

**Illinois Department of Transportation  
Hanley Campus  
General Notice & Application for Participation  
“Food Truck Day”**

Information Due Date: **September 17, 2026**

Information Due Time: **1:00 P.M Central Time**

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| Questions regarding general Information/Qualifications procedures should be directed to:<br><br><b>Holly Fester</b><br>Illinois Department of Transportation<br>2300 S. Dirksen Parkway, Rm 121<br>Springfield, Illinois 62764<br>Phone: (217) 782-3586<br>email: <a href="mailto:Holly.b.fester@illinois.gov">Holly.b.fester@illinois.gov</a> | Send or deliver your Application response by due date and time to:<br><br>Attn: <b>Holly Fester</b><br>Illinois Department of Transportation<br>2300 S. Dirksen Parkway, Room 121<br>Springfield, Illinois 62764 |
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Completed by:

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Vendor Company/Consortium Name

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Vendor Representative Name

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Address

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City, State, Zip

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Vendor Phone Number

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Vendor email address

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Vendor Representative Signature

**Do you have proper licensure and/or certifications for the County in which food will be sold?**

\_\_\_\_\_  
**YES**

\_\_\_\_\_  
**NO**

**Are you insured for General Liability, Auto Liability and Bodily Injury or Property Damage?**

\_\_\_\_\_  
**YES**

\_\_\_\_\_  
**NO**

### **Introduction**

The purpose of this notice is to request vendors’ participation in the Illinois Department of Transportation - Hanley Campus “Food Truck Day(s)”. We intend to use the information you supply to determine the “Food Truck Day” participants. ***THIS IS NOT A SOLICITATION.***

### **General Information**

***Goal of Event:*** To establish a monthly calendar of scheduled vendor(s) for Food Truck Day(s) to provide food options for employees working at the Hanley Campus.

***Location:*** IDOT Harry Hanley Building, 2300 S. Dirksen Parkway, Springfield, IL 62764 (parking lot)

***Employee Locations Participating:*** Hanley Campus (IDOT Central Office Hanley building, IDOT D6 building, Bureau of Research Lab, IEMA building (all within walking distance of the Hanley Building parking lot)

***Estimated Attendance:*** approximately 300

***Participation Cost:*** Free

***Description:*** The Illinois Department of Transportation (IDOT) is hereby issuing a General Notice to seek responses from potential vendors in the food service industry who may participate in “Food Truck Day(s)” at the IDOT Hanley Building. The goal of the event is to provide food options for employees working at the Hanley Campus.

The Department will provide a notice to employees/visitors indicating the Vendor(s) scheduled to set up a mobile food unit at the Harry Hanley Building located at 2300 South Dirksen Parkway, Springfield, IL, on an organized schedule.

### **Application Process**

Any Vendor who would like to participate in this event shall submit the completed application to the IDOT contact listed above by the due date listed. Once the Department receives all applications, the selections will be based on a first-come, first-served basis and will rotate.

### **Vendor Information**

The mobile food unit must be self-sufficient, such as operating from a generator, etc. and will be located at the Hanley Campus. The Agency will provide a completed calendar to participating Vendors before the event(s) begin.

The number of Vendors assigned to a Food Truck Day will depend on the number of applications received and the space availability as well as the rotation cycle (i.e., there could be multiple Vendors assigned to the same day). The number of Food Truck Days per week or month will also depend on the number of applications received.

### **Application**

Please submit the application, including all required information listed below, to the contact identified above for consideration to participate in the Food Truck Services opportunity.

- Cover Page (Please complete/include page 1 of this document as your cover page.)
- Vendor Name
- Vendor Address (participating location)
- Contact information for the vendor representative
- Provide a link to your business website.
- Provide a menu of items that will be available.
- Provide a copy of your City of Springfield Mobile Food Vendor Permit.
- Provide a copy of your Sangamon County Department of Public Health Food Service Permit.
- Provide proof of insurance.
- Comments/additional information

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- All information received through this request is subject to the Freedom of Information Act (FOIA) and therefore no proprietary information should be included with your response.
  - Please note that we cannot reimburse you for any expenses associated with responding to this notice, but we do appreciate your participation and value your input.

### Terms and Conditions

Vendor understands and agrees that it must abide by the laws, rules and policies of the State of Illinois and the Illinois Department of Transportation (IDOT) while on IDOT or other State of Illinois premises. This includes, but is not limited to the prohibitions against alcohol, illegal substances and firearms (consistent with State's Firearm Concealed Carry Act) on State premises. Vendor further agrees as follows:

**INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; or (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents.

**INSURANCE:** Vendor shall, at all times maintain insurance which provides, at a minimum: (a) General Commercial Liability-occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.

**COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary.

By signing below, Vendor's authorized representative acknowledges that (s)he has read, understands and agrees to abide by the terms and conditions described above.

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Signature

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Date