

Downtown Sidewalk Vending

2024



Overview

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Online Process

- Register through the procurePHX system.
 - <https://www.phoenix.gov/finance/eProcurement/register-to-become-a-vendor>
- **PROVIDE A GOOD EMAIL ADDRESS**
- Provides access to bid
- Receive notices
- Respond to process instructions
- Obtain site results



Requirements

Valid Food Service documentation as required by the Maricopa County:

- A valid food handler card or certificate issued by another county within Arizona
- A valid card or certificate issued as required by the Maricopa County

Each site is required to be licensed separately.

Each site location must report transaction privilege (sales) tax for each location.

- Tax returns are required monthly
- Tax returns are to be filed with the Arizona Department of Revenue

City Clerk ID card(s) are required for business owner and/or employees.

Insurance requirement:

- Minimum of \$1,000,000 in commercial general liability insurance to include product liability
- Will be required at the time of signing agreement



Fees Per Site

Bid amount required:

- Minimum start bid amount of \$200

One hundred fifty dollars (\$150) non-refundable registration fee is required for EACH site awarded.

Payments must be remitted at the City's Banking & Cashiering Payment Service Center (cash or cashiers check).



Documentation

Letter of Clearance from the City of Phoenix Police Department

- **Letter of clearance must be obtained within 90 days of registration**
- **A letter of clearance for each owner and employee is required**
- Public Record and Services Unit (602) 534-1127
1717 East Grant Street, Suite 100
Phoenix, AZ 85034-3401
 - <https://www.phoenix.gov/police/help/crime-stats-pub-records>
 - Hours of operation are 8:00 a.m. to 4:00 p.m., Monday through Friday, except City holidays
- A valid government-issued photo I.D. is required
- The process of obtaining a Letter of Clearance has changed, it is recommended utilize the website, or to email. To apply in person an appointment is required.
 - Call (602) 534-1127 to make an appointment
 - Email: policepublicrecords@phoenix.gov
- A letter of clearance may be obtained by mail
 - Government ID, fingerprints (by third-party provider), self-addressed stamped envelope, and required



Documentation Continued

Arizona Department of Revenue Transaction and Privilege License

- Apply at [AZtaxes.gov](https://aztaxes.gov)
- If you have issues completing the registration and application, please call the customer care team at (602) 255-3381
- To complete a paper form, go to <https://azdor.gov/forms/tpt-forms/joint-tax-application-tpt-license>



Sites

Primary

Secondary

Daily

You can be awarded up to two sites.

- Example - One primary and one secondary

One primary and one daily

Two daily or two secondary

No two primary sites will be awarded.



Award Process

Awarded bidders will be notified through procurePHX.

- Requires a payment of a **\$150** non-refundable fee plus the bid amount.

Appointments will be scheduled to sign the License Agreement.



Dates to Remember

Register by **11/29/2023 by 5:00 p.m.** Virtual informational meeting on 11/10/2023 at 10:00 a.m.

- Email tax.enforcement@phoenix.gov for an invitation to the meeting

Pre-registration dates are 11/08/2023 – 11/29/2023

Scheduled black-out dates (no vending allowed)

- 04/04/2024 through 04/08/2024 for sites #1, #3, #5, #12, #13, #22, #33, #39, and #40.
- 05/24/2024 through 05/26/2024 for sites #3, #5, #39.
- 07/18/2024 through 07/20/2024 for sites #1, #5, #12, #13, #15, #20, and #22.
- 10/19/2024 for site #30.
- 11/28/2024 through 12/01/2024 for sites #3 and #5.
- 12/19/2024 through 12/22/2024 for sites #3, #5, and #39.

- Submit your documentation at the time of registration.

Bidding starts on **11/30/2023 from 8:00 a.m. to 5:00 p.m.**

- System will automatically close the bidding at **5:00 p.m.**



Questions

Tax.enforcement@phoenix.gov

Phone numbers:

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