



Camden Special Services District  
200 Federal Street, Suite 146  
Camden, NJ 08103

April 13<sup>th</sup>, 2023

## **Request for Proposals Vendors - 2023**

Submissions due: 1:00PM, Tuesday May 9<sup>th</sup>, 2023

Prepared by: Nathaniel Echeverria  
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# **REQUEST FOR PROPOSALS**

Vendors – 2023

## **I. NOTICE OF INVITATION TO RESPOND**

Notice is hereby given that Camden Special Services District (CSSD) issued this Request for Proposals (RFP) for Vendors for the upcoming 2023 placemaking season.

Beginning April 13<sup>th</sup>, 2023, the RFP was electronically distributed and posted to the organizational website at [www.camdenssd.com](http://www.camdenssd.com).

CSSD will only accept electronic submission. The submittal date for proposals is 1:00 PM on Tuesday, May 9<sup>th</sup>, 2023.

Any questions regarding the RFP should be submitted via email to Nate Echeverria, [necheverria@camdenssd.com](mailto:necheverria@camdenssd.com). Emailed questions should include “RFP Inquiry – CSSD 2023 Food Vendors” in the subject line.

## **II. ORGANIZATIONAL BACKGROUND & OVERVIEW**

### *Camden Special Services District (CSSD)*

The City of Camden is amid a momentous transformation and the CSSD, a 501(c)(3) nonprofit, is part of the movement, working tirelessly to present the city’s best face to its business community, residents, students, and visitors. CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business. Contributions, grants, and fee-for-service contracts support general CSSD activities and contracted work on private properties.

### *Camden Business Improvement District (CBID)*

CSSD serves as the District Management Corporation for the Camden Business Improvement District (CBID). Services provided include cleaning, landscape enhancements, holiday lighting, placemaking, events, economic development, and marketing to support the Downtown Camden business community. The CBID is funded through a special assessment on certain District commercial properties.

### *Overview*

The Camden Special Services District (CSSD) seeks qualifications for vendors. The purpose of this RFP is to identify qualified and talented vendors who are available to the CSSD for various events, activities, and projects. Vendors should support and highlight the positive effect the CSSD has on the City of Camden and the CBID. All events and projects performed by the contractor/vendor will take place within the CBID and the City of Camden.

This RFP seeks to pre-qualify vendors for a 12-month period on or around May 17<sup>th</sup>, 2023 to May 16<sup>th</sup>, 2024. Projects, vending opportunities and events will be on an as-needed basis throughout the stated period.

### III. GOALS AND OBJECTIVES

CSSD is seeking proposals from prospective restaurateurs, restaurant groups, breweries, retailers, small business owners, artisan food vendors or individuals to provide, license and operate high-quality food trucks, food carts, pop-up storefronts, pop-up tents with displays, and related concessions within CSSD operated areas and events (pending availability) for the 2023 season.

RFP submissions should reflect how the vendor will:

- Provide a concept with a distinctive experience that will cater to local residents and visitors.
- Draw new and diverse audiences and create unique food and retail offerings.
- Foster collaboration with artists and local vendors.
- Participate in, and take advantage of, CSSD events and programming.
- Collaborate with CSSD, partners and program staff to create and support compelling, artistically and culturally diverse events and experiences that improve the Downtown.

#### *Minimum Requirements*

- Applicants must apply for, secure, and adhere to all permits, procedures and regulations (food protection, health and safety, alcohol regulations, etc). Applicants must also apply for and adhere to all relevant (City, County, State, Federal) licenses, permits & inspections as required prior to commencing vending opportunities. CSSD will assist vendor when applicable regarding specific licenses and permits where required.
- Applicants should be self-sufficient. CSSD will not provide cooking equipment. In most cases, CSSD will not provide power and access to water, except for occasional pop-up brick and mortar opportunities. Utility payments and related logistics will be determined for each future vending opportunity and specified in future agreements.
- Companies or individuals selling food or alcohol must have a solid background in the food service business to oversee operations, including health department and other food/beverage related agency interface.
- Applicant must agree to remain open and staffed during the stated hours of operation specified in the Minimum Performance Requirements associated with each vending opportunity, which will be part of future vending agreements. Any changes to the stated hours of operation or related performance requirements included in future agreements, must be done through mutual consent of both parties.
- Agree to the Minimum Performance Requirements stated for each vending location/opportunity (to be completed in future discussions/agreements).
- Applicants must agree to and meet the coverage limits set in "Exhibit B – Insurance Schedule and Indemnification".

#### **IV. SUBMITTAL REQUIREMENTS**

When submitting the proposal please include the following information:

*Concept:*

1. Menu: Include a copy of the proposed product/menu offerings and pricing.
2. Marketing: Describe a brief marketing plan that highlights how you will maximize patronage and measure results.
3. Include one example in which you collaborated with another local artisan, event or non-profit.

*Proposer Background:*

1. The number of years in business
2. Experience in seasonal/event operations
3. Gross annual sales at your current operations
4. Photographs or graphics of other managed/operated/owned locations that demonstrate the uniformity and quality of operations, including staff uniforms, equipment, signage, etc.
5. List 3 references
6. Profile and Company history. Preference given to businesses with an existing connection to Camden, NJ. Include links to social media or website if applicable.
7. Minority Women Enterprise / Minority Business Enterprise (if applicable)
8. Confirm that you are not currently indebted for or on account of any taxes, liens, judgments, fees or other debts for which no written agreement of payment plan satisfactory to City has been established. Tax clearance documentation will be required upon request.
9. If selected to move forward for specific opportunities, contractor must provide copies of all relevant permits, inspections, and licenses; W-9; CSSD Conflict of Interest Form; NJ Business Registration Certificate; Ownership Disclosure; Indemnification Agreement; appropriate insurance naming CSSD as additional insured; and any additional documents as requested by the CSSD and partners to ensure compliance with internal policies and external regulations.

*Submission Format*

1. Proposals should be submitted in digital (pdf) format.
2. Utilize the application form attached to assist with your submission.
3. Submit proposals via email to Nate Echeverria, [necheverria@camdenssd.com](mailto:necheverria@camdenssd.com)
4. Email Subject Line shall bear the following title: "CSSD Concession Vendor 2023 - 'Vendor Name' "
5. Proposals should be submitted as described above by 1:00PM on Thursday, April 13th, 2023

## **V. ADMINISTRATION**

### *Tentative Selection Schedule*

Thursday, April 13 <sup>th</sup> , 2023	Request for Proposals Released
Tuesday, May 9 <sup>th</sup> , 2023	Responses Due by 1:00PM
Wednesday, May 17 <sup>th</sup> , 2023	Initial Vendor List Announced and Confirmed

### *Contact for Additional Questions*

All questions regarding this RFP should be addressed via email to:

Nate Echeverria, Executive Director  
Email: [necheverria@camdenssd.com](mailto:necheverria@camdenssd.com)

Subject Line: "RFP Inquiry – CSSD 2023 Vendors"

## **VI. MISCELLANEOUS**

- A.** Any future contract will be between CSSD and selected vendor. No sub-contracting is allowed without the express written consent of the CSSD and all project partners. Nothing contained herein shall create a contractual relationship between any vendor, subconsultant and the CSSD.
- B.** Any item that, in the opinion of the contractor, may have been inadvertently omitted and would be necessary for successful completion of the project should be included in the proposal and documented.
- C.** If applicable, payment of all subconsultants shall be the sole responsibility of the consultant. Nothing contained herein shall create a contractual relationship between any vendor, subconsultant and the CSSD.
- D.** Each proposal submitted pursuant to this Request for Proposal shall be prepared at the sole cost and expense of the Respondent.
- E.** Specific Minimum Performance Requirements, including hours of operation, staffing levels, minimum vending days, permit type required, etc. will be agreed to in future agreements specific to the vending opportunity offered. A list of desired vendor types and future potential vending opportunities are summarized in "Exhibit A - Sample Vendor Types and Vending Opportunities."

## EXHIBIT A – SAMPLE VENDOR TYPES AND VENDING OPPORTUNITIES

See below for a sample of desired Vendor Types and Potential Future Vending Opportunities. This list, descriptions, and photos are for informational purposes only. CSSD reserves the right to modify and change any future programming.

### Food Truck

Generally a vehicle with full-service kitchen and that does not require another vehicle to transport. See below for examples.



### *Potential Locations*

- 3<sup>rd</sup> and Market Street Square – 2-4 Days Per Week
- Roosevelt Plaza Park and Other City Approved Locations
- Events in Downtown Camden and Camden Waterfront
- Market Street in Downtown Camden – 2-4 Days Per Week
- Movie Nights at Downtown Neighborhood Parks

### Food Cart

Generally utilizes a small cart that doesn't have a full-service kitchen. Food carts typically do not transport themselves and require another vehicle to bring them to the sites. See below for examples.



### *Potential Locations*

- 3<sup>rd</sup> and Market Street Square – 2-4 Days Per Week
- Events in Downtown Camden and Camden Waterfront
- Market Street in Downtown Camden – 2-4 Days Per Week
- Movie Nights at Downtown Neighborhood Parks

### Pop-up Tent with Retail Goods and/or Food Service

Retail goods and food sold under a pop-up tent and/or similar arrangement. If food is offered, generally cooked off-site in commercial kitchen facility, and brought to the vending opportunity to be served under pop-up tents and/or similar arrangements. See below for examples.



### *Potential Locations*

- Events in Downtown Camden and Camden Waterfront
- Market Street in Downtown Camden
- Movie Nights at Downtown Neighborhood Parks
- Roosevelt Plaza Park

### Brick and Mortar Pop-up Space

These opportunities involve opening in a temporary or “pop-up” storefront for a predetermined amount of time. Items sold could include soft goods, services, entertainment, food and/or alcohol, provided all necessary permits and approvals are obtained. If alcohol is served, it will be inside or in controlled and designated outdoor areas, per relevant requirements and regulations. See below for examples.



### *Potential Locations*

- Events in Downtown Camden and Camden Waterfront
- Vacant storefronts along major commercial corridors in Downtown Camden



## EXHIBIT B - INSURANCE SCHEDULE AND INDEMNIFICATION



### Contractor's Insurance Requirements

Before commencing operations, and as a condition precedent to any participation in CSSD sponsored projects, the Contractor shall purchase and maintain insurance in conformance with the provisions contained in this document. This insurance will provide a defense and indemnify the CSSD with respect to liability for bodily injury, property damage and personal and advertising injury. Proof of this insurance shall be provided to the CSSD before the work commences, as set forth below.

To the extent that the Contractor subcontracts with any other entity or individual to perform all or part of the Contractor's work, the Contractor shall require the Subcontractors to furnish evidence of equivalent insurance coverage, in all respects, terms and conditions as set forth herein, prior to the commencement of work by the Subcontractor. In no event shall the failure to provide this proof, prior to the commencement of the work, be deemed a waiver by the Contractor of Subcontractor's insurance obligations set forth herein.

In the event that the insurance company(ies) issuing the policy(ies) required by this exhibit deny coverage to the Contractor or any Subcontractor, the Contractor will, upon demand by the CSSD, defend and indemnify the CSSD at the Contractor's expense.

This insurance is on a Primary and Non-Contributory basis.

A Waiver of Subrogation will apply where required by contract and allowed by law.

### Minimum Limits of Liability

The Contractor must maintain the required insurance with a carrier rated "A" or better by A. M. Best. The Contractor shall maintain at least the limits of liability as set forth below:

#### **Commercial General Liability Insurance**

\$2,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)

\$2,000,000 General Aggregate

\$2,000,000 Ongoing & /Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit



**Workers' Compensation and Employers' Liability Insurance**

\$1,000,000 Each Accident

\$1,000,000 Each Employee for Injury by Disease

\$1,000,000 Aggregate for Injury by Disease

**Excess or Umbrella Liability (to overlay Employer's Liability, Automobile Liability and Commercial Liability coverages)**

\$1,000,000 Occurrence/Aggregate

**General Note: "Y" Box to be checked for General Liability, Auto and Umbrella for the additional insured, and waiver**

**Additional Insured Status and Certificate of Insurance**

The Camden Special Services District (CSSD), the City of Camden, and the New Jersey Department of Environmental Protection, along with their respective officers, agents and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations on the Contractor's and any Subcontractor's Commercial General Liability Policy, which must be primary and noncontributory with respect to the additional insureds. This insurance shall remain in effect as set forth below, in the "Continuation of Coverage" provision.

It is expressly understood by the parties to this Contract that it is the intent of the parties that any insurance obtained by the Contractor is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by any Subcontractor, or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law.

To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability and Workers Compensation policies in favor of Camden Special Services District (CSSD), and this clause shall apply to the CSSD's officers, agents and employees, with respect to all projects during the policy term.

Prior to commencement of work, Contractor shall submit a Certificate of Insurance in favor of Camden Special Services District (CSSD), City of Camden, the New Jersey Department of Environmental Protection, and an Additional Insured Endorsement (in a form acceptable to the CSSD as required hereunder). The Certificate shall provide for thirty (30) days' notice to CSSD for cancellation or any change in coverage. Copies of insurance policies shall promptly be made available to the CSSD upon request.

**No Limitation on Liability**

With regard to any and all claims against the additional insured by any employee of the Contractor, anyone directly or indirectly employed by the Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

**Cancellation, Renewal and Modification**

The Contractor shall maintain in effect all insurance coverages required under this Agreement at the Contractor's sole expense and with insurance companies acceptable to the Contractor until final completion and acceptance of the entirety of the Work; or longer if so provided in the Agreement such as with respect to completed operations coverage. Certificates of insurance showing required coverage to be in force must be delivered to the CSSD prior to commencement of the Work. In the event the Contractor fails to obtain or maintain any insurance coverage required under this Agreement, this shall be considered a material breach of the contract, entitling the CSSD, at its sole discretion, to purchase such equivalent coverage as desired for the CSSD's benefit and charge the expense to the Contractor, or, in the alternative, exercise all remedies otherwise provided in the contract, or as permitted by law or equity.

**Continuation of Coverage**

The Contractor shall continue to carry Completed Operations Liability Insurance for at least three (3) years after either ninety (90) days following Substantial Completion of the Work or final payment to the Contractor, whichever is later. The Contractor shall furnish the CSSD evidence of such insurance at final payment and in each successive year during which the insurance coverage must remain in effect.

**Acknowledgement of Referral of this Provision to the Subcontractor's Insurance Broker or Agent**

The Contractor represents that it has provided a copy of the "Insurance Provisions" to his insurance agent and/or broker, and that the Contractor has instructed the agent/broker to provide insurance in full compliance with the terms and conditions herein.

**The Contractor hereby acknowledges that this Exhibit is considered a material term of the Contract.**

\_\_\_\_\_

**On Behalf of the Contractor**

**Date:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**CAMDEN SPECIAL SERVICES DISTRICT**

**INDEMNITY AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

It is hereby agreed that “ \_\_\_\_\_ ” hereinafter referred to as Indemnitor, and the “Camden Special Services District”, hereinafter referred to as CSSD, agree as follows:

In consideration of the INDEMNITOR’S or its contractors entering upon and making use of the CSSD’s premises, facilities, or Service Areas (the “Property”) for the purpose of performing the services as agreed for its Property, INDEMNITOR, intending to be legally bound hereby, does save and hold harmless Camden Special Services District Inc. d/b/a CSSD, the City of Camden and any director, officer, affiliate, partner, member or elected or appointed official of the either Party, (the “Indemnified Parties”) from, and assumes any and all risk and liability for, any property or personal damages, losses or injuries resulting from any negligence, be it joint or several, of INDEMNITOR, and any of its members, participants, agents, servants, employees, or contractors while on or making use of Indemnified Parties Property(s), premises or facilities, suffered by INDEMNITOR or any of its members, participants, agents, servants, employees, contractors, or any member of the public. INDEMNITOR likewise agrees to save and hold harmless the Indemnified Parties for any damages, losses or injuries resulting from any negligence on the part of the Indemnified Parties and/or any of its or their agents, servants, or employees related to and during the course of INDEMNITOR’S use of the premises or facilities.

INDEMNITOR agrees to indemnify and hold harmless the Indemnified Parties, their officers, agents, employees, and/or servants from any and all claims, actions, suits, complaints, and proceedings, including but not limited to any attorney’s fees, costs of defense, judgments, and damages which arise from or are in any way connected with INDEMNITOR’S entrance upon and use of Indemnified Parties Property(s), premises and facilities, and are brought by or on behalf of any participant in, member of, agent, servant or employee of INDEMNITOR, by or on behalf of any member of the public, or by or on behalf of the Indemnified Parties’ agents, servants or employees.

INDEMNITOR further agrees to perform the work in accordance with all applicable laws and shall, at its cost, restore the property to its original condition following completion of the work.

This indemnity shall commence upon execution and shall survive expiration or early termination of any agreement entered with the CSSD.

IN WITNESS WHEREOF, the undersigned has executed these presents on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CONTRACTOR: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_

NOTE: Evidence of signer's authority to execute this Indemnity Agreement on behalf of the organization must be presented.

STATE OF NEW JERSEY

: ss.

COUNTY OF \_\_\_\_\_

I CERTIFY that on \_\_\_\_\_, \_\_\_\_\_ personally came before me and acknowledged under oath, to my satisfaction, that this person:

- (a) is named in or is the authorized representative of the corporate entity above and personally signed the attached document; and
- (b) signed and delivered this document as his or her act and deed on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Name:

Notary Public of the State of New Jersey

My commission expires: \_\_\_\_\_

## EXHIBIT C – ADDITIONAL CONTRACT LANGUAGE

### **No Warranty**

Respondents are required to examine the Bid, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation to be fully informed of the extent and character of the services requested and of Bid, specifications, or instructions. Any item that, in the opinion of the Consultant, may have been inadvertently omitted and would be necessary for successful completion of the project should be included in the Bid and documented. Respondents are responsible for implementation of all health and safety measures taken to complete the required services. CSSD assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

### **Interpretation of Specifications:**

Should a discrepancy be discovered in the specifications, it must immediately be brought to the attention of the CSSD, by email to [necheverria@camdenssd.com](mailto:necheverria@camdenssd.com).

### **Vendor Responsibilities:**

Bidders agree that submission of a bid shall serve as evidence that the bidder has fully examined and understands the specifications. Bidder shall acknowledge that they have made themselves familiar with all sites and all reasonably identifiable existing conditions, will perform the work with experienced personnel, and have accounted for the impact of all reasonably identifiable existing conditions.

It is understood that a bidder submitting a bid must accept the terms and conditions contained within the specifications.

The bidder shall be familiar with and comply with all applicable local, state, and federal laws and regulations in the submission of the Bid and, if the bidder is awarded the Contract, in the performance of the Contract.

The bidder must execute and submit as part of the Bid a "Non-Collusion Affidavit."

No bidder may assign, sell, transfer, or otherwise dispose of the Bid or any portion thereof or any right or interest therein. This Section is not intended to limit the ability of the successful bidder to assign or otherwise dispose of its duties and obligations under the Contract provided that the CSSD agrees to the assignment or disposition.

W-9 required before execution of contract.

## **Statutory and Other Requirements:**

### **Compliance with Laws**

Any contract entered into between the contractor and the City must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

### **Mandatory EEO/Affirmative Action Compliance**

No firm shall be issued a contract unless it complies with the EEO/Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as identified in the documents attached hereto. The form shall be properly executed.

### **Americans with Disabilities Act of 1990**

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the CSSD harmless.

### **Ownership Disclosure**

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the Bid of said corporation or partnership, there is submitted to the City a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this BID

### **Non-Collusion Affidavit**

The Non-Collusion Affidavit, which is part of this solicitation, shall be properly executed and submitted with the response.

### **N.J. Business Registration Certificate**

Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link: <http://www.state.nj.us/treasury/revenue/busregcert.shtml> .

### **Disclosure of Investment Activities in Iran**

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.



200 Federal Street, Suite 146 Camden, NJ 08102  
CamdenSSD.com

### Vendor Application – 2023

<b>Contact Name</b>			
<b>Business Name</b>		<b>Tax ID or SSN</b>	
<b>DBA Name(s) if applicable</b>			
<b>Address</b>			
<b>Business Number</b>		<b>Mobile Number</b>	
<b>Email Address</b>			
<b>Preferred Method of Reach:</b>	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Text

#### Website & Social Media Profiles

<b>Website:</b>	<b>Social Media Handles:</b>
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#### Vendor Type (Check all that apply)

<input type="checkbox"/> Food Truck	<input type="checkbox"/> Food Cart	<input type="checkbox"/> Pop Up Retail Check All That Apply	→	<input type="checkbox"/> Tent Brick & Mortar <input type="checkbox"/>
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#### Vendor Menu/ Product Type\*

Please provide a list of all products planned to sell at events. Include any relevant pricing info. If Applicable, attach a menu of food and beverage planned to sell.

#### Marketing\*

Describe a brief marketing plan that highlights how you will maximize patronage and measure results.



**Previous Vending Experience\***

Provide one example in which you collaborated with another local artisan, event or non-profit.

Do you have previous experience with seasonal/event operations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Company Profile**

Check all that apply

<input type="checkbox"/> Minority Business Enterprise	<input type="checkbox"/> Minority Women Enterprise
Current Gross Annual Sales	
Years in Business	

**Company History\***

Please give a brief description of your company's history.

**Taxes**

Confirm that you are not currently indebted for or on account of any taxes, liens, judgements, fees, or other debts for which no written agreement of payment plans satisfactory to City and/or all other relevant entity has been established.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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**List 3 References**

Name		Phone Number	
Name		Phone Number	
Name		Phone Number	

**Additional Documents Checklist**

Contractor agrees to provide the following documents	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<u>Business Documents</u> <input type="checkbox"/> NJ Business Registration Certificate <input type="checkbox"/> Ownership Disclosure <input type="checkbox"/> Tax Clearance Certificate <input type="checkbox"/> W-9 Form <input type="checkbox"/> <b>Insurance Certificate naming CSSD as Additional Insured</b>	<u>Mobile Vendor Documents</u> <input type="checkbox"/> <b>Relevant Permits, Licenses &amp; Inspection Certs.</b> <input type="checkbox"/> Photo of Operation (Food Truck, Popup Tent, etc.) <input type="checkbox"/> Photos of Previous Operated Location/s	<u>CSSD Documents</u> <input type="checkbox"/> CSSD Conflict of Interest Form <input type="checkbox"/> Exhibit B – Insurance Schedule and Indemnification

Please note **bolded** items are not immediately required but will be prior to any events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_