

REQUEST FOR PROPOSALS
Town of Exeter
2025 Downtown Exeter Mobile Food Vending

The Town of Exeter requests written bid proposals for the opportunity to enter into a license agreement with the Town of Exeter for vending food from a mobile food vending vehicle in the downtown area of Exeter. The Town of Exeter has identified one (1) municipal parking location within the downtown from which it will permit vending food from a mobile vending food vehicle. Vendors submitting qualified bid proposals will be forwarded for Department review and approval, then submitted to the Select Board for final approval and acceptance. Upon Select Board approval and acceptance, Vendor has 10 days to return signed license agreement to the Town Manager's Office; failure to do so may result in the Town proceeding to the next highest qualified bid proposal.

Bid proposals begin at \$2,400.00 annually.

The Town of Exeter is equal opportunity/affirmative action. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

Award of Agreement is contingent on completion of Downtown Mobile Food Vending License Agreement Application, State of New Hampshire and Town of Exeter Health Regulations, Town of Exeter Ordinance 802, receipt of Certificate of Insurance and payment of accepted bid within 10 days of approval.

The Town of Exeter reserves the right to reject any or all bid proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

Please submit clearly marked, sealed proposals,
no later than Friday, November 8, 2024, to:

Town of Exeter – 2025 Mobile Food Vending RFP
Town Manager's Office
10 Front Street
Exeter, NH 03833
(603)773-6102

**Town of Exeter
Exeter, New Hampshire
2025 Downtown Mobile Food Vending**

Bid Specifications

Introduction

Pursuant to Ordinance 802.9 relative to Mobile Vending from municipal parking spaces:

- Mobile food vending from downtown parking space shall be permitted only from one (1) space approved by the Exeter Select Board;
- Mobile food vending from this space shall be permitted on a yearly basis from January 1st through December 31st per calendar year;
- The mobile food vending location shall be awarded to the highest qualified bidder;
- There shall be a minimum bid price for use of the mobile food vending space.

The vendor submitting the highest qualified bid for the downtown mobile food vending space will have the opportunity to enter into a license agreement to vend food from the downtown municipal parking space. The license will provide for vendor's exclusive use of the mobile food vending space for that period of the calendar year. The agreement will be in accordance with Exeter Ordinance 802. Vendors should review Ordinance 802 carefully.

This bid applies only to mobile vending vehicles (not carts or trailers) and one (1) designated downtown municipal parking space.

Vendor submittal requirement:

- Fully completed bid proposal application
- Dimensions (maximum width:8 feet; maximum length: 19 feet)
- Photos of mobile food vending vehicle
- Type of food/drink (alcohol is not permitted) vendor will sell
- Details regarding heating/cooking/electricity source(s) used by the mobile food vending vehicle (Propane is strictly prohibited from the downtown mobile food vending location)
- Days/hours vendor anticipates selling
- Copies of licenses/permits issued by the State of New Hampshire

Disqualification: Vendor will be disqualified if:

- Vendor has a history of non-compliance with local and/or state regulations, ordinances and/or laws;
- Vendor's proposed mobile food vending vehicle, proposed method of servicing customers, or proposed food/drink (alcohol is not permitted) for sale raise health or safety concerns that cannot be reconciled through the agreement terms. Vending must be able to occur in a manner which does not create risk or damage to customers, vehicular traffic, the vendor, general public, or Town property;
- Propane usage is prohibited in the Downtown Mobile Food Vending location.
- Selling and/or serving alcohol is prohibited in the Downtown Mobile Food Vending location.
- If Vendor has, within the last year, had a health inspection that yielded more than 2 critical item violations per inspection, or any repeat critical item violation(s), a total inspection score of less than 80, or if the Commissary names on the Commissary Agreement did not maintain an inspection score of 80 or greater;
- Vendor has a history of harassing, intimidating or threatening others;
- Bid proposal is on a form other than the Town of Exeter furnished form;
- Unauthorized additions, conditions or irregularities which may make the bid proposal incomplete, indefinite or ambiguous as to its meaning;
- More than one proposal is submitted for the same work from an individual, firm or corporation under the same or different name or there is evidence of collusion among bidders;
- Vendor fails to submit all required information; or
- Disqualification is in the best interest of the Town of Exeter.

By submitting a bid proposal, the Vendor authorizes the Town to undertake such investigation as may be necessary to verify the Vendor's qualifications (per RSA 31:102-b). The Vendor may be requested to execute a release in favor of third parties who have information relative to the Vendor's qualifications. Refusal to execute a release may result in disqualification.

Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed as follows: 2025 Downtown Exeter Mobile Food Vending RFP, Town Manager, Town of Exeter, 10 Front Street, Exeter, NH 03833. All proposals shall be filed prior to the time and at the place specified in the invitation for bid proposals. Proposals received after the deadline will not be opened or considered. Faxed or emailed proposals are not acceptable.

Bid Proposal Opening and Permit Approval

Bid proposals will be opened by the Select Board at their next scheduled meeting following the proposal due date. The Select Board will return the bids to the Town Managers Office for review and approval by the Exeter Health Department, Fire Department, Police Department, Public Works Highway Department, and Code Enforcement Officer. Upon approval by Town Departments, the Town Manager will forward the highest qualified bid to the Select Board through the Permits and Approvals portion of the Select Board meeting for the award of a Downtown Mobile Food Vending License Agreement.

Withdrawal of Bid Proposals

A proposal may be withdrawn prior to execution of license agreement.

Reservation of Rights

The Town of Exeter reserves the right to reject any or all bids to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**2025 Downtown Exeter Mobile Food Vending
Bid Proposal Application Form**

The undersigned submits the following bid proposal for consideration of the 2025 Downtown Exeter Mobile Food Vending License Agreement. Upon final approval and acceptance the Vendor submitting the highest qualified bid proposal will be offered the opportunity to enter into a license agreement with the Town. Vendor shall specify bid amount in both words and figures. If there is a discrepancy between prices written in words and those written in figures, the prices written in words shall govern. Corrections should be crossed out and initialed.

Minimum bid proposal is \$2,400.00.

Downtown Mobile Vending Space Bid in words: _____

Downtown Mobile Vending Space Bid in figures: _____

Company Name (if applicable): _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email Address: _____

By signing this bid proposal I understand and attest to the information provided, as well as the provision/attestation of the following requirements (initial next to each requirement):

- ___ Mobile Vending Food Vehicle is self-propelled (carts and trailers are not permitted)
- ___ The sale and/or service of alcohol is prohibited
- ___ Propane usage is prohibited
- ___ Mobile vending vehicles must be a maximum of 19 feet in length and 8 feet in width
- ___ Cover letter (including heating/cooking/electricity sources; food/drink to be sold; proposed days/hours of operation)
- ___ Materials attached (photos; promotional materials; copies of State licenses/permits)

Submitted by: _____
(please print)

Signature: _____