

HRA

Hull Redevelopment Authority

Vendor Program Packet Summer 2019

Hull Redevelopment Authority

www.HRA02045.com

Summer 2019 on the HRA Property

If you are interested in leasing a vendor concession space on the HRA property for the 2019 summer season, please print this document and the following 5 documents that explain the process.

1. Press Release (1 page)
2. Concession use and license of HRA area (3 pages)
3. Exhibit A & B – Land use data sheets (2 pages)
4. APPLICATION (3 pages)
5. Exhibit C – Vendor selection criteria

Interested vendors should read all of the above materials and follow the directions.

Questions related to these documents or the use of these vendor spaces should be directed to HRA Sub-Committee, Dennis Zaia at DZ@FocusHR.com

Hull Redevelopment Authority

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Summer 2019 on the HRA Property

As the HRA continues to engage in due diligence in respect to reviewing the development proposals of the HRA property they are also preparing for the 2019 Summer Season. The HRA is establishing a “vendor village” with vendors at the southern end of the Phipps Street parking lot and a “vendor strip” with vendors at the Main lot adjacent to the DCR lot. Each vendor area (“village” and “strip”) will be separate from the parking areas of the parking lots and will allow visitors to Nantasket Beach to have all vendors in one contained area.

Businesses who are interested in a license to lease a 30' x 40' vendor space from May 1 to September 30, 2019 for \$1,000 must complete an application and obtain all necessary Town and State Permits. The application with all pertinent details will be available on the HRA website. www.HRA02045.com on February 7, 2019. Completed applications must be received by 2:00 PM on March 18, 2019.

Questions about vendor spaces should be directed to HRA Board Sub-Committee Dennis Zaia at DZ@FocusHR.com.

Hull Redevelopment Authority

Vendor . Concession License

Year 2019 Season

May 1 to September 30, 2019

I. Concessions Use and License of HRA Area.

- a. There is a fee of \$1,000 for any vendor payable to the Hull Redevelopment Authority by Cashier's Check. Vendor applicants who desire a Priority Placement may submit a separate Cashier's Check for any amount to receive Priority Placement. The applicant with the highest bid with this second check will have first option on a vendor placement as identified in Exhibit A & B. The applicant with the second highest bid with this second check will have second option on a vendor placement as identified in Exhibit A & B and so on and so forth. In all cases the Vendor Selection Criteria (Exhibit C) will be used to make determinations. If equal bids for Priority Placement are received the decision of the HRA will be final.
- b. All payments to the HRA must be submitted in the form of cashier's checks, included with the application and are refundable if the applicant declines the HRA placement. Refunds are only issued at the time of vendor placement.
- c. Applications and payment must be made in a sealed envelope clearly marked Vendor Concession Application to
Hull Redevelopment Authority
c/o Community Development office
253 Atlantic Ave.
Hull, MA 02045
by March 18, 2019, no later than 2:00 pm.
- d. The assigned vendor site must be kept clean and neat during the day and all trash must be removed at the end of each operating day.
- e. Any trash container must be secure from being blown by the wind and must NOT be available for use when the Vendor is not on site. Any trash at a vendor's site is the responsibility of the vendor even if they were not operating on a particular day.
- f. The vendor will be assigned a 40' x 30' space that is defined and separate from the general parking area (Exhibit A & B).
- g. Applicants must include a photo and the specific details and measurements of the equipment to be utilized on the application.

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Year 2019 Season

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- (i.e. Certified food truck; an open tent, a closed tent, a panel truck, a box truck, tables and umbrellas; etc).
- h. All spaces will be assigned based upon a decision of the HRA using the Vendor Selection Criteria (Exhibit C). Priority Placement applications will be reviewed first. The applicant with the highest bid with this second check will have first option on a vendor placement as identified in Exhibit A & B. The applicant with the second highest bid with this second check will have second option on a vendor placement as identified in Exhibit A & B and so on and so forth. If equal bids for Priority Placement are received, the Vendor Selection Criteria (Exhibit C) be used to make determinations. The decision of the HRA will be final.
 - i. Each Vendor must obtain the necessary state and local permits as required, prior to operating the concession. These would include: Peddler's License obtained from the State; Common Victual's License; Milk/Ice Cream Permit all available from the Hull Health Department and/or the Town Clerk's Office in Hull. The HRA will confirm the applicants' permission to begin operating on the site, once all permits are confirmed to be completed. No Vendor will be permitted to operate on the HRA property without all the required permits.
 - j. A copy of the insurance binder (general liability for \$1,000,000) must also be submitted. In the absence of the binder, a letter from the insurance carrier with contact information (for confirmation) will be accepted.
 - k. Only property detailed and described in the Application may be left on or at the property (secured and stable to withstand winds and weather). This includes but is not limited to trailers, trash barrels, maintenance equipment, etc.
 - l. The Vendor must be in good standing with Town of Hull and HRA in respect to all tax bills and compliance with other contracts or leases. If it is discovered that there are any outstanding tax bills or lapsed compliance, the vendor will be required to vacate the premises and lose their application fee and if submitted any Priority Placement bid.
 - m. A list of two (2) references from other venues/event/locations for which the applicant was a vendor must be included on the Application including

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Vendor . Concession License

Year 2019 Season

May 1 to September 30, 2019

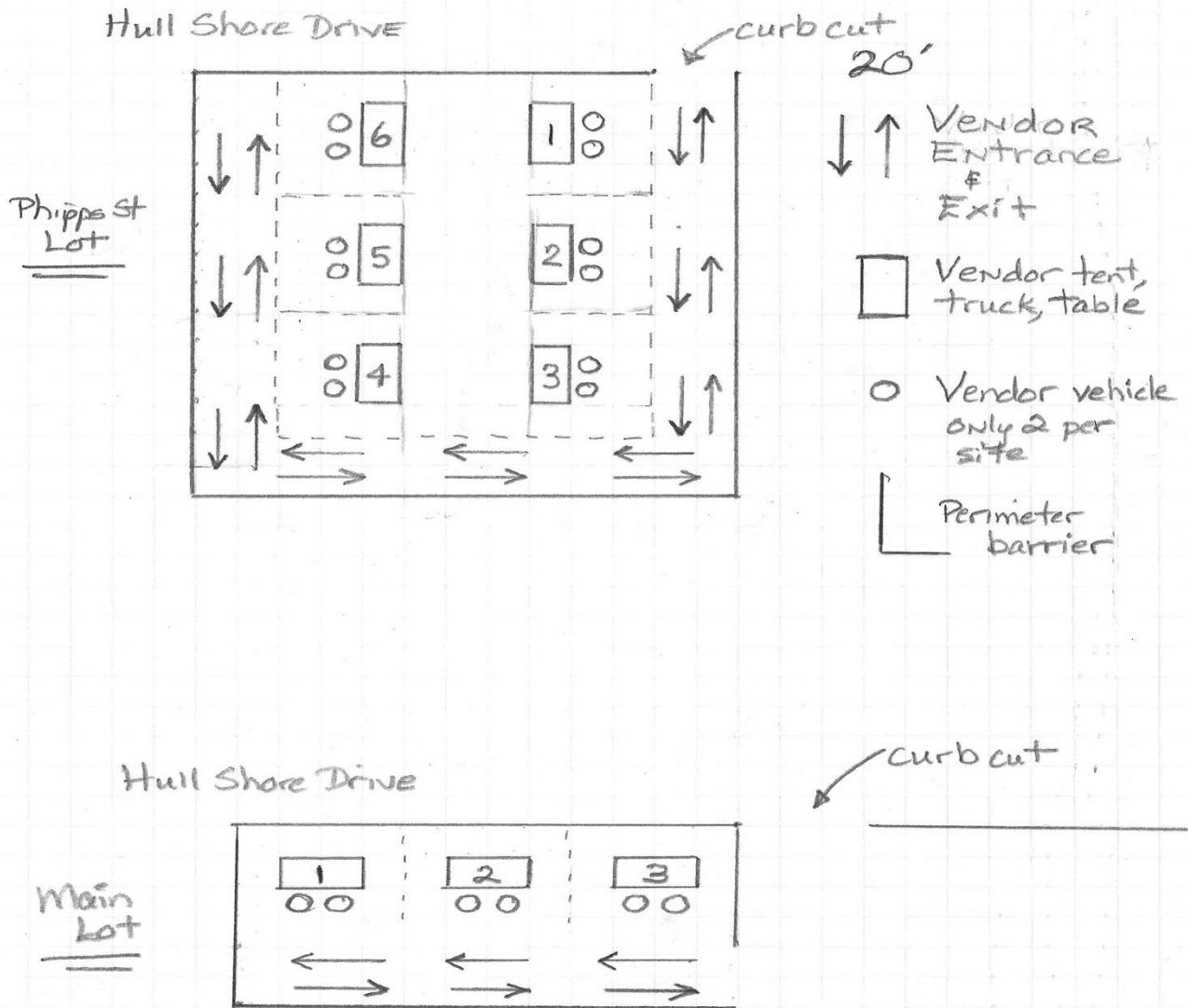
Name of person, name of venue/event/location, email address and mobile phone number.

- n. A list of emergency contacts (3) must be included on the Application including name, relationship, mobile phone, and email address.
- o. The approval of the HRA is for a license to use the assigned space. The Vendor shall hold the HRA harmless from and against all liabilities, claims, costs and expenses resulting from Vendor's, its agents', customers', and employees' use of the property or related in any way to Vendor's activities on the property.

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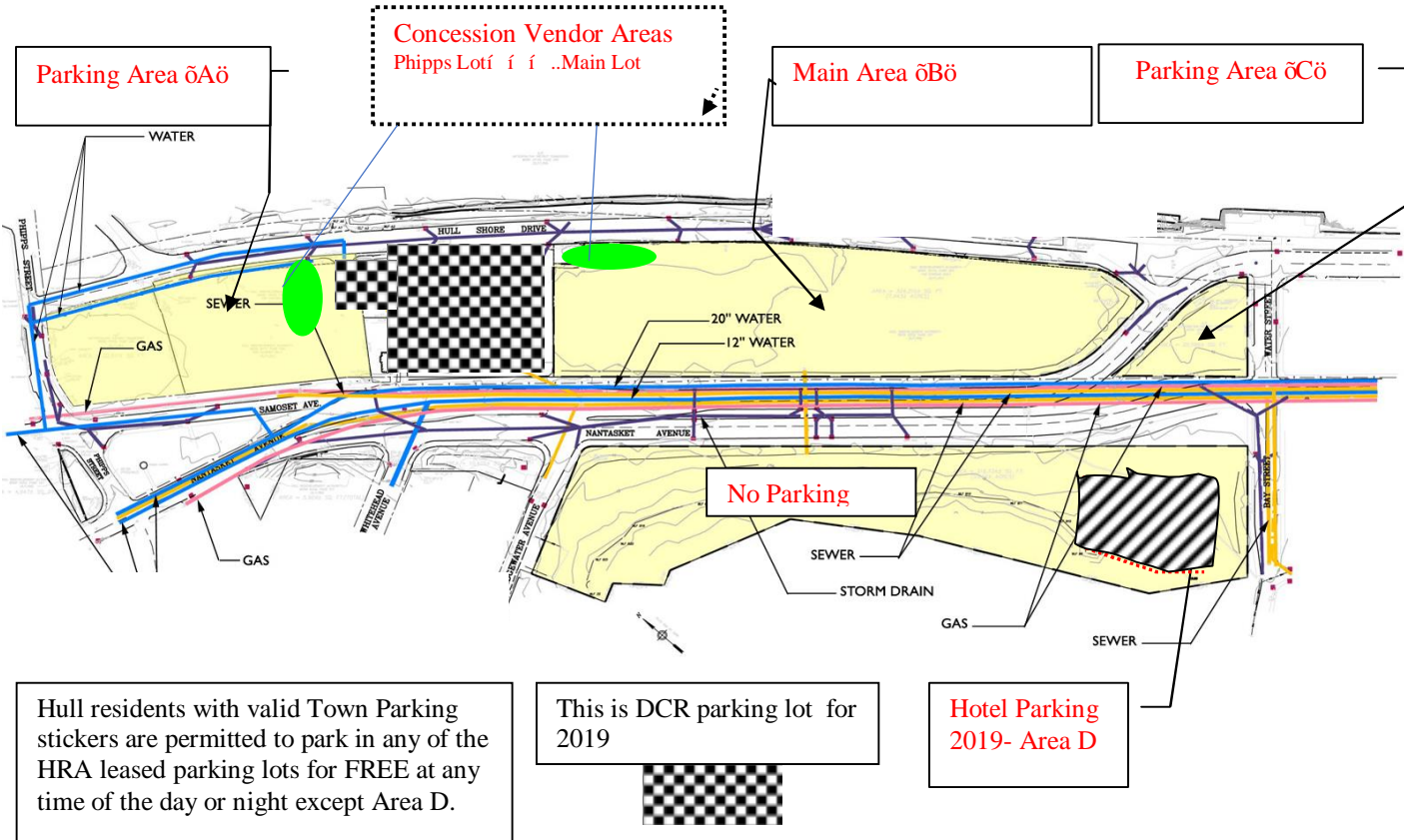
Land Use Data Sheet
Parking & Concessions
2019
Exhibit A & B

Concept Diagram: Vendor Locations at Phipps Street Lot and Main Parking Lot



Hull Redevelopment Authority

Land Use Data Sheet
Parking & Concessions
2019
Exhibit A & B



Hull Redevelopment Authority

Vendor – Concession License

Year 2019 Season

May 1 to September 30, 2019

APPLICATION (3 pages)

Proposals must be submitted in a sealed envelope clearly marked Vendor-Concession License APPLICATION for HRA by March 18, by 3:00PM c/o Community Development Office at Hull Town Hall, 253 Atlantic Avenue.

Applications will be reviewed by the HRA Sub-Committee for Licenses & Leases on March 18, 2019 at Hull Town Hall at 6:30 pm.

At this time applicants who have submitted Priority Placement bids will be identified and site placements determined.

Only COMPLETE Applications with all details addressed and with a cashier's check for \$1,000 will be considered for placement.

1	Name of Business that will be operating on the HRA property.	
2	Full Name of the Company that owns this business.	
3	Mailing address of the Company that owns this business. Street City Zip Code	
4	Description of the Company's business.	
5	What will be the PRIMARY Product or Service to be sold?	
6	What will be the SECONDARY Product or Service to be sold?	
7	What ADDITIONAL Products or Services will be sold?	
8	The Personal Mailing Address of the person running this Concession Street: City: State: Zip:	
9	The Personal Contact Information of the person running this Concession Name: Mobile Phone Number: Alternate Phone Number: Email address:	
10	Please list two (2) references of other venues/events/locations for which you have served as a vendor. Include all required details.	

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	<p>Reference #1 Name: Venue/Event/location: Email address: Mobile Phone Number:</p> <p>Reference #2 Name: Venue/Event/location: Email address: Mobile Phone Number:</p>	
11	<p>Attach a photograph of the equipment/vehicle/structure to be utilized to this application.</p> <p>Supply specific details of the measurements of the trucks, equipment, tents, tables, etc. that will be used on this site.</p>	
12	<p>List your FIRST Emergency Contact</p> <p>Name: Relationship: Mobile phone number: Email address:</p>	
13	<p>List your SECOND Emergency Contact</p> <p>Name: Relationship: Mobile phone number: Email address:</p>	
14	<p>List your THIRD Emergency Contact</p> <p>Name: Relationship: Mobile phone number: Email address:</p>	
15	<p>A copy of the Insurance binder or letter of commitment for \$1,000,000 liability is included with this application.</p> <p>YES NO</p>	
16	<p>Insurance Company Name:</p>	
17	<p>Insurance Company's Phone:</p>	

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Vendor – Concession License

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18	Insurance Company Contact Person:	
19	Email address for Contact Person:	
20	Have you done business with the Town of Hull or the HRA in the past? YES NO	
21	Do you or the business completing this application owe money to the Town of Hull or the HRA? YES NO	
22	A cashier's check for \$1,000 made payable to the HRA has been enclosed YES NO	
23	A cashier's check for \$_____ made payable to the HRA has been enclosed for Priority Placement YES NO	
24	I agree to ensure that all trash will be removed each day at the end of the day I operate on the HRA site. YES NO	
25	I agree to remove all equipment, vehicles, and vendor materials no later than October 1st, 2019. YES NO	
26	<i>Print your name:</i>	
27	<i>Signature:</i>	
28	<i>Your Title:</i>	
30	<i>Date:</i>	

NOTE: Only Applications that are complete and accompanied by a cashier's check for \$1,000 will be considered for a Vendor-Concession License space for the 2019 season.

Hull Redevelopment Authority

Vendor Selection Criteria

2019

Exhibit C

Each Vendor requesting to lease a Vendor Location on the HRA property for the 2019 Summer Season from May 1st to September 30 will be evaluated for selection on the following criteria. The HRA has the right to reject any and all proposals.

The HRA will select vendors that, in our opinion, based upon the following Criteria, create the greatest variety and interest for the customers who visit Nantasket Beach at the HRA property and who have a history of delivering quality products/services.

	Description of Criteria	Yes	No
1	The application has been completed fully and signed, no items missing or unanswered.		
2	A photo of the equipment/vehicle/structure to be utilized is included.		
3	The PRIMARY product/service to be sold is identified.		
4	The SECONDARY product/service to be sold is identified.		
5	Additional products/services to be sold are identified.		
6	Projected hours to be open are identified on the chart on the application.		
7	Insurance Binder or Letter of Confirmation of Coverage is included.		
8	History of prior leasing from the HRA is included.		
9	References from 2 other venues/events/locations for which the applicant was a vendor have been included (including names, phone numbers and email addresses).		
10	A cashier check in the amount of \$1,000 has been included.		
11	Agreement that all trash will be removed each day at the end of the day.		
12	Agreement that all equipment, vehicles, and vendor materials will be removed from the vendor space no later than October 1 st , 2019.		
13	All State and Town of Hull Permits have been secured.		
14	If a priority placement is desired an additional cashier's check has been included, for any amount the vendor wishes to bid for a priority placement. The highest priority bid will have first choice in vendor placement selection if the vendor complies with the above criteria and is selected by the HRA.	Yes	NA