



2012 Summer in the City Food Vending

Opportunity: Vend at 16 outdoor summer events coordinated by Medford Parks and Recreation Department held on Wednesday (concerts) and Saturday (movies) evenings

Preferences: Vendors offering items at \$5 and under
Little to no power needs
Vendors offer picnic-friendly food items

Limit: City will contract with no more than five unique vendors to provide concessions items in the following categories:

Ice cream

Snacks Popcorn, candy, soda, churros, nachos, fried breads, novelties

Entrees: Bento, pizza by the slice, sandwiches/wraps, hot dogs, hamburgers, noodles

Requirements:

Insurance:

- (1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate-\$1,000,000; Products/Completed Operations Aggregate-\$1,000,000; Personal & Advertising Injury Aggregate-\$1,000,000; Each Occurrence-\$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be named an additional Insured.
- (2) Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired autos. The combined single limit for bodily injury and property damage shall be not less than \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be named an additional Insured.
- (3) Statutory workers compensation and employers liability insurance as required by State law.

Contract:

Vendor will enter a services contract with the City of Medford to vend at all 16 events

Vending Fee:

Vendor will pay a one-time vending permit fee of \$250 to vend at all 16 City events prior to the start of vending

Valid Business License and copies of current Food Handler's Card

Promotional assistance

Vendor to assist MPRD in promoting the summer concerts and movies



How to apply:

Send letter of proposal to Quinnan Picton at Quinnan.picton@cityofmedford.org. The letter should include the following:

- Cover letter listing contact information and prior concession experience
- Menu of proposed items to be offered with prices included
- Proof of adequate insurance coverages as stipulated above
- List of facility needs (water, power, space, access)
- Three professional references

Selection process:

- All proposals must be received no later than February 15, 2012
- Only complete proposals will be considered
- Proposals will be narrowed to a maximum of 20 vendors by MPRD staff
- Final selection will be made by committee in late February