Vendor must abide by the Borough of Roseland Board of Health Codes

Vendor trucks will be assigned an area to park the food truck

Vendor is not permitted to set up any signs on fairgrounds

No hoses can be run across the fair grounds as it is a tripping hazard

Generators, grills and other equipment shall not be permitted due to safety and noise concerns

Work is to be done during daylight hours, Monday through Friday except on Holidays

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The proposal must include a cover letter of interest, stating vendors intent to provide services on the dates of July 17, 2019 and August 6, 2019 during the time of 6:30 pm to 8:30 pm

Borough is not seeking payment from the vendor nor is the Borough responsible for payment to the vendor. The vendor will sell their goods during the concert times at the price list submitted to the borough for this proposal.

In the event that the Borough receives multiple quotes for similar foods the Borough will award the contract to the vendor who prices a most advantages to the residents.

**Miscellaneous**

1. The Roseland Borough Council reserves the right to reject any and all quotes for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the Borough Council’s sole judgment, best meets the requirements of the project.

 2. The RFQ creates no obligation on the part of the Borough to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Borough reserves the right to award a contract based upon quotes received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

 3. The Borough further reserves the right to make such investigation as it deems necessary to determine the ability of vendors to furnish the required services, and proposers shall furnish all such information for this purpose as the Borough may request.

 4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Borough Council should not, upon written request, disclose such materials.

 5. The vendor awarded said contract will be subject to the Borough of Roseland insurance requirements

6. The Vendor must have a current business registration certificate

INSURANCE REQUIREMENTS

The vendor will provide a Certificate of Insurance evidencing the following coverage

**AUTOMOBILE LIABILITY**

Minimum of $1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

**Worker’s Compensation & Employers Liability** (If the user is an Employer):

Worker’s Compensation as required by statute.

Employers Liability with limits of: $1,000,000 Each Accident

 $1,000,000 Disease – Policy Limit

 $1,000,000 - Each Employee

All sole proprietors, partners of a partnership, members of a limited liability company must elect worker’s compensation and employer’s coverage

**Commercial General Liability**

Occurrence Form - Insurance Services Offices – (ISO) Form CG0001 (Ed. 4/2013; 12/07; 12/04; 10/01)

Limits: $1,000,000 Each Occurrence

 $1,000,000 Personal & Advertising Injury Limit

 $2,000,000 General Aggregate

 $2,000,000 Products-Completed Operations Aggregate

 The following endorsements are to be attached and made a part of the Certificate of Insurance:

* Additional Insured – Designated Person or Organization (CG 20 26 04 13)

Borough of Roseland its elected officials, officers, directors and employees.