Questions & Answers
Greenway Food Vending RFP 2022

**Question:** Is there a minimum number of days we need to schedule in order to become a part of The Greenway Food Vending Program?

**Answer:** You must have a minimum of one weekly shift in order to become a part of The Greenway Food Vending Program. In trying to offer a variety of cuisines to park patrons on a daily basis, we very rarely schedule a truck to vend 5 days a week at the same location.

**Question:** If I win a location, am I required to be there every single day or can I choose what days and time I would like to vend?

**Answer:** Each food truck should indicate which days and locations they would like to vend on The Greenway within Question 1: LOCATION PREFERENCES AND FINANCIAL PROPOSAL of the RFP. As an example, we might award a partner Tuesdays and Wednesdays at one location and Fridays at another based on their availability. If you accept the days you are awarded, we expect you to be available and vend on those days.

Typically, we require lunchtime trucks to vend from at least 11:00a-2:30p and breakfast trucks from at least 8:00a-10:00a. Should you specialize in niche offerings such as dessert or small bites, we are willing to discuss preferred vending hours depending on the locations you are awarded.

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

**Answer:** There is no official cap in terms of 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 switch up 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: Is there guidance on City of Boston permitting available to trucks?

Answer: Please review these steps in order to become permitted with the City of Boston as a food truck business. Should you have further questions, please email foodtrucks@boston.gov.

Question: I'm planning to start a business before April 2022. 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. We ask all food trucks to notify us by email if they will not be present on The Greenway.

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: My type of truck is considered a dessert truck. If I win a location will there be similar types of trucks at the same location?

Answer: We strive to offer a variety of cuisines in each location throughout the park. That being said, certain locations may have two “dessert” trucks, though each with unique offerings. For example, the Carousel could have two trucks with one selling ice cream and the other selling bubble tea.
**Question:** My vending season is mid-April to mid-September. Is there a location that has these as a minimum vending season? Or am I required to vend until late October?

**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:** Do you help with marketing the food vending program and partners?

**Answer:** Yes, we market our food truck program throughout the year across all of our social media platforms including Facebook, Instagram, and Twitter. We additionally strive to repost food truck schedules and other content relating to vending in the park when partners tag us on Twitter (@HelloGreenway) or Instagram (@rosekennedygreenway).

We also have a food truck schedule available on our website and routinely include our food trucks in blog posts and our weekly e-newsletter.

**Question:** How do you manage vending at special events and weekend vending, eg. the Greenway Artisan Market?

**Answer:** We fill Greenway special and weekend events with food vendors from our committed regular season to provide them with additional vending opportunities. If a truck is accepted into the Greenway Food Vending Program, we will offer them spots at special and weekend events on a monthly basis.

**Question:** What does the invoicing process look like? What forms of payment do you accept?

**Answer:** For the food vendors in our program, all invoices are sent electronically through email. Each month’s daily location fee is due on the 30th of the month along with the previous month’s revenue share. As an example, on June 30, the invoice due would include the daily location fees for all of June and the revenue share fees for May. Each vendor must 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. They will then be invoiced on the 15th of the month, with payment due by the 30th. Payment can be made by check or, preferably, by online e-payment.