



## Outdoor Food Vendor Request for Proposals

The Town of Duck is seeking proposals for outdoor food vendors for the Duck Jazz Festival presented by PNC October 8-9, 2022. This is a one-time request, with no guarantees of selection, or that the program will continue in future years.

This event is an outdoor, free music festival being held on the Duck Town Green, 1200 Duck Road, Duck, North Carolina 27949. Festival attendees are permitted to bring their own food, coolers, blankets, and chairs.

### Conditions:

- Vendors must have a storefront which serves food and meets Dare County Health Department requirements within the Duck Commercial District. If there is not sufficient interest within the Duck business community, the RFP will be opened to businesses outside of Duck.
- Vendors will set up under the covered picnic shelter at the Duck Town Park the day of the event.
- Food items will be packaged and sold for take-away and enjoyment on the Duck Town Green.
- Vendor will agree to accept Town created meal vouchers issued to individuals to be reimbursed following the event (**SUNDAY VENDORS ONLY**)
- No dining seating will be available under the Vendor area, but a seating area will be provided.
- Town of Duck will provide tables and trash receptacles. Vendor is responsible for emptying these receptacles in the dumpsters located in the Town park.
- Vendor is responsible for any table linens.
- There are no on-site catering facilities available; shelter has limited power supply; and access to potable water is available.
- Vendors will be responsible for all on-site storage, refrigeration, service staff, and methods of customer payment. Wi-Fi may not be available.
- The Town supports environmentally friendly serving items and discourages the use of single use plastics where possible. Preference will be given to those applicants that demonstrate a more environmentally friendly approach.
- The sale of single use plastic bottles is prohibited. Boxes or canned water, sodas, juices, and tea are allowed. Glass bottle items are allowed, but not preferred due to the outdoor nature of the event.
- The sale of alcohol is prohibited.

- Selected vendors will purchase an event permit from the Town of Duck for \$25 with a \$200 refundable deposit, a \$75 temporary food establishment permit fee to Dare County Department of Public Health and retain any and all sales proceeds. One permit can be obtained to cover both days.
- Vendor will meet all Dare County Health Department Temporary Food Establishment Requirements, including a day of food and site inspection. Vendor will be required to get a Temporary Food Establishment Permit from DCHD. One permit may be used for both days.
- All Town Park and Facilities rules and ordinances will be adhered to by the Vendor.
- All Town Facilities are non-smoking.
- Vendor will sign a contract upon acceptance by the Town of Duck.

**Saturday Event:** Event hours are from 4:00-6:00 p.m. Vendor will be set up for inspection by the Health Department and ready to sell by 3:30 p.m. the day of the Event and remain in place until the event ends at approximately 6:30 p.m. The estimated event attendance, based upon prior years, is 500.

**Sunday Event:** Event hours are from 10:00 a.m. to 7:00 p.m. Vendor will be set up for inspection by the Health Department and ready to sell by 9:30 a.m. the day of the Event and remain in place until the event ends at approximately 7:00 p.m. The estimated event attendance, based upon prior years, is 7,000.

**To Submit a Proposal:** Those wishing to provide Food Vendor services shall submit a proposal via email, fax, mail (PO Box 8369), on in person to the Town of Duck office at 1200 Duck Rd. Please contact Betsy Trimble with questions or to submit via email at [btrimble@townofduck.com](mailto:btrimble@townofduck.com)

**Deadline for Town of Duck Businesses: Applications must be received by 1:00 p.m., September 1, 2022.**

**Proposals Shall Contain the Following Minimum Information:**

- The name of the business, address, and contact information including email and mobile telephone number of Vendor contact person.
- The business must have a Duck storefront located within the zoned commercial areas of the Town of Duck.
- The business must be equipped to provide off site catering.
- The business must be licensed and insured to provide off-site catering. (Please provide copy of license.)
- Information regarding the off-site catering experience of the proposer to include, but not limited to, years of experience, sample events, etc.
- A list of food and beverage items with proposed pricing to be sold at the event.
- The names and contact information of two (2) references.
- The signature of the proposer agreeing to abide by all Town of Duck regulations.

**Miscellaneous Requirements and Regulations:**

- All delivery vehicles used by Vendor shall be relocated to a designated parking spot or off site as established by the Town and shall not be left immediately adjacent to the selling area. All delivery vehicles must be credentialed two weeks prior to the event.
- The Vendor shall not use any amplification, nor shall verbally seek to attract customers.
- Any signage shall be approved by the Town of Duck and shall relate solely to the products being sold by the vendor at Duck Town Park.

- Vendor may not use the Town of Duck or any related logos in advertising, on merchandise, or for any commercial or personal use without the express written consent of the Town of Duck.
- Vendor may not use any photographs, publicity, or other promotional materials from the event to promote the Vendor's participation in the Event prior, during, or after; to promote the Vendor's business; or for personal use without express written consent of the Town of Duck.
- The Vendor may be required to obtain food service licenses as required by state and local law, including a Temporary Food Permit from Dare County Health Department.
- No other events, businesses, or organizations may be advertised or promoted.
- The Vendor shall always have available hand sanitizer for workers and customers and provide hand washing facilities for staff.
- All employees shall wear suitable attire demonstrating their affiliation with the food vendor, i.e. shirts with logo, jackets with logo etc. or name tag.
- Vendor's employees will not be under the influence of alcohol or consume alcohol during the course of the work day.
- Smoking is prohibited in all Town facilities and at the Town Park and Boardwalk.
- The Town of Duck reserves the right to do a background check of the owner and of all employees.

**Insurance Requirements:**

The selected Vendors may be required to supply the Town of Duck a certificate of insurance listing the Town of Duck as an additionally named insured - \$1 million minimum. Coverage shall be for not less than the following amounts:

**General Liability** including comprehensive form, premises/operations, underground explosion and collapse hazard, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

- \$1,000,000 Bodily Injury and Property Damage Each Occurrence
- \$2,000,000 Bodily Injury and Property Damage Aggregate
- \$2,000,000 Personal Injury Aggregate

**Workers' Compensation and Employer's Liability**

- \$500,000 each accident
- \$500,000 Disease - Policy limit
- \$500,000 Disease - Each employee

**THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS. THE AWARD OF FOOD VENDOR PERMITS SHALL BE MADE BY THE TOWN AND IS NOT OPEN TO APPEAL.**