



Questions & Answers

Greenway Food Vending RFP 2025

Question: Can you go into more detail about how the bidding process works?

Answer: In the RFP, you will be required to submit a bid for each of the locations you are interested in vending. The bid should include both a **flat shift fee** and a **percentage of your gross revenue**. This rate applies to the entire 2025 season. You are welcome to submit different bids for different locations. The combined fee is what you'll be charged for every shift, and the flat fee is mandatory whether or not you actually vend. This year, the minimum requirements are a flat fee of \$25 and a percentage share of 8%. Please note that we cap shift fees at \$200, so please avoid submitting a flat rate fee of \$200. While your bid is part of the application, it is not the sole factor in determining your acceptance. Multiple factors and criteria are taken into account during the evaluation.

Question: I have limited knowledge of The Greenway locations, can you provide average customer counts at each location so that I can better understand the traffic at each spot?

Answer: Throughout 2024, we have seen inconsistency in the schedule as some food trucks prioritize restaurants and catering over Greenway vending. We have seen that vendors who consistently show up to their shifts in the park see markedly higher counts than trucks that are less consistent. The average counts at each location for one shift (2-4 hours) from April through September of 2024 fall into the following ranges:

Dewey Square: 70-90

Trillium Garden: 30-50

High St/Rowes Wharf Plaza: 50-70

Milk Street: 20-30

State Street: 50-80 (includes both weekdays and weekends)

Carousel: 70-100 (includes both weekdays and weekends)

Question: Is the \$55 application fee the only fee we would incur to have our food trailer on The Greenway next year? If not, are there any other fees or application processes that need to be completed for the City of Boston?

Answer: The \$55 is the only fee associated with the Conservancy RFP application. If you apply and are accepted into the program, you will need to become permitted with the City of Boston if you aren't already. You can learn more about that process [here](#). In addition, we do charge fees for vending on The Greenway which vendors bid on through the RFP process. The minimum fee required per day is \$25 flat rate and 8% of your revenue. If accepted into the program, there is also a \$1000 security deposit.

Question: How does the City of Boston permitting process work and how much does it cost to become permitted in the City? Will The Greenway be assisting with City permitting or will the vendors be expected to do this on their own?

Answer: All vendors are responsible for acquiring their own City of Boston vending permits. If you're new to vending in the City of Boston, the total permitting cost can vary but may reach up to \$950. This includes fees for the Annual Fire and Health permits, Hawker and Peddler license, Business Certificate, and Annual Food Truck permit, depending on the specific permits you require. You can learn more about the process [here](#) and email foodtrucks@boston.gov with any questions. That being said, we are happy to answer any additional questions you have throughout the process and/or connect you to City departments directly as needed.

Question: I'm planning to start a business before April 2025. However, I do not yet have my permits in order. Do you automatically reject applications which do not yet have permits?

Answer: No, we do not reject businesses who are not yet permitted with the City of Boston. However, City of Boston permits will be required before you are able to vend on The Greenway.

Question: How do you handle absences if a food truck cannot make it to their spot on The Greenway?

Answer: While we realize that circumstances arise that prevent a food truck from being present for their vending days, we strive to offer consistency and reliability for the public. Missed days of vending due to inclement weather or situations such as mechanical problems, private events, or staffing issues will not be refunded the daily location fee, except in the event of a State or City-declared weather emergency. We ask all food trucks to notify us by email if they will not be present on The Greenway.

If absences accumulate to more than 50% of a vendor's scheduled vending days within a set month, we will charge a \$100 fee. Should extenuating circumstances arise that impact Greenway vending, please communicate with The Greenway team in a timely manner to

discuss operational and fee options. Absences totaling 3 months or more are grounds for immediate contract termination.

Question: What does the invoicing process look like? What forms of payment do you accept and how often do you invoice partners?

Answer: For the food vendors in our program, all invoices are sent electronically through email. The daily flat fees of each month is due on the 30th of that month, along with the revenue share for the previous month. As an example, on June 30, the invoice due would include the daily flat fees for all of June and the revenue share fees for May. Vendors are required to supply the Conservancy with the number of customers served and the gross revenue for each day by the 5th of every month in the provided Excel or Google Sheets format for invoicing purposes. Invoices are then sent on the 15th of the month, with payment due by the 30th. Payment can be made by check or, preferably, by online e-payment.

Question: Do you need to have a vehicle, trailer, or cart to be a part of the food vending program? Could I set up instead using a 10'x10' tent?

Answer: While the Conservancy especially encourages self-propelled and self-contained vehicles, such as trucks, trikes, and bikes due to their easy load-in/-out and setup, a 10'x10' tent can be used for vending on The Greenway. Please note that the aesthetics of food vending are critical in a park, particularly one as visible as The Greenway, and we do consider this when reviewing applications. Onsite parking for vehicles is not provided for vendors using trailers, tents, etc.

Question: I have an electric bicycle and/or cart for vending purposes. Is there a way to find a space to store or park it when it's not in use?

Answer: For regular vending on The Greenway, all vending equipment, including your food truck, cart and/or bicycle, must be removed from the park and stored offsite at the end of each shift. Vendors are also not allowed to remain parked on The Greenway beyond their scheduled vending hours. You are welcome to check with neighboring businesses to see if they have any storage options available.

Question: How can I be considered for special events and weekend vending, eg. the Greenway Artisan Market?

Answer: Only vendors who are part of our Food Vending Program may be considered for special events and weekend vending. These additional shifts will be offered on a monthly basis or as they become available.

Question: Is there a cap in terms of menu item prices?

Answer: There is no cap for menu item prices on The Greenway. That being said, The Greenway strives to be an equitable and inclusive space and thus values affordability so that our offerings appeal to all park visitors.

Question: Am I allowed to switch up the items available for sale on the menu or does the menu have to be set?

Answer: We do allow food vending partners to update their menus as often as they'd like as we try to offer a wide array of food options to the public. When applying to the RFP, please provide a sample menu, and if you plan to switch up the menu daily, seasonally, etc. please indicate this in Section 4: FOOD VENDING CONCEPT & MENU of the RFP.

Question: If I am not available to vend one day for a reason can I send a similar truck in my location that I own (if, of course, it's permitted by the City of Boston and has required insurance)? Or is it only me and my truck that can vend at that certain location?

Answer: If you own multiple vehicles **within the same food concept/business name**, you can change which vehicle vends in the park if necessary. Conversely, per the Greenway Food Vending RFP, **different** food concepts under the same ownership/management will be reviewed separately and should therefore be submitted to the RFP as separate proposals, each with its own \$55 fee. Food concepts/business names that are not accepted into our program cannot vend on The Greenway. If you have two separate food concepts that are both accepted into the Greenway Food Vending Program, we would be willing to discuss coverage of one food concept for another if necessary.

Question: If my vending season or availability doesn't align with the location-specific vending season, can I still apply?

Answer: We expect our partners to vend according to the location-specific vending season as outlined in the RFP. However, we have prorated fees in the past so that trucks can shorten their season in the park while maintaining the appropriate fee based on the set vending season. If you are interested in this option, please indicate so in Section 5: OPERATIONS PLAN.

Question: If we are not selected as a food vendor, could we be considered as a backup for vendors who are unavailable for certain weekends?

Answer: If you are not selected to be a part of the Food Vending Program in 2025, you cannot be considered as an alternative for vendors unavailable on certain weekends. We only fill such absences with partners in our program.

Question: Do you help with marketing the Food Vending Program and partners?

Answer: Yes, we market our Food Vending Program throughout the year across all of our social media platforms including [Facebook](#) and [Instagram](#). Additionally, we strive to repost food truck schedules and other content relating to vending in the park when partners tag us on Instagram (@rosekennedygreenway).

We also have a food truck [schedule](#) available on our website and we regularly feature our food trucks in our [social media campaigns](#) and our weekly e-newsletter.