

Pequannock Township
COUNCIL MEETING AGENDA

February 25
2025



Township of Pequannock

TOWNSHIP COUNCIL MEETING AGENDA

February 25, 2025 ▪ 7:00 p.m.

1. CALL TO ORDER.

2. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT.

3. PLEDGE OF ALLEGIANCE, PRAYER AND MOMENT OF SILENCE.

4. ROLL CALL:

Mayor: John Driesse

Deputy Mayor: Kyle Russell

Council Members: Melissa Florance-Lynch, David Kohle, Vincent Siracusa

5. PRESENTATIONS.

6. REPORTS FROM VOLUNTEERS.

7. PUBLIC COMMENT. *(3 minute limit not to exceed 30 minutes total)*

8. MANAGER'S REPORT

9. PUBLIC HEARINGS

- **ORDINANCE NO. 2025-01;** ORDINANCE TO ESTABLISH AND PRESERVE A CAP BANK (N.J.S.A. 40A: 4-45.14)

10. ORDINANCES FOR INTRODUCTION.

11. RESOLUTIONS FOR APPROVAL.

- **R2025-73**, confirming the designated memberships in the Pequannock Township Fire Department.
- **R2025-74**, awarding a contract for a Concession Provider for Various Events of the Parks and Recreation Department to Empanada Times, Harpers Amusement, Jacks Kettle Corn and Just a Little Somethin in accordance with the Request for Proposals.
- **R2025-75**, awarding a contract for a Concession Provider for Food Trucks on Late Tuesday (the second Tuesday of each identified month) to those vendors who submitted proposals, in accordance with the Request for Proposals.
- **R2025-76**, awarding a contract for the Concession Operator for the Pequannock Valley (PV) Park Lake Concession Stand to Sean Leonardo dba The Joshua Tree, for the total contribution amount of \$2,751 in accordance with the Request for Proposals.
- **R2025-77**, authorizing the amendment of a Professional Services Agreement and Contract with H2M Architects & Engineers, Inc. For the Wells 1 & 2 PFAS Treatment Project
- **R2025-78**, authorizing Tax Office refunds, overpayments or cancellations.
- **R2025-79**, approving payment of the itemized claims as set forth on the **February 7, 2025** Bill List and 2018 FEMA Elevation Escrow list.

12. ITEMS FOR DISCUSSION.

13. REPORTS & NOTICES.

14. COUNCIL REPORTS & ANNOUNCEMENTS.

15. PUBLIC COMMENT. *(3 minute limit not to exceed 30 minutes total)*

16. APPROVAL OF MINUTES.

17. EXECUTIVE (CLOSED) SESSION.

18. ADJOURNMENT.

Next Meetings: Tuesday, March 11, 2025 7:00 p.m.

Tuesday, March 25, 2025 7:00 p.m.

Budget Workshops: 3/11, 6 pm; 3/25, 6 pm (if needed)

Manager's Report

MANAGER'S REPORT

Township of



Pequannock

To: Township Council

From: Adam W. Brewer, Township Manager ^{awb}

Re: Manager's Report – 2/25/2025 Council Meeting

Date: February 21, 2025

A) Ordinance Establishing and Preserving a Cap Bank

Under the 1977 Appropriations Cap Law, municipalities have the opportunity to adopt an ordinance that raises the maximum allowable increase in the tax levy from 2% to 3.5% for the current year and retain or bank the amount available from the prior two (2) years, i.e., 2023 and 2024. It is important to note that the ordinance establishes the ability to increase "in cap" appropriations and carry excess cap bank from the prior years; it does not increase the appropriations, an outcome which would require additional legislative action. In essence, it is an insurance policy with no downside that I am aware of, if adopted.

B) Town Hall Late Night Concessions – 2nd Tuesday of the Month

On January 12, 2025, the Township of Pequannock published the required notice in the Suburban Trends to solicit proposals for Town Hall Late Night Concessions. Six proposals were received and opened on January 29, 2025; the results are provided below.

	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14
Cousins Main Lobster	\$100		\$100		\$100		\$100	
Empanada Times	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Jersey Jacks Kettle Corn	\$25	\$25	\$25					
Jamaican Gourmet Truck				\$150				\$150
Just A Little Somethin	\$50	\$50	\$50	\$50				\$50
Mozzarella God		\$45	\$45	\$45	\$45		\$45	\$45

Based on a review of the proposals submitted and a desire to have some variety for the public, it is recommended that the contracts for Town Hall Late Night Concessions be awarded to all those who submitted proposals for the total amount of \$1,695.

C) Concession Providers for Various Parks and Recreation Events

The Township of Pequannock solicited proposals for concession vendors at various parks and recreation activities/events in a manner that was consistent with past years. Following advertisement in the official newspaper on January 12, 2025, proposals were received with a due date of January 29, 2025. Four vendors submitted proposals for identified activities; Empanada Times, Harpers Amusement, Jacks Kettle Corn and Just a Little Something with a total contribution equaling \$560. A resolution of award has been prepared for the consideration of the Township Council.

Township of



Pequannock

D) 2024 Concession Operator for the Pequannock Valley (PV) Park Lake

On January 12, 2025, the Township of Pequannock published the legal notice for the RFP for the PV Park Concession stand. The notice was also published on the Township's website.

Following receipt on or before 10:00 AM, Thursday, February 6, 2025, one proposal from Sean Leonardo dba The Joshua Tree was received and opened. The proposal is responsive to the RFP and is therefore recommended for award; the sum contribution amount is \$2,751.00.

E) Wells 1 and 2 PFAS Treatment Amendment to Professional Services Agreement with H2M

Based upon requirement of the NJ IBANK, additional services are required from the Township's Water and Sewer Consulting Engineer for the PFAS mitigation project. Included with the proposed resolution is a copy of the letter explaining the requirements for the services and enumerating the corresponding costs. As noted within the letter, "In summary, H2M requests an additional \$20,000 for the additional effort for the permitting and funding assistance, \$5,500 for the Bidding Services, and \$254,000 for the Construction-Related Services for a total request for additional authorization of \$279,500."

* * *

Public Hearings Ordinances for Adoption

PUBLIC HEARINGS / ORDINANCES FOR ADOPTION

TOWNSHIP OF PEQUANNOCK

PLEASE TAKE NOTICE the following ordinance was introduced and passed on first reading at the **February 11, 2025** meeting of the Township Council and will be considered for second reading and final passage during the meeting scheduled to begin at **7:00** p.m. on **February 25, 2025** in the Municipal Building, located at 530 Newark Pompton Turnpike, Pompton Plains, at which time and place any person desiring to comment on this ordinance will be given the opportunity to be heard.

Carol J. Marsh, Township Clerk

ORDINANCE NO. 2025-01

ORDINANCE TO ESTABLISH AND PRESERVE A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Council of the Township of Pequannock in the County of Morris finds it advisable and necessary to increase its CY 2025 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Council hereby determines that a 3.5% increase in the budget for said year, is estimated to be \$ 161,214.77 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriations in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Council of the Township of Pequannock, in the County of Morris, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2025 budget year, the final appropriations of the Township of Pequannock shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased up to 3.5%, amounting to \$ 564,251.70 and that the CY 2025 municipal budget for the Township of Pequannock be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Resolutions

RESOLUTIONS

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council confirming the designated memberships in the Pequannock Township Fire Department.

Resolution No. R2025-73

WHEREAS, the designated individuals have applied for membership in the Pequannock Township Fire Department; and

WHEREAS, pursuant to §3.18.050 of the Township Code the applications for membership have been approved by the Township Manager who has recommended the memberships be confirmed by the Township Council.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pequannock, in the County of Morris, State of New Jersey, as follows:

1. The following applications for membership in the Pequannock Township Fire Department are hereby confirmed:
Axl King.....Junior Firefighter
2. The Township Clerk is hereby authorized to execute the necessary documents for filing with the Pequannock Township Fire Department.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council awarding a contract for a Concession Provider for Various Events of the Parks and Recreation Department to Empanada Times, Harpers Amusement, Jacks Kettle Corn and Just a Little Somethin in accordance with the Request for Proposals.

Resolution No. R2025-74

WHEREAS, the Township of Pequannock Department of Parks and Recreation hosts Township events; and

WHEREAS, the Department of Parks and Recreation desires to offer the opportunity for participants to purchase food, drink and dessert at the Fishing Contest, Easter Party, Fireworks, Halloween Party and the December Holiday; and

WHEREAS, a Request for Proposals was advertised in the official newspaper and posted on the Township's website in accordance with N.J.S.A. 40A11-1 et seq., with proposals due January 29, 2025, and

WHEREAS, the Township received proposals from vendors within the prescribed timeframe; and

WHEREAS, a total of five (5) proposal were submitted and have been reviewed by the Coordinator of Parks and Recreation and Township Manager/Purchasing Agent, who recommend that an award be made to the following vendors for the following activities and corresponding amounts;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Pequannock as follows:

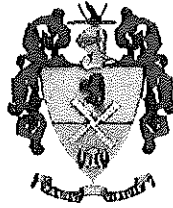
1. The contract for a Concession Provider to Just a Little Somethin Easter (\$50 contribution), Fireworks (\$150 contribution), Halloween Party (\$50 contribution) and Holiday Party (75.00).
2. The contract for a Concession Provider to Jersey Jacks Kettle Corn, LLC for Fireworks (\$35 contribution).
3. The contract for a Concession Provider to Harper's Amusement, LLC for Fireworks (\$100 contribution).
4. The contract for a Concession Provider to Empanada Times for Fireworks (\$100 contribution).
4. The Township Manager is hereby authorized and directed to execute the necessary documents related to this award.
5. The Township Clerk is directed to forward copies of the resolution to the Township Manager and CFO.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor

TOWNSHIP OF PEQUANNOCK



SOLICITATION FOR CONCESSION PROVIDERS FOR THE TOWNSHIP OF PEQUANNOCK

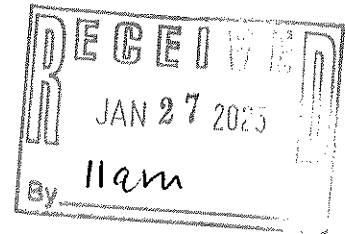
The Township of Pequannock is soliciting proposals for food and dessert vendors for the following events:

<u>Event</u>	<u>Date</u>	<u>Time</u>
Easter Party	April 12, 2025	11:00 a.m. - 12:00 p.m.
Fishing Contest	April 27, 2025	8:30 a.m. - 11:00 a.m.
Fireworks	June 27, 2025	7:00 p.m. - 10:00 p.m.
Rain Date	June 28, 2025	7:00 p.m. - 10:00 p.m.
Halloween Party	October 23, 2025	6:00 p.m. - 7:00 p.m.
Holiday Party	December 13, 2025	11:00 a.m. - 1:00 p.m.

Submission Deadline: January 29, 2025 at 2:00 PM

Address all Proposals to:

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444



Proposals may be hand delivered, mailed, or sent via electronic mail or facsimile. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a proposal so as to have full knowledge of the suitability of the premises for their operation. No allowance will subsequently be made to the proposer for errors on his/her part due to his negligence in performing the conditions of this paragraph.

Each proposal and all required submittals must be signed by a person authorized to do so. Proposals must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to Barbara Meloy, whose decision shall be final and conclusive.

During the period provided for the preparation of responses to this request, the Township may issue answers to written inquiries.

The Township, in its sole discretion, reserves the right to reject any or all qualifications and to
Page 1 of 8

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
SHORT FORM STANDING**

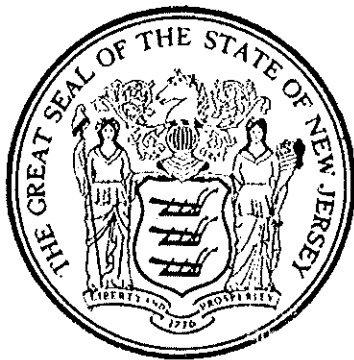
THE EMPANADA TIMES, LLC
0400671527

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic Limited Liability Company was registered by this office on July 08, 2014.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey. Annual Reports are outstanding for the following year(s): 2023-2024

I further certify that the registered agent and office are:

UNITED STATES CORPORATION AGENTS, INC.
330 CHANGEBRIDGE RD STE 101
PINE BROOK, NJ 07058



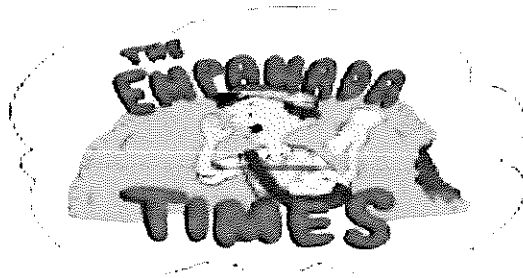
*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal at Trenton, this
26th day of January, 2025*

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 6161025097

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp



Full Name: Madeline Perez-Lopez

Business Name: The Empanada Times, LLC

Address: 33 Stephen Avenue, Pequannock, NJ. 07440

Restaurant: 192 Main Street, Lincoln Park, NJ 07035

Telephone Number: (973)57007413 or (973)987-3303

The Empanada Times is a family-owned business that was established in 2014. We have a strong legacy of delivering high-quality, flavorful empanadas. With a deep passion for food and a commitment to customer satisfaction, we consistently strive for excellence in both flavor and service. What sets us apart is our wide variety of over 130 unique empanada flavors, crafted from time-honored recipes and fresh, locally sourced ingredients. We believe in creating an experience, not just serving food. Our culinary team is dedicated to perfecting the art of empanadas, consistently offering delicious options for every taste and occasion.

Our restaurant serves as the heart of our operations, providing a welcoming, community-focused environment where customers can enjoy our signature empanadas. However, our reach extends far beyond our restaurant doors. We have recently expanded into catering, bringing our empanadas to local schools, pharmaceutical companies, and private events. Whether it's a corporate gathering, a school function, or an intimate private party, we take pride in delivering high-quality, personalized service to every client.

At The Empanada Times, we are more than just a restaurant—we are a family passionate about sharing the joy of authentic, flavorful empanadas with our customers. As we continue to grow, our commitment to quality and customer satisfaction remains at the forefront of everything we do, as creating a positive culinary experience is at the heart of every empanada, we fold. as creating a positive culinary experience is at the heart of every empanada we fold.

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

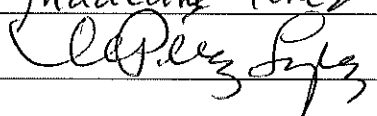
Proposed Contribution to the Township for each event:

<u>Event</u>	<u>Contribution</u>
Easter	\$ _____ (numeric) _____ (written)
Fishing Contest	\$ _____ (numeric) _____ (written)
Fireworks	\$ <u>100.00</u> (numeric) <u>One Hundred Dollars</u> (written)
Halloween Party	\$ _____ (numeric) _____ (written)
Holiday Party	\$ _____ (numeric) _____ (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: The Empanada Times

NAME OF AUTHORIZED SIGNATORY: Madeline Pérez-Lopez

AUTHORIZED SIGNATORY SIGNATURE: 

DATE: 1/26/25

CONTACT ADDRESS: 33 Stephen Ave., Pequannock, NJ.

07440-1708

PHONE #: 973 570-7413

E-MAIL ADDRESS: theempanadatimes@gmail.com

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Dr. Campos	Psychiatrist	Mental Health Clinic	(212) 928-2020	4580 Broadway NY
Dr. Tavevas	Psychiatrist	Addiction Clinic	(212) 928-2020	4580 Broadway NY
Tammy Cosmovero	Catering		201 615-6873	14 Sylvan Way Parsippany NJ
Christa Cosmo Alkermes		Pharmaceuticals	(917) 533-6453	
Chris Gil Bahouth	Catering		973 632 5419	

TOWNSHIP OF PEQUANNOCK

SIGNATORY PAGE
Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: Madeline Perez-Lopez - The Empanada Times, LLC

NAME OF AUTHORIZED SIGNATORY: Madeline Perez-Lopez

AUTHORIZED SIGNATORY SIGNATURE: 

DATE: 1/26/25

CONTACT ADDRESS: 33 Stephen Ave, Pequannock, NJ 07440

Phone #: 973 570 - 7413

E-MAIL ADDRESS: the empanada-times@gmail.com

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	MPL
☒	Exhibit A - Proposal	MPL
☒	Exhibit B - List of References	MPL
☒	Exhibit C - Signatory Page	MPL
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: THE EMPANADA TIMES, LLC

Trade Name:

Address: 192 MAIN STREET
LINCOLN PARK, NJ 07035

Certificate Number: 1891284

Effective Date: July 30, 2014

Date of Issuance: February 09, 2025

For Office Use Only:

20250209095621121

Harper's Amusements

TOWNSHIP OF PEQUANNOCK MORRIS, NEW JERSEY

Event Provider for each Event that Comprise the Township of Pequannock Request for Proposals

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each event:

<u>Event</u>	<u>Contribution</u>
Easter	\$ _____ (numeric) _____ (written)
Fishing Contest	\$ _____ (numeric) _____ (written)
Fireworks	\$ <u>100⁰⁰</u> (numeric) <u>One hundred</u> (written)
Halloween Party	\$ _____ (numeric) _____ (written)
Holiday Party	\$ _____ (numeric) _____ (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: Harper's Amusements

NAME OF AUTHORIZED SIGNATORY: Forrest Harper

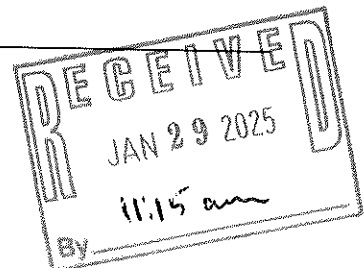
AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: 1/28/25

CONTACT ADDRESS: 116 Slingerland Ave
Pequannock, NJ 07440

PHONE #: 93-934-7442

E-MAIL ADDRESS: Lppowerco@aol.com



Taxpayer Identification# 465-317-866/000

04/21/14

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

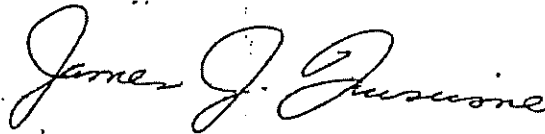
Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

HARPER'S AMUSEMENTS, LLC

TRADE NAME:

ADDRESS:

9 WILRUE PARKWAY
POMPTON PLAINS NJ 07444

SEQUENCE NUMBER:

1868217

EFFECTIVE DATE:

04/18/14

ISSUANCE DATE:

04/21/14



Director
New Jersey Division of Revenue

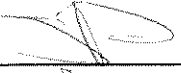
FORM-BRC

104-601-02050-101

This Certificate is NOT Assignable or Transferable. It must be conspicuously displayed at above address.

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	
☒	Exhibit A - Proposal	
☒	Exhibit B - List of References	
☒	Exhibit C - Signatory Page	
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.

Just a little something

TOWNSHIP OF PEQUANNOCK



SOLICITATION FOR CONCESSION PROVIDERS FOR THE
TOWNSHIP OF PEQUANNOCK

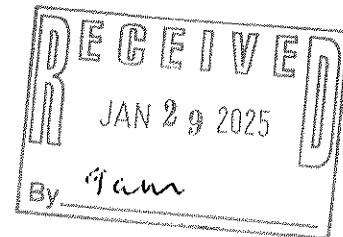
The Township of Pequannock is soliciting proposals for food and dessert vendors for the following events:

<u>Event</u>	<u>Date</u>	<u>Time</u>
Easter Party	April 12, 2025	11:00 a.m. - 12:00 p.m. - GRVW park
Fishing Contest	April 27, 2025	8:30 a.m. - 11:00 a.m. Lake
Fireworks	June 27, 2025	7:00 p.m. - 10:00 p.m. HS
Rain Date	June 28, 2025	7:00 p.m. - 10:00 p.m.
Halloween Party	October 23, 2025	6:00 p.m. - 7:00 p.m. GRVW
Holiday Party	December 13, 2025	11:00 a.m. - 1:00 p.m. GRVW

Submission Deadline: January 29, 2025 at 2:00 PM

Address all Proposals to:

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444



Proposals may be hand delivered, mailed, or sent via electronic mail or facsimile. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a proposal so as to have full knowledge of the suitability of the premises for their operation. No allowance will subsequently be made to the proposer for errors on his/her part due to his negligence in performing the conditions of this paragraph.

Each proposal and all required submittals must be signed by a person authorized to do so. Proposals must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to Barbara Meloy, whose decision shall be final and conclusive.

During the period provided for the preparation of responses to this request, the Township may issue answers to written inquiries.

The Township, in its sole discretion, reserves the right to reject any or all qualifications and to
Page 1 of 8

waive any and all irregularities as is in the best interest of the Township. A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal(s) made to the Township that have been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment.

PURPOSE OF REQUEST

The Township of Pequannock (the "Township"), a Municipal Corporation in the County of Morris and the State of New Jersey, with its principal offices at 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444, is requesting proposals from qualified individuals or companies to serve as food vendors, as more fully described herein, through a fair and open process pursuant to N.J.S.A. 19:44-20.5 et seq.

Proposals will be evaluated in accordance with the criteria set forth here. The Township will only review those proposals that include all information required to be included by this request.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no concession provider at that event or make other arrangements consistent with all applicable laws.

Should the Township receive multiple requests for any one specific event, the Township reserves the right to assign any concession provider to an event, other than that requested, provided the scheduling is mutually agreeable.

SCOPE OF SERVICES

The vendor(s) shall offer for sale food, drink, and dessert to participants at various Township events or celebrations to include:

<u>Event</u>	<u>Date</u>	<u>Time</u>
Easter Party	April 12, 2025	11:00 a.m. - 12:00 p.m.
Fishing Contest	April 27, 2025	8:30 a.m. - 11:00 a.m.
Fireworks	June 27, 2025	7:00 p.m. - 10:00 p.m.
Rain Date	June 28, 2025	7:00 p.m. - 10:00 p.m.
Halloween Party	October 23, 2025	6:00 p.m. – 7:30 p.m.
Holiday Party	December 13, 2025	11:00 a.m. – 1:00 p.m.

Operating Requirements –

- Vendors are required to stay open throughout the entire event and cannot vacate their space early.
- Vendors are responsible for their own set up, maintenance, and removal of their space.
- Vendors are required to bring their own power source.
- Vendors will be assigned to a designated spot. They are responsible for staying within them and maintaining a clean and safe environment.
- No vendor may utilize amplified sound without prior consent.

- Additional vehicles or tow vehicles must be parked in the parking lot after setting up.
- There will be no sale or consumption of any alcoholic beverages.
- All vendors must comply with the rules set forth by the Pequannock Township Fire Safety Bureau and Health Department to prevent closure on the event day.
- The vendor shall keep the area clean and free from litter and debris at all times.
- The vendor shall comply with all recycling requirements of the Township.
- Pequannock Township Parks & Recreation reserves the right to modify any/all rules with written notice to the vendor.

Conduct of Employees – The provider, his/her employees, staff and supervisors shall, at all times, conduct themselves in a professional, courteous, pleasant and enthusiastic manner. All employees shall be well-groomed and properly attired at all times.

Concession Provider's Suppliers – The Township reserves the right to require a list of all suppliers providing food, products and supplies to the Provider for his/her operation. Under no circumstances shall the Township be responsible for accepting and/or conducting deliveries from suppliers.

MINIMUM QUALIFICATIONS- Proposers must meet the following minimum qualifications:

- One (1) year experience providing operation services similar to those proposed herein.
- Insurance as stated in "Proposer's Responsibility in Responding" Part B.
- Business Registration Certificate as stated in "Proposer's Responsibility in Responding" Part C.

PROPOSER'S RESPONSIBILITY IN RESPONDING - In response to this request, each proposer shall provide at a minimum the following information:

A. Qualification Information.

- Full Name;
- Business Name, Address and Telephone Number;
- Brief summary of the company's qualifications;
- List of proposed menu items and anticipated prices;
- Provide at least five (5) references with the name, address and telephone number of the contact person (Exhibit B);
- Any additional information you would like the Township to consider in evaluating your quote.

B. Insurance. Proposers shall submit proof of, and maintain in force at all times during which services are to be performed, insurance coverage with limits as to liability that will be in place to protect the Township of Pequannock. If selected, the successful proposer(s) shall furnish a certificate of insurance naming the Township of Pequannock as an additional insured under such policies.

C. Proof of Business Registration Certificate. Proposers shall submit proof of Business Registration Certificate as required by N.J.S.A. 52:32-44.

RIGHT OF THE TOWNSHIP - The Township reserves all rights to make an award to the proposer who has submitted a proposal in accordance with the terms of this request, or to reject all proposers, or to waive any irregularities in any of the proposals, or to take such other actions as the Township, in its sole discretion, determines to be in the most advantageous to the Township, e.g. assignment of a specific provider to a specific event for any reason, all factors considered. The

Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no provider at that event or make other arrangements consistent with all applicable laws.

BASIS OF AWARD **EVALUATION FACTORS**

The Township's objective in soliciting quotes is to enable it to select an individual or company that will provide high quality event services to the Township. The Township will consider proposals only from those individuals or companies that, in the Township's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this request.

Proposals will be evaluated by the Township on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

- A. **Technical – Responsiveness to the proposals.**
- B. **Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned, Knowledge of the Township of Pequannock and the subject matter to be addressed under this engagement.**
- C. **Cost – Amount of Contribution.**

A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and award.

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each event:

<u>Event</u>	<u>Contribution</u>
Easter	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)
Fishing Contest	\$ _____ (numeric) _____ (written)
Fireworks	\$ <u>150.00</u> (numeric) <u>ONE HUNDRED FIFTY DOLLARS</u> (written)
Halloween Party	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)
Holiday Party	\$ <u>75.00</u> (numeric) <u>SEVENTY FIVE DOLLARS</u> (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: JUST A LITTLE SOMETHIN

NAME OF AUTHORIZED SIGNATORY: JOSEPH GRIMES

AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: 1/29/25

CONTACT ADDRESS: 591 NEWARK POMPTON PIKE
POMPTON PLAINS, NJ 07444

PHONE #: 201-755-9663

E-MAIL ADDRESS: JOEGRIMES@GMAIL.COM

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
TERRI ANN LOVERDE	ACCENTUATE WITH LOVE		201-290-1993	60 NEWARK POMPTON TPKE
			973-530-4063	
HEIDI ROBAK	SCRIBBLE GARDEN			163 NEWARK POMPTON TPKE
			973-694-1484	
ALEX	BILL'S ARRANGEMENT			215 NEWARK POMPTON TPKE
			962-225-1300	
ALEXANDRA CIAMPA	BEAUTIFIED BREEDS			583 NEWARK PO. TPKE
			973-694-4729	
BETH MOZEK	CHOCOLATE TREASURES			90 MOUNTAINVIEW BLVD WAYNE

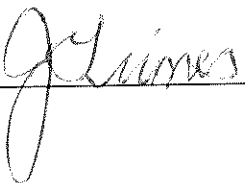
TOWNSHIP OF PEQUANNOCK

SIGNATORY PAGE
Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: JUST A LITTLE SOMETHIN

NAME OF AUTHORIZED SIGNATORY: JOSEPH GRIMES

AUTHORIZED SIGNATORY SIGNATURE: 

DATE: 1/29/25

CONTACT ADDRESS: 591 NEWARK POMPTON TRKE PO. PLAINS, NJ 07444

Phone #: 201-755-8663

E-MAIL ADDRESS: JOEGRIMES@GMAIL.COM

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

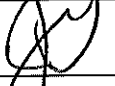
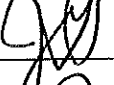
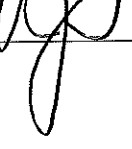
Taxpayer Name: JUST A LITTLE SOMETHIN LLC
Trade Name:
Address: 591 NEWARK POMPTON TPKE. STE.B
POMPTON PLAINS, NJ 07444
Certificate Number: 1749834
Effective Date: October 19, 2012
Date of Issuance: January 28, 2025

For Office Use Only:
20250128104440593

[Return](#)

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	
☒	Exhibit A - Proposal	
☒	Exhibit B - List of References	
☒	Exhibit C - Signatory Page	
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.

Kettle Corn

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each event:

<u>Event</u>	<u>Contribution</u>
Easter	\$ _____ (numeric) _____ (written)
Fishing Contest	\$ _____ (numeric) _____ (written)
Fireworks	\$ <u>35.00</u> (numeric) <u>Thirty Five dollars</u> (written)
Halloween Party	\$ _____ (numeric) _____ (written)
Holiday Party	\$ _____ (numeric) _____ (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: Jersey Jacks Kettle Corn LLC

NAME OF AUTHORIZED SIGNATORY: Jack Pezzuti

AUTHORIZED SIGNATORY SIGNATURE: Jack Pezzuti

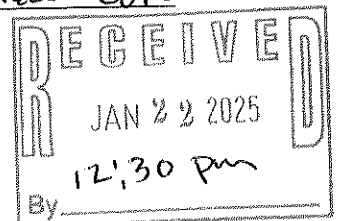
DATE: 1-21-2025

CONTACT ADDRESS: 3 Morris Ave

Riverdale NJ. 07857

PHONE #: 973-296-4747

E-MAIL ADDRESS: jerseyjackskettlecorn@gmail.com



GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Paul Caselli	Mayor	Riverdale	973 747 4468	25 College Rd Riverdale
Jeffrey Kreshek	Sales Rep	Home Depot	973-886 6862	1802 Wendover Dr. Pompton Plains
Terri Pellegrini	Admin. Sec.	Riverdale POCHEIT	201-741-7574	14 Cedar St. Riverdale NJ
Joe Patenzo, ESQ	Attorney	Kinnelon	973-452-3335	2 Kinnelon Ave Kinnelon NJ
John Masi	CPA	Accountant	973-654-0172	206 NWK Pompton Tpk Pompton NJ



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: JERSEY JACKS KETTLE CORN LLC

Trade Name:

Address: 3 MORRIS AVE
RIVERDALE, NJ 07457-0745

Certificate Number: 2154524

Effective Date: July 20, 2017

Date of Issuance: January 16, 2023

For Office Use Only:

20230116115838634

TOWNSHIP OF PEQUANNOCK

SIGNATORY PAGE
Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: Jersey Jacks Little Corn LLC

NAME OF AUTHORIZED SIGNATORY: Jack Pezzuti

AUTHORIZED SIGNATORY SIGNATURE: Jack Pezzuti

DATE: 4/21/25

CONTACT ADDRESS: 3 Morris Ave Riverdale Ny 02451

Phone #: 973 296 4747

E-MAIL ADDRESS: jerseyjackslittlecorn@gmail.com

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	
☒	Exhibit A - Proposal	
☒	Exhibit B - List of References	
☒	Exhibit C - Signatory Page	
	Insurance Certificate (required following award)	ON FILE

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council awarding a contract for a Concession Provider for Food Trucks on Late Tuesday (the second Tuesday of each identified month) to those vendors who submitted proposals, in accordance with the Request for Proposals.

Resolution No. R2025-75

WHEREAS, the Township of Pequannock is open late the Second Tuesday of each month – Late Tuesday; and

WHEREAS, the Department of Parks and Recreation desires to offer the opportunity for those who attend to purchase food and drink on Late Tuesday from March through October 2025; and

WHEREAS, a Request for Proposals were advertised in the official newspaper & posted on the Township's website in accordance with N.J.S.A. 40A11-1 et seq., with proposals due January 29, 2025, and

WHEREAS, the Township received proposals from vendors within the prescribed timeframe; and

WHEREAS, a total of six (6) proposals were submitted and have been reviewed by the Coordinator of Parks and Recreation and Township Manager/Purchasing Agent, who recommend that an award be made in a manner consistent with each and all proposal documents;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Pequannock that the following contracts for concession providers be approved and the proposal documents for each vendor be incorporated herein:

1. The dates and corresponding contribution amounts for each provider are as indicated:

	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14
Cousins Main Lobster	\$100		\$100		\$100		\$100	
Empanada Times	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Jersey Jacks Kettle Corn	\$25	\$25	\$25					
Jamaican Gourmet Truck				\$150				\$150
Just A Little Somethin	\$50	\$50	\$50	\$50				\$50
Mozzarella God		\$45	\$45	\$45	\$45		\$45	\$45

2. The Township Manager is hereby authorized and directed to execute the necessary documents related to this award.
3. The Township Clerk is directed to forward copies of the resolution to the Township Manager, CFO, Treasurer, Recreation Coordinator and Director of Health and Social Services.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor

Johnston

TOWNSHIP OF PEQUANNOCK



SOLICITATION FOR CONCESSION PROVIDERS FOR THE TOWNSHIP OF PEQUANNOCK

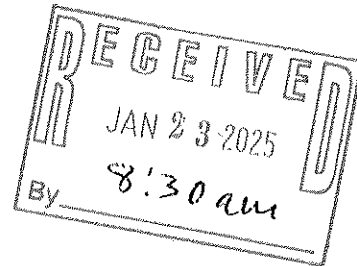
The Township of Pequannock is soliciting proposals for food and dessert vendors for the following events:
Town Hall late night, every second Tuesday of the month from 2:00-8:00 in the parking lot in front of the municipal building.

<u>Event</u>	<u>Date</u>	<u>Time</u>
Town Hall Late Night	3/11/25	2:00 PM-8:00 PM
	4/8/25	
	5/13/25	
	6/10/25	
	7/8/25	
	8/12/25	
	9/9/25	
	10/14/25	

Submission Deadline: January 29, 2025 at 2:00 PM

Address all Proposals to:

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444



Proposals may be hand delivered, mailed, or sent via electronic mail or facsimile. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a proposal so as to have full knowledge of the suitability of the premises for their operation. No allowance will subsequently be made to the proposer for errors on his/her part due to his negligence in performing the conditions of this paragraph.

Each proposal and all required submittals must be signed by a person authorized to do so. Proposals must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to Barbara Meloy, whose decision shall be final and conclusive.

During the period provided for the preparation of responses to this request, the Township may issue answers to written inquiries.

The Township, in its sole discretion, reserves the right to reject any or all qualifications and to waive any and all irregularities as is in the best interest of the Township. A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal(s) made to the Township that have been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment.

PURPOSE OF REQUEST

The Township of Pequannock (the "Township"), a Municipal Corporation in the County of Morris and the State of New Jersey, with its principal offices at 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444, is requesting proposals from qualified individuals or companies to serve as food vendors, as more fully described herein, through a fair and open process pursuant to N.J.S.A. 19:44-20.5 et seq.

Proposals will be evaluated in accordance with the criteria set forth here. The Township will only review those proposals that include all information required to be included by this request.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no concession provider at that event or make other arrangements consistent with all applicable laws.

Should the Township receive multiple requests for any one specific event, the Township reserves the right to assign any concession provider to an event, other than that requested, provided the scheduling is mutually agreeable.

SCOPE OF SERVICES

The vendor shall offer for sale, the food/drink/desert described in submitted proposal.

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Town Hall Late Night	3/11/24	2:00 PM-8:00 PM	Town Hall Front Parking Lot
	4/8/24		
	5/13/24		
	6/10/24		
	7/8/24		
	8/12/24		
	9/9/24		
	10/14/24		

Operating Requirements –

- Vendors are required to stay open throughout the entire event and cannot vacate their space early.
- Vendors are responsible for their own set up, maintenance, and removal of their space.
- Vendors are required to bring their own power source.
- Vendors will be assigned to a designated spot. They are responsible for staying within them and maintaining a clean and safe environment.
- No vendor may utilize amplified sound without prior consent.
- Additional vehicles or tow vehicles must be parked in the parking lot after setting up.
- There will be no sale or consumption of any alcoholic beverages.
- All vendors must comply with the rules set forth by the Pequannock Township Fire Safety Bureau and Health Department to prevent closure on the event day.
- The vendor shall keep the area clean and free from litter and debris at all times.
- The vendor shall comply with all recycling requirements of the Township.
- Pequannock Township Parks & Recreation reserves the right to modify any/and all rules with written notice to the vendor.

Conduct of Employees – The provider, his/her employees, staff and supervisors shall, at all times, conduct themselves in a professional, courteous, pleasant and enthusiastic manner. All employees shall be well-groomed and properly attired at all times.

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MINIMUM QUALIFICATIONS- Proposers must meet the following minimum qualifications:

- One (1) year experience providing operation services similar to those proposed herein.
- Insurance as stated in "Proposer's Responsibility in Responding" Part B.
- Business Registration Certificate as stated in "Proposer's Responsibility in Responding" Part C.

PROPOSER'S RESPONSIBILITY IN RESPONDING - In response to this request, each proposer shall provide at a minimum the following information:

A. Qualification Information.

- Full Name;
- Business Name, Address and Telephone Number;
- Brief summary of the company's qualifications;
- List of proposed menu items and anticipated prices;
- Provide at least five (5) references with the name, address and telephone number of the contact person (Exhibit B);
- Any additional information you would like the Township to consider in evaluating your quote.

B. Insurance. Proposers shall submit proof of, and maintain in force at all times during which services are to be performed, insurance coverage with limits as to liability that will be in place to protect the Township of Pequannock. If selected, the successful proposer(s) shall furnish a certificate of insurance naming the Township of Pequannock as an additional insured under such policies.

C. Proof of Business Registration Certificate. Proposers shall submit proof of Business Registration Certificate as required by N.J.S.A. 52:32-44.

RIGHT OF THE TOWNSHIP - The Township reserves all rights to make an award to the proposer who has submitted a proposal in accordance with the terms of this request, or to reject all proposers, or to waive any irregularities in any of the proposals, or to take such other actions as the Township, in its sole discretion, determines to be in the most advantageous to the Township, e.g. assignment of a specific provider to a specific event for any reason, all factors considered. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. The Township shall not be obligated to explain the results of the evaluation process to any proposer.

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BASIS OF AWARD **EVALUATION FACTORS**

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Proposals will be evaluated by the Township on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

- A. Technical – Responsiveness to the proposals.**
- B. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned, Knowledge of the Township of Pequannock and the subject matter to be addressed under this engagement.**
- C. Cost – Amount of Contribution**

A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and award.

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, NJ 08695

The person, partnership or corporation named below is hereby authorized to collect:
NEW JERSEY SALES AND USE TAX
pursuant to **N.J.S.A. 54:32B-1 ET SEQ.**

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if there is any change in ownership or address.


John J. Ficarra
Acting Director, Division of Taxation

MMBRODIE LLC
343 WEST POINT AVENUE
SOMERSET, NJ
08873

Tax Registration No.: XXX-XXX-483/000
Tax Effective Date: 8/13/2019
Document Locator No: N0000305710

Date Issued: 7/17/2019

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each date:

<u>Event</u>	<u>Contribution</u>
3/11/25	\$ <u>100</u> (numeric) <u>one-hundred</u> (written)
4/8/25	\$ _____ (numeric) _____ (written)
5/13/25	\$ <u>100</u> (numeric) <u>one-hundred</u> (written)
6/10/25	\$ _____ (numeric) _____ (written)
7/8/25	\$ <u>100</u> (numeric) <u>one-hundred</u> (written)
8/12/25	\$ _____ (numeric) _____ (written)
9/9/25	\$ <u>100</u> (numeric) <u>one-hundred</u> (written)
10/14/25	\$ _____ (numeric) _____ (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: cousins name lobster
cindy sztkowits

NAME OF AUTHORIZED SIGNATORY: cindy nedrono sztkowits

AUTHORIZED SIGNATORY SIGNATURE: Cindy Sztkowits

DATE: 1/20/25

CONTACT ADDRESS: 8 Verrona Ave Suite B

Schenectady NY 12303

PHONE #: 732-584-1166

E-MAIL ADDRESS: frank@ph119.cousinsname lobster.com

GENERAL BUSINESS REFERENCES

Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Michelle Pinto	perplex sport center	973-239-1117	444 NJ23	perplex plaza
Olivia paladi	VP Orion Precision	732-247-4764	8 Verrona Ave	Schenectady NY
Ryan Warwick	owner scrubland	732-247-8284	455	Route 27 Danville
Sandra Kamey	Coral Walls	732-356-1010	100	Coral Walls NY68
Jedico Smith	The Grove Nursery	732-226-2651	500	Bristol Blvd Schenectady

TOWNSHIP OF PEQUANNOCK

SIGNATORY PAGE

Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: Cindy S. Liskowitz

NAME OF AUTHORIZED SIGNATORY: Cindy S. Liskowitz

AUTHORIZED SIGNATORY SIGNATURE: Cindy S. Liskowitz

DATE: 1/20/28

CONTACT ADDRESS: 2 Veronica Ave Suite B Adelphi NJ 08873

Phone #: 732-554-1166

E-MAIL ADDRESS: TTCOtanph1@coastalstrawcoast.com

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	CS
☒	Exhibit A - Proposal	CS
☒	Exhibit B - List of References	CS
☒	Exhibit C - Signatory Page	CS
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:

MMBRODIE LLC

Trade Name:

8 VERONICA AVE STE B

SOMERSET NJ 08873

Address:

Certificate Number:

2364618

Effective Date:

July 18, 2019

Date of Issuance:

February 06, 2025

For Office Use Only:

20250206134554495

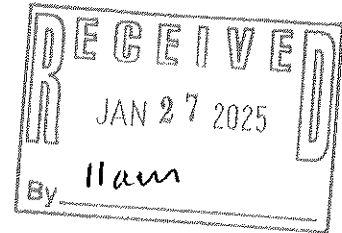
TOWNSHIP OF PEQUANNOCK



SOLICITATION FOR CONCESSION PROVIDERS FOR THE
TOWNSHIP OF PEQUANNOCK

The Township of Pequannock is soliciting proposals for food and dessert vendors for the following events: Town Hall late night, every second Tuesday of the month from 2:00-8:00 in the parking lot in front of the municipal building.

<u>Event</u>	<u>Date</u>	<u>Time</u>
Town Hall Late Night	3/11/25	2:00 PM-8:00 PM
	4/8/25	
	5/13/25	
	6/10/25	
	7/8/25	
	8/12/25	
	9/9/25	
	10/14/25	



Submission Deadline: January 29, 2025 at 2:00 PM

Address all Proposals to:

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444

Proposals may be hand delivered, mailed, or sent via electronic mail or facsimile. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a proposal so as to have full knowledge of the suitability of the premises for their operation. No allowance will subsequently be made to the proposer for errors on his/her part due to his negligence in performing the conditions of this paragraph.

Each proposal and all required submittals must be signed by a person authorized to do so. Proposals must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to Barbara Meloy, whose decision shall be final and conclusive.

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
SHORT FORM STANDING**

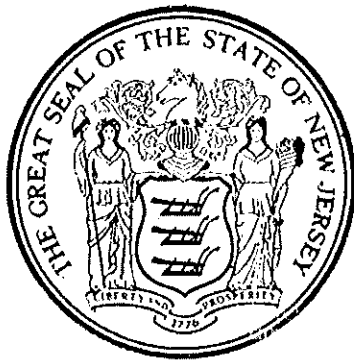
THE EMPANADA TIMES, LLC
0400671527

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic Limited Liability Company was registered by this office on July 08, 2014.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey. Annual Reports are outstanding for the following year(s): 2023-2024

I further certify that the registered agent and office are:

UNITED STATES CORPORATION AGENTS, INC.
330 CHANGEBRIDGE RD STE 101
PINE BROOK, NJ 07058



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal at Trenton, this
26th day of January, 2025*

Elizabeth Maher Muoio

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 6161025097

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp



Full Name: Madeline Perez-Lopez

Business Name: The Empanada Times, LLC

Address: 33 Stephen Avenue, Pequannock, NJ. 07440

Restaurant: 192 Main Street, Lincoln Park, NJ 07035

Telephone Number: (973)57007413 or (973)987-3303

The Empanada Times is a family-owned business that was established in 2014. We have a strong legacy of delivering high-quality, flavorful empanadas. With a deep passion for food and a commitment to customer satisfaction, we consistently strive for excellence in both flavor and service. What sets us apart is our wide variety of over 130 unique empanada flavors, crafted from time-honored recipes and fresh, locally sourced ingredients. We believe in creating an experience, not just serving food. Our culinary team is dedicated to perfecting the art of empanadas, consistently offering delicious options for every taste and occasion.

Our restaurant serves as the heart of our operations, providing a welcoming, community-focused environment where customers can enjoy our signature empanadas. However, our reach extends far beyond our restaurant doors. We have recently expanded into catering, bringing our empanadas to local schools, pharmaceutical companies, and private events. Whether it's a corporate gathering, a school function, or an intimate private party, we take pride in delivering high-quality, personalized service to every client.

At The Empanada Times, we are more than just a restaurant—we are a family passionate about sharing the joy of authentic, flavorful empanadas with our customers. As we continue to grow, our commitment to quality and customer satisfaction remains at the forefront of everything we do, as creating a positive culinary experience is at the heart of every empanada we fold.

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each date:

<u>Event</u>	<u>Contribution</u>
3/11/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
4/8/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
5/13/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
6/10/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
7/8/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
8/12/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
9/9/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)
10/14/25	\$ <u>50.00</u> (numeric) <u>Fifty dollars</u> (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: The Empanada Times, LLC.

NAME OF AUTHORIZED SIGNATORY: Madeline Pérez-Lopez

AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: 1/24/25

CONTACT ADDRESS: 33 Stephen Ave., Pequannock, NJ
07440-1704

PHONE #: 973 570-7413

E-MAIL ADDRESS: theempanadatimes@gmail.com

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Dr. Campos	Psychiatrist	Mental Health	(212) 928-2020	4580 Broadway NY, 10040
Dr. Torrealva	Psychiatrist	Addiction Clinic	(212) 928-2020	4580 Broadway NY, 10040
Tammy Carbosiero	Event Catering Entity		(201) 615-0873	14 Sylvan Way Pequannock NJ.
Christa Posmo		Alkermes Pharmaceuticals	(917) 633-6453	
Chris Gil Bahouth		Catering	(973) 632-5419	

TOWNSHIP OF PEQUANNOCK

SIGNATORY PAGE
Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: The Empanada Times, LLC.

NAME OF AUTHORIZED SIGNATORY: Madeline Pérez-Lopez

AUTHORIZED SIGNATORY SIGNATURE: M. Pérez-Lopez

DATE: 1/26/25

CONTACT ADDRESS: 53 Stephen Ave, Pequannock, NJ. 07440-

Phone #: 973 570-7413

E-MAIL ADDRESS: theempanadatimes@gmail.com

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	MPL
☒	Exhibit A - Proposal	MPL
☒	Exhibit B - List of References	MPL
☒	Exhibit C - Signatory Page	MPL
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: THE EMPANADA TIMES, LLC

Trade Name:

Address: 192 MAIN STREET
LINCOLN PARK, NJ 07035

Certificate Number: 1891284

Effective Date: July 30, 2014

Date of Issuance: February 09, 2025

For Office Use Only:

20250209095621121

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

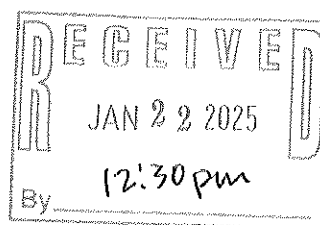
Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each date:

<u>Event</u>	<u>Contribution</u>
3/11/25	\$ <u>25-</u> (numeric) <u>Twenty Five</u> (written)
4/8/25	\$ <u>25-</u> (numeric) <u>Twenty Five</u> (written)
5/13/25	\$ <u>25-</u> (numeric) <u>Twenty Five</u> (written)
6/10/25	\$ _____ (numeric) _____ (written)
7/8/25	\$ _____ (numeric) _____ (written)
8/12/25	\$ _____ (numeric) _____ (written)
9/9/25	\$ _____ (numeric) _____ (written)
10/14/25	\$ _____ (numeric) _____ (written)



The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: Jersey Jacks Kettle Corn LLC

NAME OF AUTHORIZED SIGNATORY: Jack Pezzuti

AUTHORIZED SIGNATORY SIGNATURE: Jack Pezzuti

DATE: 1/21/25

CONTACT ADDRESS: 3 Morris Ave

Riverdale ny 05457

PHONE #: 973 296 4747

E-MAIL ADDRESS: jerseyjackskettlecorn@gmail.com

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
<u>Attached</u>				

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Paul Carelli	Mayor	Riverdale	973 747 4468	25 College Pl. Riverdale
Jeffrey Kerebel	Sales Rep	Home depot.	973-886 6862	1802 Wendover Dr. Pompton Plains
Terrri Pellegrini	Admin Sec.	Riverdale PD Chief	201-741-7574	14 Cedar St. Riverdale NJ
Joe Paterno, Esq	Attorney	Kinnelon	973-452-3335	2 Kipl Ave Kinnelon NJ
John Mami	CPA	Accountant.	973-694-0172	206. NWK Pompton Tpk. Pequannock



Taxpayer Name:	JERSEY JACKS KETTLE CORN LLC
Trade Name:	
Address:	3 MORRIS AVE RIVERDALE, NJ 07457-0745
Certificate Number:	2154524
Effective Date:	July 20, 2017
Date of Issuance:	January 16, 2023

20230116115838634

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	JP
☒	Exhibit A - Proposal	JP
☒	Exhibit B - List of References	JP
☒	Exhibit C - Signatory Page	JP
	Insurance Certificate (required following award)	ON file

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.

TOWNSHIP OF PEQUANNOCK

SIGNATORY PAGE
Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: 1 - Jersey Jacks Little Corn LLC

NAME OF AUTHORIZED SIGNATORY: Jack Pezzati

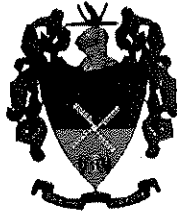
AUTHORIZED SIGNATORY SIGNATURE: Jack Pezzati

DATE: 4/21/25

CONTACT ADDRESS: 3 Morris Ave Riverdale NY 02451

Phone #: 973 296 4747

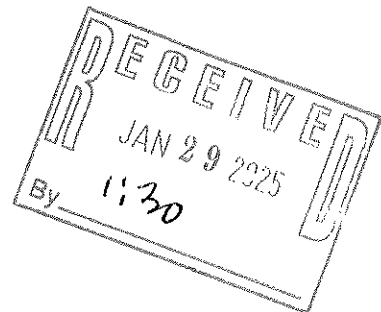
E-MAIL ADDRESS: jerseyjackslittlecorn@gmail.com



**SOLICITATION FOR CONCESSION PROVIDERS FOR THE
TOWNSHIP OF PEQUANNOCK**

The Township of Pequannock is soliciting proposals for food and dessert vendors for the following events:
Town Hall late night, every second Tuesday of the month from 2:00-8:00 in the parking lot in front of the
municipal building.

<u>Event</u>	<u>Date</u>	<u>Time</u>
Town Hall Late Night	3/11/25	2:00 PM-8:00 PM
	4/8/25	
	5/13/25	
	6/10/25	
	7/8/25	
	8/12/25	
	9/9/25	
	10/14/25	



Submission Deadline: January 29, 2025 at 2:00 PM

Address all Proposals to:

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444

Proposals may be hand delivered, mailed, or sent via electronic mail or facsimile. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a proposal so as to have full knowledge of the suitability of the premises for their operation. No allowance will subsequently be made to the proposer for errors on his/her part due to his negligence in performing the conditions of this paragraph.

Each proposal and all required submittals must be signed by a person authorized to do so. Proposals must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to Barbara Meloy, whose decision shall be final and conclusive.

During the period provided for the preparation of responses to this request, the Township may issue answers to written inquiries.

The Township, in its sole discretion, reserves the right to reject any or all qualifications and to waive any and all irregularities as is in the best interest of the Township. A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal(s) made to the Township that have been determined to be **the most advantageous to the Township, all factors considered.** The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment.

PURPOSE OF REQUEST

The Township of Pequannock (the "Township"), a Municipal Corporation in the County of Morris and the State of New Jersey, with its principal offices at 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444, is requesting proposals from qualified individuals or companies to serve as food vendors, as more fully described herein, through a fair and open process pursuant to N.J.S.A. 19:44-20.5 et seq.

Proposals will be evaluated in accordance with the criteria set forth here. The Township will only review those proposals that include all information required to be included by this request.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no concession provider at that event or make other arrangements consistent with all applicable laws.

Should the Township receive multiple requests for any one specific event, the Township reserves the right to assign any concession provider to an event, other than that requested, provided the scheduling is mutually agreeable.

SCOPE OF SERVICES

The vendor shall offer for sale, the food/drink/desert described in submitted proposal.

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Town Hall Late Night	3/11/24	2:00 PM-8:00 PM	Town Hall Front Parking Lot
	4/8/24		
	5/13/24		
	6/10/24		
	7/8/24		
	8/12/24		
	9/9/24		
	10/14/24		

Operating Requirements –

- Vendors are required to stay open throughout the entire event and cannot vacate their space early.
- Vendors are responsible for their own set up, maintenance, and removal of their space.
- Vendors are required to bring their own power source.
- Vendors will be assigned to a designated spot. They are responsible for staying within them and maintaining a clean and safe environment.
- No vendor may utilize amplified sound without prior consent.
- Additional vehicles or tow vehicles must be parked in the parking lot after setting up.
- There will be no sale or consumption of any alcoholic beverages.
- All vendors must comply with the rules set forth by the Pequannock Township Fire Safety Bureau and Health Department to prevent closure on the event day.
- The vendor shall keep the area clean and free from litter and debris at all times.
- The vendor shall comply with all recycling requirements of the Township.
- Pequannock Township Parks & Recreation reserves the right to modify any/and all rules with written notice to the vendor.

Conduct of Employees – The provider, his/her employees, staff and supervisors shall, at all times, conduct themselves in a professional, courteous, pleasant and enthusiastic manner. All employees shall be well-groomed and properly attired at all times.

Concession Provider's Suppliers – The Township reserves the right to require a list of all suppliers providing food, products and supplies to the Provider for his/her operation. Under no circumstances shall the Township be responsible for accepting and/or conducting deliveries from suppliers.

MINIMUM QUALIFICATIONS- Proposers must meet the following minimum qualifications:

- One (1) year experience providing operation services similar to those proposed herein.
- Insurance as stated in "Proposer's Responsibility in Responding" Part B.
- Business Registration Certificate as stated in "Proposer's Responsibility in Responding" Part C.

PROPOSER'S RESPONSIBILITY IN RESPONDING - In response to this request, each proposer shall provide at a minimum the following information:

A. Qualification Information.

- Full Name;
- Business Name, Address and Telephone Number;
- Brief summary of the company's qualifications;
- List of proposed menu items and anticipated prices;
- Provide at least five (5) references with the name, address and telephone number of the contact person (Exhibit B);
- Any additional information you would like the Township to consider in evaluating your quote.

B. Insurance. Proposers shall submit proof of, and maintain in force at all times during which services are to be performed, insurance coverage with limits as to liability that will be in place to protect the Township of Pequannock. If selected, the successful proposer(s) shall furnish a certificate of insurance naming the Township of Pequannock as an additional insured under such policies.

C. Proof of Business Registration Certificate. Proposers shall submit proof of Business Registration Certificate as required by N.J.S.A. 52:32-44.

RIGHT OF THE TOWNSHIP - The Township reserves all rights to make an award to the proposer who has submitted a proposal in accordance with the terms of this request, or to reject all proposers, or to waive any irregularities in any of the proposals, or to take such other actions as the Township, in its sole discretion, determines to be in the most advantageous to the Township, e.g. assignment of a specific provider to a specific event for any reason, all factors considered. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no provider at that event or make other arrangements consistent with all applicable laws.

BASIS OF AWARD
EVALUATION FACTORS

The Township's objective in soliciting quotes is to enable it to select an individual or company that will provide high quality event services to the Township. The Township will consider proposals only from those individuals or companies that, in the Township's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this request.

Proposals will be evaluated by the Township on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

- A. Technical – Responsiveness to the proposals.**
- B. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned, Knowledge of the Township of Pequannock and the subject matter to be addressed under this engagement.**
- C. Cost – Amount of Contribution**

A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and award.

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each date:

<u>Event</u>	<u>Contribution</u>
3/11/25	\$ _____ (numeric) _____ (written)
4/8/25	\$ _____ (numeric) _____ (written)
5/13/25	\$ _____ (numeric) _____ (written)
6/10/25	\$ <u>150.00</u> (numeric) <u>ONE Hundred & fifty dollars</u> (written)
7/8/25	\$ _____ (numeric) _____ (written)
8/12/25	\$ _____ (numeric) _____ (written)
9/9/25	\$ _____ (numeric) _____ (written)
10/14/25	\$ <u>150.00</u> (numeric) <u>ONE Hundred & fifty dollars</u> (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: TROPICAL Delight DBA "Jamaican Gourmet Truck"

NAME OF AUTHORIZED SIGNATORY: Kaya Williams

AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: 1-18-25

CONTACT ADDRESS: 11 DEAN AVE
Haddon, NJ 07405

PHONE #: 973-617-0038

E-MAIL ADDRESS: KAYAKITE@gmail.com

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Shan getten	CEO/Founder	Mainstreetpops	201-736-9193	Haddon NJ
Heidi Robak	CEO/Founder	The Scribble Garden	973-713-9066	Pequannock NJ
3. James Semko - Owner Agency		STATE FARM Insurance	973-884-2300	HANOVER, NJ
4. Aylis Vasquez	CEO/Founder	MMFB Productions	443-616-4625	Jersey City, NJ
6. Kevin Kreemer	CEO/Founder	"MARKETSPACE" Events	908-514-8431	Cranford NJ

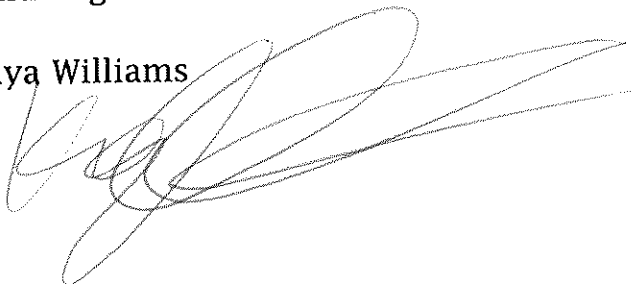
Exhibit "A" cont'd

To TWP of Pequannock,

Hello my name is Kaya Williams a member of the Pequannock chamber of commerce and a long time resident of Morris County. My business name is Tropical Delight Jamaican Restaurant DBA "Jamaican Gourmet Truck ". I have had my restaurant for over 17 years and my Food Truck for 4 years. Our Truck is fully licensed and Insured in Both NY & NJ. Our Truck is known for doing private events and local events in Kinnelon , Parsippany , Morristown and Madison, such as restaurant , Breweries and farmers market . Our Yearly event list over the years includes large attendance events such as Montclair Jazz Festival, Mercer County Cultural Festival , West Orange Main St Festival , Tenafly Festivals , Maplewoodstock, Jersey City July 4th Festival, Oktoberfest and Fall Festivals around Bergen , Sussex , Warren and Morris Cty. Our Truck menu is diverse and represents the West Indies "Caribbean". A delicious palate with flavors of India, China, England, Ireland, Middle East, French, Portugal and West Africa. I am hands on and manage and work on the food truck . We would love to bring our food truck to town for the two selected dates this year. This has been a request for years from the surrounding towns and we hope it can be possible this year. Thank you for your time.

Kind Regards

Kaya Williams

A handwritten signature in black ink, appearing to read 'Kaya Williams', written over a horizontal line.

TOWNSHIP OF PEQUANNOCK

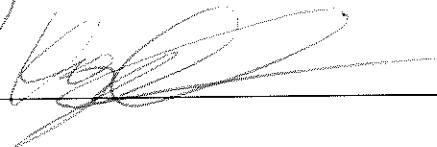
SIGNATORY PAGE

Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: Tropical Delight DBA "JAMAICAN GOURMET"

NAME OF AUTHORIZED SIGNATORY: Kays Williams

AUTHORIZED SIGNATORY SIGNATURE: 

DATE: 1-18-25

CONTACT ADDRESS: 11 DEAN AVE Kinnelon, NJ 07405

Phone #: 973-617-0038

E-MAIL ADDRESS: KayaKite@gmail.com

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	
☒	Exhibit A - Proposal	
☒	Exhibit B - List of References	
☒	Exhibit C - Signatory Page	
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm 	JAMES SEMKO STATE FARM AGENCY 434 RIDGEDALE AVENUE STE 9 EAST HANOVER, NJ 07936	CONTACT NAME: JAMES SEMKO	
		PHONE (A/C, No, Ext): 973-884-2300	FAX (A/C, No): 973-884-2301
		E-MAIL ADDRESS: JAMES@SAVEWITHSEMKO.COM	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: State Farm Mutual Automobile Insurance Company	25178
		INSURER B: State Farm Fire and Casualty Company	25143
		INSURER C:	☒
		INSURER D:	☒
		INSURER E:	☒
		INSURER F:	☒

INSURED TROPICAL DELIGHTS JAMAICAN RESTAURANT LLC Jamaican Gourmet 502 BROADWAY PATERSON, NJ 07514	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State Farm Mutual Automobile Insurance Company		25178
	INSURER B: State Farm Fire and Casualty Company		25143
	INSURER C:	☒	
	INSURER D:	☒	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			90-CL-P172-9	04/13/2024	04/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			128 6826-C31-30A	09/30/2024	03/31/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ PER STATUTE \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
☒	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$			90-CL-W946-1	04/30/2024	04/30/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ PER STATUTE \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town Hall Late Night 3/11/24 2:00 PM-8:00 PM Town Hall Front Parking Lot
Dates for event: 4/8/25, 5/13/25, 6/10/25, 7/8/25, 8/12/25, 9/9/25, 10/14/25

CERTIFICATE HOLDER**CANCELLATION**

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

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01/20/10

Taxpayer Identification# 611-554-184/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609) 942-9202.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fuscone
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

TROPICAL DELIGHT JAMAICAN RESTAURANT

TRADE NAME:

ADDRESS:

502 BROADWAY
PATERSON NJ 07501

EFFECTIVE DATE:

02/13/08

SEQUENCE NUMBER:

1288193

ISSUANCE DATE:

01/20/10



Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Just a little something

TOWNSHIP OF PEQUANNOCK



SOLICITATION FOR CONCESSION PROVIDERS FOR THE
TOWNSHIP OF PEQUANNOCK

The Township of Pequannock is soliciting proposals for food and dessert vendors for the following events:
Town Hall late night, every second Tuesday of the month from 2:00-8:00 in the parking lot in front of the
municipal building.

<u>Event</u>	<u>Date</u>	<u>Time</u>
Town Hall Late Night	3/11/25	2:00 PM-8:00 PM
	4/8/25	
	5/13/25	
	6/10/25	
	7/8/25	
	8/12/25	
	9/9/25	
	10/14/25	

Submission Deadline: January 29, 2025 at 2:00 PM

Address all Proposals to:

Barbara Meloy, Recreation Coordinator
Township of Pequannock
530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444



Proposals may be hand delivered, mailed, or sent via electronic mail or facsimile. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a proposal so as to have full knowledge of the suitability of the premises for their operation. No allowance will subsequently be made to the proposer for errors on his/her part due to his negligence in performing the conditions of this paragraph.

Each proposal and all required submittals must be signed by a person authorized to do so. Proposals must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to Barbara Meloy, whose decision shall be final and conclusive.

During the period provided for the preparation of responses to this request, the Township may issue answers to written inquiries.

The Township, in its sole discretion, reserves the right to reject any or all qualifications and to waive any and all irregularities as is in the best interest of the Township. A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal(s) made to the Township that have been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment.

PURPOSE OF REQUEST

The Township of Pequannock (the "Township"), a Municipal Corporation in the County of Morris and the State of New Jersey, with its principal offices at 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444, is requesting proposals from qualified individuals or companies to serve as food vendors, as more fully described herein, through a fair and open process pursuant to N.J.S.A. 19:44-20.5 et seq.

Proposals will be evaluated in accordance with the criteria set forth here. The Township will only review those proposals that include all information required to be included by this request.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no concession provider at that event or make other arrangements consistent with all applicable laws.

Should the Township receive multiple requests for any one specific event, the Township reserves the right to assign any concession provider to an event, other than that requested, provided the scheduling is mutually agreeable.

SCOPE OF SERVICES

The vendor shall offer for sale, the food/drink/desert described in submitted proposal.

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Town Hall Late Night	3/11/24	2:00 PM-8:00 PM	Town Hall Front Parking Lot
	4/8/24		
	5/13/24		
	6/10/24		
	7/8/24		
	8/12/24		
	9/9/24		
	10/14/24		

Operating Requirements –

- Vendors are required to stay open throughout the entire event and cannot vacate their space early.
- Vendors are responsible for their own set up, maintenance, and removal of their space.
- Vendors are required to bring their own power source.
- Vendors will be assigned to a designated spot. They are responsible for staying within them and maintaining a clean and safe environment.
- No vendor may utilize amplified sound without prior consent.
- Additional vehicles or tow vehicles must be parked in the parking lot after setting up.
- There will be no sale or consumption of any alcoholic beverages.
- All vendors must comply with the rules set forth by the Pequannock Township Fire Safety Bureau and Health Department to prevent closure on the event day.
- The vendor shall keep the area clean and free from litter and debris at all times.
- The vendor shall comply with all recycling requirements of the Township.
- Pequannock Township Parks & Recreation reserves the right to modify any/all rules with written notice to the vendor.

Conduct of Employees – The provider, his/her employees, staff and supervisors shall, at all times, conduct themselves in a professional, courteous, pleasant and enthusiastic manner. All employees shall be well-groomed and properly attired at all times.

Concession Provider's Suppliers – The Township reserves the right to require a list of all suppliers providing food, products and supplies to the Provider for his/her operation. Under no circumstances shall the Township be responsible for accepting and/or conducting deliveries from suppliers.

MINIMUM QUALIFICATIONS- Proposers must meet the following minimum qualifications:

- One (1) year experience providing operation services similar to those proposed herein.
- Insurance as stated in "Proposer's Responsibility in Responding" Part B.
- Business Registration Certificate as stated in "Proposer's Responsibility in Responding" Part C.

PROPOSER'S RESPONSIBILITY IN RESPONDING - In response to this request, each proposer shall provide at a minimum the following information:

A. Qualification Information.

- Full Name;
- Business Name, Address and Telephone Number;
- Brief summary of the company's qualifications;
- List of proposed menu items and anticipated prices;
- Provide at least five (5) references with the name, address and telephone number of the contact person (Exhibit B);
- Any additional information you would like the Township to consider in evaluating your quote.

B. Insurance. Proposers shall submit proof of, and maintain in force at all times during which services are to be performed, insurance coverage with limits as to liability that will be in place to protect the Township of Pequannock. If selected, the successful proposer(s) shall furnish a certificate of insurance naming the Township of Pequannock as an additional insured under such policies.

C. Proof of Business Registration Certificate. Proposers shall submit proof of Business Registration Certificate as required by N.J.S.A. 52:32-44.

RIGHT OF THE TOWNSHIP - The Township reserves all rights to make an award to the proposer who has submitted a proposal in accordance with the terms of this request, or to reject all proposers, or to waive any irregularities in any of the proposals, or to take such other actions as the Township, in its sole discretion, determines to be in the most advantageous to the Township, e.g. assignment of a specific provider to a specific event for any reason, all factors considered. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township further reserves the right to cancel or reschedule any scheduled event for inclement weather or any other operational reason. In the event the Township cancels or reschedules the event, the proposer will be notified as soon as is practicable. Should the event be rescheduled the proposer shall have the right to provide the concession for the newly assigned date and time. If the proposer is unable to fulfill the concession for the newly assigned date and time, the Township reserves the right to have no provider at that event or make other arrangements consistent with all applicable laws.

BASIS OF AWARD **EVALUATION FACTORS**

The Township's objective in soliciting quotes is to enable it to select an individual or company that will provide high quality event services to the Township. The Township will consider proposals only from those individuals or companies that, in the Township's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this request.

Proposals will be evaluated by the Township on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

- A. Technical – Responsiveness to the proposals.**
- B. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned, Knowledge of the Township of Pequannock and the subject matter to be addressed under this engagement.**
- C. Cost – Amount of Contribution**

A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and award.

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each date:

<u>Event</u>	<u>Contribution</u>
3/11/25	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)
4/8/25	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)
5/13/25	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)
6/10/25	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)
7/8/25	\$ _____ (numeric) _____ (written)
8/12/25	\$ _____ (numeric) _____ (written)
9/9/25	\$ _____ (numeric) _____ (written)
10/14/25	\$ <u>50.00</u> (numeric) <u>FIFTY DOLLARS</u> (written)

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: JUST A LITZE SOMETHIN

NAME OF AUTHORIZED SIGNATORY: JOSEPH GRIMES

AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: 1/28/25

CONTACT ADDRESS: 591 NEWARK POMPTON TPKE - POMPTON PLAINS

PHONE #: 201-755-9663

E-MAIL ADDRESS: JOEUGRIMES@gmail.com

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address

GENERAL BUSINESS REFERENCES

Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
TERRI ANN LOVERDE	ACCENTUATE WITH LOVE		201-280-1883	60 NEWARK POMPTON TPKE
HEIDI ROBAK	SCRIBBLE GARDEN		973-530-4063	163 NEWARK POMPTON TPKE
ALEX	BILL'S ARRANGEMENT		973-694-1484	215 NEWARK POMPTON TPKE
ALEXANDRA CIAMPA	BEAUTIFIED BREEDS		862-228-4300	583 NEWARK PO. TPKE
BETH MOZEK	CHOCOLATE TREASURES		973-694-4729	90 MOUNTAINVIEW BLVD, WAYN

TOWNSHIP OF PEQUANNOCK

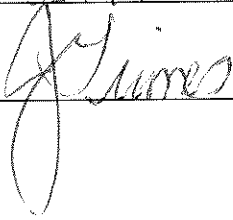
SIGNATORY PAGE

Exhibit C

The undersigned, having examined this informal solicitation for Event Provider for each of the Township of Pequannock Requests for Proposal and having full knowledge of the conditions under which the services described herein must be performed, hereby accepts the terms and conditions of this request.

NAME OF THE PROPOSER: JUST A LITTLE SOMETHIN

NAME OF AUTHORIZED SIGNATORY: JOSEPH GRIMES

AUTHORIZED SIGNATORY SIGNATURE: 

DATE: 1/29/25

CONTACT ADDRESS: 591 NEWARK POMPTON TPKE - POMPTON PLAINS

Phone #: 201-755-8663

E-MAIL ADDRESS: JOEGRIMES@GMAIL.COM

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

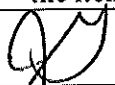
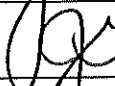
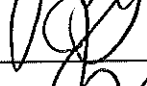
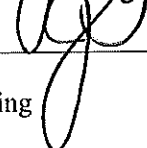
Taxpayer Name: JUST A LITTLE SOMETHIN LLC
Trade Name:
Address: 591 NEWARK POMPTON TPKE. STE.B
POMPTON PLAINS, NJ 07444
Certificate Number: 1749834
Effective Date: October 19, 2012
Date of Issuance: January 28, 2025

For Office Use Only:
20250128104440593

[Return](#)

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	
☒	Exhibit A - Proposal	
☒	Exhibit B - List of References	
☒	Exhibit C - Signatory Page	
	Insurance Certificate (required following award)	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.

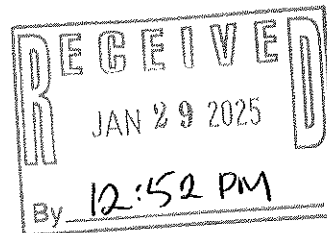
mozzarella 802

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate	MM
☒	Exhibit A - Proposal	MM
☒	Exhibit B - List of References	MM
☒	Exhibit C - Signatory Page	MM
	Insurance Certificate (required following award)	MM

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.



The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: Mr. Mozz Goff

NAME OF AUTHORIZED SIGNATORY: Michael Miley

AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: 1-28-03

CONTACT ADDRESS: 175 Grove Lane, Wayton, VT

PHONE #: 973-997-5961

E-MAIL ADDRESS: TheMozzarellaGoff@aol.com

GENERAL BUSINESS REFERENCES
Exhibit B

(List at least 5)

Name	Occupation	Business	Phone No.	Address
Lono	Chef	Food truck	201-400-1297	
Comp repair	el/trunk	Repair Service	973-690-0770	
Art Dept	Framer	Framer	201-723-3190	
Hand	sculpt.	garden	973-713-9066	
Scott	Brewery	owner	973-698-1453	

TOWNSHIP OF PEQUANNOCK
MORRIS, NEW JERSEY

**Event Provider for each Event that Comprise the Township of Pequannock
Request for Proposals**

Exhibit A – Proposal

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for Proposals for each of the Events that Comprise the Township of Pequannock Request for Proposal as to have full knowledge of all conditions affecting the ability to provide as Event Provider services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

Proposed Contribution to the Township for each date:

<u>Event</u>	<u>Contribution</u>
3/11/25	\$ _____ (numeric) _____ (written)
4/8/25	\$ <u>45</u> (numeric) <u>forty five</u> (written)
5/13/25	\$ <u>41</u> (numeric) _____ (written)
6/10/25	\$ <u>45</u> (numeric) _____ (written)
7/8/25	\$ <u>45</u> (numeric) _____ (written)
8/12/25	\$ _____ (numeric) _____ (written)
9/9/25	\$ <u>41</u> (numeric) <u>forty five</u> (written)
10/14/25	\$ <u>45</u> (numeric) _____ (written)

10/06/17

Taxpayer Identification# 815-298-173/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 292 TRENTON, NJ 08648-0292
TAXPAYER NAME: THE MOZZARELLA GOD LLC	TRADE NAME:	
ADDRESS: 14 SQUIRE LANE WAYNE NJ 07470	SEQUENCE NUMBER: 2167597	
EFFECTIVE DATE: 09/06/17	ISSUANCE DATE: 10/06/17	
FORM-BRC		 Director New Jersey Division of Revenue

This Certificate is NOT assignable or transferable. It must be maintained in a safe place and a copy must be provided to the contracting agency.

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council awarding a contract for the Concession Operator for the Pequannock Valley (PV) Park Lake Concession Stand to Sean Leonardo dba The Joshua Tree, for the total contribution amount of \$2,751 in accordance with the Request for Proposals.

Resolution No. R2025-76

WHEREAS, the Township of Pequannock received proposals for Concession Operator for the Pequannock Valley (PV) Park Lake Concession Stand for the 2025 season on February 6, 2025; and

WHEREAS, a total of one (1) timely quote was submitted and has been reviewed by Township Manager/Purchasing Agent, Coordinator of Parks & Recreation and Assistant to the Township Manager, who recommend that an award be made to the individual/firm who provided the most advantageous proposal, price and other factors considered; and

WHEREAS, the quote determined to be the most advantageous, price and other factors, is from Sean Leonardo dba The Joshua Tree, 345 Main Street, Apt. 2, Ogdensburg, NJ 07439 having submitted a contribution quote bid in the amount of \$2,751; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Pequannock as follows:

1. The contract for the Concession Operator for the Pequannock Valley (PV) Park Lake Concession Stand for the 2025 season is awarded to Sean Leonardo dba The Joshua Tree, for a contract contribution amount of \$2,751.
2. The Township Manager is hereby authorized and directed to execute the necessary documents related to this award.
3. The Township Clerk is directed to forward copies of the resolution to the Township Manager, and Chief Financial Officer.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor

From: The Joshua Tree/Recreational Concepts Food Service 1/25/2025

345 Main St. Apt 2, Ogdensburg NJ 07439

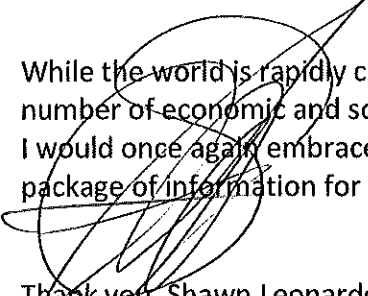
To:, Township of Pequannock

530 Newark-Pompton, Pompton Plains, NJ 07444

Dear Adam W. Brewer, Twp Mgr.

Thank you for the opportunity to once again offer our services to your township. I have operated, insured, and staffed your concession stand at PV Park for 12 seasons. The time periods were approximately from 2004 to 2014 and then more recently the past 2023 to 2024 summer seasons. I personally have had, and continue to have, many fond memories of your park. I truly enjoyed working with your township staff and have built friendly and enduring relationships with your township members. Me and my staff are acquainted with the daily realities and responsibilities of operating your municipal park and are fully committed to once again providing a food service and the level of professionalism that we have become known and recognized for within your community. We would once again enthusiastically embrace the opportunity to make PV park an enjoyable destination!

For over 25 years we have operated government food concession stands on State, County, and Municipal levels. Our diversity has extended to private clubs like Lake Valhalla, in Montville NJ, and Smoke Rise, in Kinnelon, NJ. We have also operated college cafes and cafeterias, including Sussex County College, which we operated for twenty years. Our flexibility through the years has included vending machines, special event mobile units, and high-end black-tie catering. And lastly, we have operated on the main streets of northern New Jersey including the Branchville Grill and Catering Company, Branchville, NJ and Shawnee Boy's, Street Food from Around the World, Newton, NJ.



While the world is rapidly changing in many ways, and facing any number of economic and social pressures, if chosen to operate PV Park, I would once again embrace the opportunity. Enclosed you will find a package of information for the purpose of this bid.

Thank you, Shawn Leonardo, 862-254-3547
Bohemiansoap85@gmail.com

TOWNSHIP OF PEQUANNOCK

SOLICITATION FOR CONCESSION OPERATOR FOR THE PEQUANNOCK VALLEY (PV) PARK LAKE CONCESSION STAND – 2025 SEASON

The Township of Pequannock is soliciting quotes for a Concession Operator for the Pequannock Valley (PV) Park Lake Concession Stand, located off Alexander Avenue in the Township of Pequannock.

Submission Deadline: 10:00 am Thursday, February 6, 2025

Address all Quotes to:

Adam W. Brewer, Township Manager
Township of Pequannock
530 Newark-Pompton Turnpike
Pompton Plains, New Jersey 07444

Quotes may be hand delivered or mailed. In the case of mailed quotes, the Township assumes no responsibility for quotes received after the above-stated designated date and time. Statements received after the designated date and time for receipt will not be accepted and will be returned unopened.

Proposers are responsible for inspecting the premises prior to submitting a quote so as to have full knowledge of the suitability of the premises and equipment for their operation. No allowance will subsequently be made to the proposer for errors on his part due to his negligence in performing the conditions of this paragraph. Arrangements for an inspection of the premises can be made by contacting Barbara Meloy, Recreation Coordinator at 973-835-5700 ext. 145.

Each quote and all required submittals must be signed by a person authorized to do so. Quotes must cover all information in this request. Responses which in the judgment of the Township fail to meet the requirements of this request, which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this request shall be directed, in writing, to the Township Manager. The Manager's decision shall be final and conclusive.

The Township, in its sole discretion, reserves the right to reject any or all qualifications and to waive any and all irregularities as is in the best interest of the Township. A final award shall be made by Resolution adopted by a majority of the Township Council based upon the quote made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered**. The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment.

PURPOSE OF REQUEST

The Township of Pequannock (the "Township"), a Municipal Corporation in the County of Morris and the State of New Jersey, with its principal offices at 530 Newark-Pompton Turnpike, Pompton Plains, is requesting quotes from qualified individuals or companies to serve as Concession Operator for the Pequannock Valley (PV) Park Lake Concession Stand, located off Alexander Avenue in the Township of Pequannock, as more fully described herein, through a fair and open process pursuant to N.J.S.A. 19:44-20.5 et seq.

Quotes will be evaluated in accordance with the criteria set forth here. The Township will only review those quotes that include all information required to be included by this request.

The Township of Pequannock reserves the right to close Pequannock Valley Park at any time during the duration of this contract. In the event the Township closes the park, the Concession Operator shall only be responsible for the pro rata portion of the concession fee through the date of closure.

SCOPE OF SERVICES

The Concession Operator shall operate the concession stand located at Pequannock Valley (PV) Park in the Township of Pequannock. The Concession Operator shall provide all necessary supervision and staffing to prepare the concession stand for operation, operate the park concession stand as specified during the operating season, and clean up and close the concession stand at the completion of the lake season.

Operating Requirements - The concession stand shall be operated at all times in accordance with the following requirements:

The concession stand shall be open during all hours of operation for the park, from May 24, 2025 through September 1, 2025, including special events such as swim meets. July 12, 2025 is the annual PV Park Food Truck Festival; the Concession Operator may elect to remain closed during the event.

1. Specific hours of operation are as follows:
 - May 24, 2025 through June 22, 2025: Mon-Fri 2 PM to 7 PM, Sat 10 AM to 7 PM, Sun 11 AM to 7 PM
 - June 23, 2025 through July 20, 2025: Mon-Sat 10 AM to 8 PM, Sun 11 AM to 8 PM
 - July 21, 2024 through September 1, 2025: Mon-Sat 10 AM to 7 PM, Sun 11AM to 7 PM
2. The Concession Operator shall provide an adult supervisor, at least 21 years of age at all times at the concession stand.
3. The Concession Operator shall be responsible for properly training all staff members and shall require staff to attend food handling courses if required by the Health Officer.
4. The Concession Operator shall be responsible for keeping the patio area, including any picnic tables, benches and trash containers, clean at all times.
5. The Concession Operator shall provide any additional equipment he/she deems necessary, e.g., soda dispensing equipment and freezer, at his/her own expense.
6. The Concession Operator shall obtain all required Board of Health permits and licenses and maintain the Concession stand in accordance with Board of Health requirements. It is the Concession Operator's responsibility to schedule all required Board of Health inspections, prior to opening.
7. No tobacco products or chewing gum may be sold at the concession stand.
8. All beverages shall be sold in paper cups or plastic bottles. Glass bottles shall not be permitted.

9. No vending machines shall be permitted without the express written approval of the Township.
10. Insurance as further described under Insurance Requirements
11. The Concession Operator shall provide adequate staffing at all times so that the time required to be served does not become excessive.
12. The Concession Operator shall provide a selection of menu items and pricing on basic items and coordinate prices on a par with other similar municipal concession stands.
13. The Concession Operator shall adequately clean, to the satisfaction of the Health Officer and the Director of Recreation, the concession stand and remove all inventory within two (2) weeks of the park's closing.
14. Following award of the contract but prior to the opening date of the season, the Concession Operator shall submit a list of names of all supervisors and employees and corresponding evidence from the NJ State Police, documenting a lack of criminal history for each/all employees.
15. The Township of Pequannock shall pay for all utilities and repair or replace, as necessary, any equipment in the concession stand which has been supplied by the Township, unless the proposer's negligence is determined to be the cause of any failure. The determination of the presence or absence of negligence will fall to the Director of Parks and Recreation in consultation with the Director of Public Works. The determination of the Directors may be ultimately appealed to the Township Manager. The Township Manager's decision shall be final.

Proposed Menu – Each proposer shall submit a proposed menu with pricing for each concession stand. The Concession Operator shall agree to provide no less than 90 percent of the items proposed and to provide the following mandatory items: soda (regular and diet); iced tea (regular and diet); coffee; bottled water; hamburgers and hotdogs; French fries; chicken strips or tenders and ice cream. Pricing for menu items cannot be increased from the quote price at any time during the duration of the contract without the prior written approval of the Township Manager.

Health Regulations – The Concession Operator shall comply with all requirements of the Township of Pequannock Board of Health and Health Officer.

The Concession Operator shall keep the concession stand and all adjoining seating areas, tables and benches clean and free from litter and debris at all times. Prior to opening each day, all counters and floors shall be cleaned and the seating area shall be washed down. Further, all tables shall be washed on a regular basis throughout the day.

The Concession Operator shall remove all garbage to the dumpsters on a regular basis, at least once daily, and shall comply with all recycling requirements of the Township.

Concession Fee - Proposers shall list a proposed concession fee on the included proposal form.

The Concession Operator shall make payment in accordance with the following schedule:

- I. Upon execution of the Contract and submission of required insurance indemnification, and Prior to May 24, 2025- 50% of Concession Fee
- II. July 1st – 25% of Concession Fee
- III. August 1st – 25% of Concession Fee

Conduct of Employees – The Concession Operator, his/her employees, staff and supervisors shall, at all times, conduct themselves in a professional, courteous, pleasant and enthusiastic manner. All employees shall be well-groomed and properly attired at all times.

Concession Operator's Suppliers – The Township reserves the right to require a list of all suppliers providing food, products and supplies to the Concession Operator for his/her operation. The Concession Operator may be required to obtain a release of lien from all such suppliers and may be required to provide documentation that all suppliers have been paid in full. Under no circumstances shall the Township be responsible for accepting and/or conducting deliveries from suppliers.

Default – In the event the Concession Operator fails to open for business and operate at any time during normal hours of park operation, the Township shall have the right to charge him/her the sum of \$100.00 per hour for each and every hour the concession stand is not open and operating. This amount shall not be a penalty, but liquidated damages, and shall constitute a fair and reasonable estimate of the amount the Township will suffer by reason of such default.

In the event the Concession Operator fails to open for business and operate for a total of more than twenty (20) hours during normal hours of park operation during the park season, the Township may, in addition to or in lieu of the liquidated damages set forth above, declare the Concession Operator to be in default of the contract. In the event the Township declares the Concession Operator to be in default of the contract, the Township shall have the right to immediately terminate the contract. In the event the contract is terminated by the Township, the Concession Operator shall be liable to the Township for any damages or loss sustained as a result of the default.

CONTRACT FORM

The successful proposer shall be required to execute the Township's standard form contract, which shall include, but shall not be limited to, indemnification, insurance, termination and licensing provisions.

INSURANCE REQUIREMENTS

The vendor shall purchase and maintain such comprehensive general liability and other insurance as will provide protection and hold the Township harmless from claims set forth below which may arise out of or result from the vendors performance of the work and successful concessionaire's other obligations under the contract documents, whether such performance of the work is by the concessionaire or by any subcontractor, by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable in accordance with the following:

- A. Claims under Workers' Compensation, disability benefits and other similar employee benefit acts;

B. Claims for damages because of bodily injury, occupational sickness or disease or death of vendor's employees.

C. Claims for damages because of bodily injury, sickness or disease or death of any person other than the vendor's employees;

D. Claims for damages insured by personal injury liability coverage which are sustained:

1. By any person as a result of an offense directly or indirectly related to the employment of such person by the vendor.
2. By any other person for any other reason.

E. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

F. Claims for damages because of bodily injury or death of any person arising out of operation of law.

G. Product Liability.

All such insurance shall contain a provision that the coverage afforded will not be canceled, materially charged or renewal refused until at least thirty (30) days prior written notice has been given to the Township of Pequannock. All insurance shall remain in effect until the final payment.

Certificates of Insurance shall be acceptable to the Township and shall contain a provision that coverages afforded under policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the Township and the vendor. The vendor is reminded that policies must be issued on an act of occurrence basis.

The policies shall provide that neither the vendor, nor its insurer, shall have any right to subrogation against the Township, its employees and agents. It is the intention of the parties that the policies shall protect all the parties and be primary coverage for any and all losses covered by the above-described insurance.

The vendor shall provide insurance with coverage not less than the following amounts or greater where required by law:

1. Workers' Compensation - unlimited coverage and in accordance with the New Jersey statutes for employer's liability.

2. Comprehensive general and contractual liability insurance coverage. Policy to include personal liability, property damage, contractual liability, explosion, collapse and underground hazard coverage and completed operations coverage for the term of the contract:

Each Person:	\$ 500,000.00
Each Occurrence:	\$1,000,000.00

3. Excess general liability umbrella coverage at a minimum of \$2,000,000.00.

Endorsements shall indemnify and hold harmless the Township of Pequannock and its agents and employees from and against all claims, damages, losses and expenses incurred in the performance of the contract.

The Township of Pequannock, its officials, agents and employees shall be named as additional insureds on General Liability and Umbrella policies.

Copies of all policies shall be furnished to the Township upon request.

MINIMUM QUALIFICATIONS- Proposers must meet the following minimum qualifications:

- Proposers must have at least three (3) years experience in the food and beverage industry.
- Proposers must further have one (1) year experience providing concession operation services similar to those proposed herein in the operation of a similar facility for a term of contract of at least one (1) year.
- Proposers are instructed to identify any public agencies serviced by the proposer during the last five (5) years, including the name and contact information of the individual responsible for overseeing the work of the proposer.

PROPOSER'S RESPONSIBILITY IN RESPONDING - In response to this request, each proposer shall provide at a minimum the following information:

A. Qualification Information.

- Full Name;
- Business Name, Address and Telephone Number;
- Brief description of the business entity including organizational structure and total number of employees;
- Background information regarding all identified staff members that accurately describes his/her employment history and relevant experience;
- Brief summary of the company's qualifications;
- List of proposed menu items;
- List proposed concession fee for Pequannock Valley (PV) Park Concession stand for the year. Identify all previous experience in the food and beverage service industry and in providing concession operation services of a similar nature to those proposed herein within the past five (5) years, including any public agencies serviced by proposer. Include the name and contact information of the person responsible for overseeing the proposer's work under the contract;
- Provide proof of at least three (3) years experience in the food and beverage industry;
- Provide proof of one (1) year experience providing concession operation services similar to those proposed herein in the operation of a similar facility for a term of contract of at least one (1) year.
- Provide at least five (5) references with the name, address and telephone number of the contact person;
- Any additional information you would like the Township to consider in evaluating your quote.

B. Proof of Business Registration Certificate. Proposers shall submit proof of Business Registration Certificate as required by N.J.S.A. 52:32-44.

COST QUALIFICATION – By submission of a proposed concession fee, proposers acknowledge and agree to adhere to any contract amount limitations set forth herein.

QUOTE EVALUATION – The Township will select the most advantageous quote based on all of the evaluation factors set forth below. The Township will make the award that is in the best interest of the Township. Each quote must satisfy the objectives and requirements detailed in this request. The successful proposer shall be determined by an evaluation of the total content of the qualification submitted with due consideration to the qualifications of the proposer, all factors considered.

RIGHT OF THE TOWNSHIP - The Township reserves all rights to make an award to the proposer who has submitted quotes in accordance with the terms of this request, or to reject all quotes, or to waive any irregularities in any of the quotes, or to take such other actions as the Township, in its sole discretion, determines to be in the most advantageous to the Township, all factors considered. The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township further reserves the right to close the park at any time during the duration of this contract. In the event the Township closes the park, the Concession Operator shall only be responsible for the pro rata portion of the concession fee through the date of closure.

BASIS OF AWARD **EVALUATION FACTORS**

The Township's objective in soliciting quotes is to enable it to select an individual or company that will provide high quality and cost effective concession operator services to the Township. The Township will consider quotes only from those individuals or firms that, in the Township's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this request.

Quotes will be evaluated by the Township on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

- A. Proposed Concession Fee;**
- B. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned;**
- C. Knowledge of the Township of Pequannock and the subject matter to be addressed under this engagement;**

A final award shall be made by Resolution adopted by a majority of the Township Council based upon the quote made to the Township that has been determined to be **the most advantageous to the Township, all factors considered**. The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and award. All awards are and shall be subject to the availability of funds.

TOWNSHIP OF PEQUANNOCK
MORRIS COUNTY, NEW JERSEY

**SOLICITATION FOR CONCESSION OPERATOR FOR THE
PEQUANNOCK VALLEY (PV) PARK LAKE CONCESSION STAND**

QUOTE

TO TOWNSHIP OF PEQUANNOCK

The undersigned having carefully examined the information contained in this request for quote and ability to provide as Concession Operator services as described herein, hereby proposes to furnish all labor and materials, equipment, operations and incidentals, and to perform said services in strict accordance with this request and to the full and entire satisfaction of the Township for the sum of

One year Contract 2025 Season.

Two Thousand Seven Hundred and Fifty-one Dollars.

Amount in words

\$ 2,751.00

Amount in numbers

The undersigned further declares that he understands the scope of work and will complete the work within the prescribed time.

NAME OF THE PROPOSER: SHAWN LEONARDI DBA THE JEWEL TREE

NAME OF AUTHORIZED SIGNATORY: SHAWN LEONARDI

AUTHORIZED SIGNATORY SIGNATURE: [Signature]

DATE: JAN 25 2025

CONTACT ADDRESS: 345 WILLOW ST Apt 2

OSD BROS BORO N.J. 07439

PHONE #: 862-254-2547

E-MAIL ADDRESS: BOHMIAN SOAPS @ gmail.com

Federal I.D. of Social Security #: 155-60-0333

TOWNSHIP OF PEQUANNOCK

PREVIOUS CONTRACTS

Exhibit A

Please list previous work of a similar nature completed within the past five (5) years.

A. Owner: West Milford Township.

Business Address of Owner: 1468 Macapin RD, Bobbing Springs
Rec. Mgmt

Phone Number: 973-728-2860

Type of Work: Food Commissions

Contract Price: 2,600

Extra Work Required: Camp Lunches

Approximate Date of Contract: CONTRACT 2018/2019

Approximate Date of Completion: CONTRACT

Name and Contact Information of Reference: DAN RICE DIR
973-934-5524

B. Owner: BUTLER Township.

Business Address of Owner: Stony Brook Pool 1 Grace Valley RD
BUTLER 973-838-7045

Phone Number: _____

Type of Work: Food Commissions

Contract Price: 1,000

Extra Work Required: Camp Louches -

Approximate Date of Contract: Current - 20 YEARS

Approximate Date of Completion: Current

Name and Contact Information of Reference: WARD Dir REC

973-722-3770

C. Owner: Twp of WEST CALDWELL

Business Address of Owner: 30 CLINTON RD, WEST CALDWELL

Phone Number: 973-226-3621

Type of Work: Food Commissions at CEDAR + WESTVILLE POOL

Contract Price: 2,500

Extra Work Required: SENIOR BQ'S -

Approximate Date of Contract: 2021, 2022, 2023

Approximate Date of Completion: SEPT 2023 -

Name and Contact Information of Reference: GABE REC DIR

973-226-3621

D. Owner: Twp of FAIRFIELD

Business Address of Owner: 221 Hollywood Ave FAIRFIELD, NJ

Phone Number: 973-882-2700 Ext 2510

Type of Work:

Food Concession
Fairfield Pool

Contract Price:

1,500

Extra Work Required:

Approximate Date of Contract:

2017, 2018, 2019

Approximate Date of Completion:

Sept 2019.

Name and Contact Information of Reference:

Tony RBC Dir

973-882-2700

E.

Owner:

Business Address of Owner:

Phone Number:

Type of Work:

Contract Price:

Extra Work Required:

Approximate Date of Contract:

Approximate Date of Completion:

Name and Contact Information of Reference:

GENERAL BUSINESS REFERENCES
Exhibit B

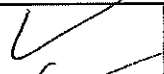
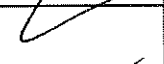
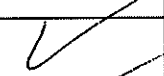
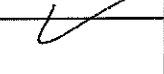
(List at least 5)

Name	Occupation	Business Address	Phone No.
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SKZ		Enclosed	

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST
Exhibit I

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	Business Registration Certificate (if not provided at time of submission must be provided prior to award of contract)	
☒	List of References	
☒	List of Previous Contracts	
☒	Quote/Signatory Page	

*This form should be submitted with the quote. It is provided for proposer's use in assuring compliance with all required documentation.

CER-1-A

02/07/25

Taxpayer Identification# 155-600-333/001

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 262
TRENTON, N J 08646-0262

TAXPAYER NAME:
LEONARDO, SHAWN M

ADDRESS:
12E MORRIS FARM RD
LAFAYETTE TOWNSHI NJ 07848
EFFECTIVE DATE:

01/25/16

TRADE NAME:
THE JOSHUA TREE
SEQUENCE NUMBER:

2011961

ISSUANCE DATE:

02/07/25

N.J. DIVISION OF TAXATION

Director
New Jersey Division of Revenue



State of New Jersey

Christine Todd Whitman
Governor

Department of Environmental Protection

Robert C. Shinn, Jr.
Commissioner

DIVISION OF PARKS AND FORESTRY
STATE PARK SERVICE
STOKES STATE FOREST
1 COURSEN ROAD
BRANCHVILLE, NJ 07826
TEL. : 201-948-3820
FAX. : 201-948-3359

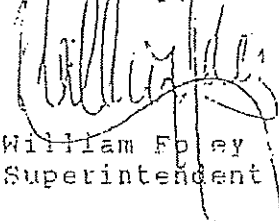
August 7, 1995

Sussex County Community College
College Hill
Newton, NJ 07860

To Whom It May Concern:

With this letter I am respectfully recommending Recreational Concepts as a reputable firm and specifically Mr. Shawn Leonardo as a capable and competent purveyor of food service. He has performed this function as the food concessionaire at Stokes State Forest for the past two years in a successful and efficient manner. Personally I find Mr. Leonardo to be a man of enthusiasm and honest character and believe that he is worthy of consideration for the purpose of food service at SCCC. If you have any questions or desire any further details please do not hesitate to call me.

Sincerely,



William Foley
Superintendent



State of New Jersey

Christine Todd Whitman
Governor

Department of Environmental Protection

Robert C. Shinn
Commissioner

Division of Parks and Forestry
New Jersey State Park Service
Spruce Run Recreation Area
1 Van Syckel's Road
Clinton, New Jersey 08809

TEL: 908-638-8572
FAX: 908-638-5438

November 15, 1994

Monmouth County Park System
Lincroft, NJ 07738

To Whom It May Concern:

This letter of recommendation is written on behalf of Shawn Leonardo of Recreational Concepts. My association with Shawn over the last 11 years has witnessed him as an employee, associate and owner of various concession operations with the New Jersey State Park Service. During this period he has demonstrated high levels of professionalism and standards of public service.

During the 1994 recreational season at Spruce Run, the gross sales receipts of his Bathing Area, Food and Novelty Concession operation, exceeded \$60,000.00. His hands on, innovative, consumer friendly operation contributed to the success of his operation and the Recreation Areas summer season.

Please feel free to contact me for further information if required.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joseph P. Winnicki".

Joseph P. Winnicki
Superintendent

WORK EXPERIENCE RECORD

SHAWN LEONARDO ARAGON
(NAME OF CONTRACTOR)

BUSINESS REF
ENCLOSED

Name of Facility/ Location	Type of Work	Dates	Person in Charge	Phone Number
----------------------------------	-----------------	-------	------------------	-----------------

Lafayette House Chef - Mike Fry 973-579-3100

Mill River Pond - Chef - SUR ANN Guy. 208-459-823

Black Forest Inn Chef. Home Owner 973-347-3383

Milton Inn Chef - Owner 973-697-8725

COMPANY FORMS MAY BE SUBSTITUTED,
BUT THE INFORMATION REQUESTED ABOVE MUST BE COMPLETE.

General Business References

US Food Service
1200 Hoover Ave., Allentown PA 18109
Vinnie-Sale Rep. 973-214-4505

Acme Food Service
Paterson, NJ
Andy -Owner-973-472-3248

Dingman's Dairy Ice Cream Company
18 Alabama Ave. Paterson, NJ
973-881-8622- Mary

Coca Cola Bottling, Carlsat NY,
Mary-Sale Rep Northern NJ, 973-703-8085

George Osoria, Landlord, - 862-266-2954
Commercial Store Front 6/2010 -6/2012
59 Diller Ave, Newton, NJ. Previous "Shawnie Boy's" Deli

Banking:

Chase Bank-Merchant Accounts
Joe: Brank Manager, Andover, NJ Tel : 973-383-3434

Lake Land Bank, Newton, NJ. 07860
Joe Doland, Investment Manager NJ Tel: 973-702-0521

Weichert Realtors Hamburg, NJ 973-827-8899
I am a licensed NJ Real Estate Agent. Manger is Fern

Shawn M. Leonardo
29 Sparta Avenue
Newton, New Jersey 07860
973-300-4000

Objective: to secure a seasonal concession operation that allows personal, business, and financial growth.

Professional Experience

January, 1994- Present:

Recreational Concepts

Owner/Sole Proprietor

Operate food service at Sussex County Community College, Newton, NJ

Contract renewed since 1995. Duties include: operate business by preparation of breakfast through dinner hot and cold entrees, steam table items, grill and fryer items, beverages, etc., cater approximately 150 banquets per year, special event services such as Teen Arts Festival and art shows.

1998-Present

Operate seasonal food service location at Lake Valhalla Country Club, Montville, NJ

Duties include: preparation of food and novelties to private members by operating food pavilion.

Prior seasonal locations included: Stokes State Forest, Swartswood State Park, Spruce Run Recreation Area, Cheesequake State Park, Hazlet Swim and Tennis Club, Bass River State Park, Astion State Park, Batsto Historical Village.

January, 1993 to 1994

Owner, Seafood Shack, T/A RCI, Union, NJ

January, 1985-1993

Theatre Confections, Inc., Rochester, NY

Jersey Ice Corporation, Jersey City, NJ

Duties included: Manager and Area Supervisor for various state park concessions and theater concessions, staffing, auditing, ordering, preparing menu, and special events.

June, 1982-1985

Hotel and Restaurant Management

Various positions ranging from prep cook to Head Chef.

Various locations: The Plaza Hotel, The Governor Morris, The Peninsula House

June, 1980-1982

Roy Roger's Restaurant

Assistant Manager

Education

Drew University, Madison, New Jersey

Bachelor of Arts Degree, 1991 Major: Philosophy

County College of Morris, Randolph, New Jersey

Associates of Arts : Business Administration

Associates of Science: Humanities/Social Science

Staffing:

Joshua Tree has 3 sources of staffing for your location:

- * The manager/head cook of the location would most probably come out of one of are year round college operations, already knowing all there is to run your location under our format, menu, standards, etc.

- * For basic staff we have nearby locations over the past years that have experienced seasonal employees that are interested in new locations and opportunities.

- *. Finally we advertise locally, always interested in finding new people.

The Number of staff in based upon the manager's assessment of ergonomics, weather and sales demand. It is not set in stone, but a dynamic process. It would range from 2-5 on any given shift, with a shift change of staff about 4pm.

County Nightlife

BY VALERIE GIORDANO

It's Saturday night, the television set is looking anything but appealing, and the mall's too crowded and boring. You find yourself thinking, "What is there to do around here?"

Although not as vibrant or culturally diverse as New York City, life around Sussex County travels beyond its rolling hills, green pastures and Saturday night cow tipping rituals.

Yes, indeed, Sussex County is filled with its own entertainment.

Area college students find themselves indulging in a cup of coffee and social chatter while others find recreation shooting with a little stick at a local pool hall, and the occasional music scene invokes an interest in many.

Many local musicians gather at The Fone Booth located on Rt. 23 Franklin, or other various spots such as Becca's in Franklin, and The Appalachian Coffee House in Vernon.

In addition, The Fone Booth takes on a new twist with their new Coffee House inviting poets, musicians, and artists to do their thing every Monday night. The fun and excitement starts at 9:30 p.m.

Also, Whispers (formerly known as The Castle at Night) opens their doors every Friday and Saturday night for live music and dance parties.

Clubs, Etc.

BY ANGELA THIES-DILL

For a complete listing of the clubs currently organized at SCCC, students should refer to page 21 of the SCCC STUDENT HANDBOOK. Student handbooks can be obtained from the Information Table located in the lobby of D-building.

For information on upcoming club events, news flashes, special club activities and the like, refer to the bulletin boards on the main floor of B-building.

A complete listing of events hosted by SCCC Student Activities is updated each semester via a printed bulletin, currently made available on the information table on the first floor of D-building. The most recently published bulletin entitled "Spring Calendar of Events."

A Student Activities bulletin board can be found in the same general area which provides students with information on general topics of interest, as well as highlights on student activities and selected SCCC club announcements.

Student Activities reports they are scheduled to go on-line with a new web page by the end of the spring semester. Look for their link on SCCC's home page.

Where Can SCCC Take You?

BY TIMOTHY KELLY

If you're a student you can go to many different places on SCCC student activities trips.

SCCC organizes trips to museums, theaters, and even the Bronx Zoo.

"To find out what trips are available, pick up an activity sheet on the information table," said Heidi Gregg SCCC's student activities coordinator.

Every trip that is offered can be found on these activities sheets. Occasionally trips come up that are not on these sheets, but these trips are posted on the white board in the gallery.

A current favorite being offered is a trip to see "Titanic" on Broadway. Tickets went on sale March 3rd and cost \$50 with an SCCC student I.D. The tickets include transportation by coach bus and orchestra seating.

Tickets for all student activities trips can be purchased at the business office.

Don't miss out on these great trips. Let SCCC take you somewhere.

PLACES

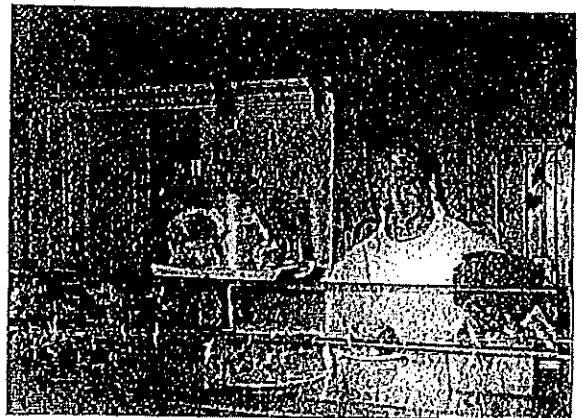
SCCC Cafeteria Catering With Taste

BY ANN MARIE LAY

The SCCC Cafeteria is more like a cafe than a cafeteria, thanks to manager Shawn Leonardo, who is the proprietor of Recreation Concepts.

Leonardo's years of restaurant management and ownership are put to good use with a core menu of 25 mouth-watering items such as marinated chicken breast, hickory ham & cheddar melt, and grilled chicken over salad.

Believing that "the eyes eat first" is the key to his success, Leonardo bases his menu around trendy healthy foods that are desired by students and faculty alike. Some favorites include gourmet pasta dishes, sauteed Portobello mushrooms over spinach salad, pizza, calzones, and veggie burgers.



Sean Leonardo: bread for catering.

(PHOTO COURTESY OF THE PHANTOM)

Other eye-appealing changes have taken place at the cafeteria. The most impressive has been the inclusion of a deli case, chock full of cold cuts, cheeses, breads, and exotic looking vegetables. Also, an ice cream case faces the deli case on other side of the cafeteria. Both add a gustatory ambience that has never been in the cafeteria before. Also, the walls, tables, and floors have been refurbished. For privacy one can

snuggle up in one of the of booths that have been installed.

Leonardo's previous experience was as a chef at the Plaza Hotel and the Governor Morris Hotel in Morristown, as well as serving as the manager of food service at the Statue of Liberty in Jersey City.

Complementing the cafeteria is the ever-smiling Terri, Shawn's wife. Add in Paula Kelly with her Brooklyn charm and the SCCC staff who provide a "combined 50 years of restaurant experience which makes it a little bit easier to serve the SCCC community with pride and confidence," Leonardo said.

After working for more than 10 years as a Customer Service Skills Trainer for bank executives, Terri Leonardo stepped into the role of SCCC cafeteria hostess.

(PHOTO COURTESY OF THE PHANTOM)

A recent addition to the staff is Night Manager Harry Bennett, who almost immediately distinguished himself by donning a dress shirt and tie as his normal cafeteria attire. Harry effectively takes over the night shift of the operation with his efficient and responsive attitude.

It's evident that Leonardo, who has also catered major SCCC faculty meetings, graduation parties, and a variety of other college-related functions which total approximately 55 soirees a year, has made the SCCC cafeteria a labor of love. "I have developed a rich experience with students, faculty and staff," he said. "I will always feel at home at SCCC."



SUSSEX COUNTY COMMUNITY COLLEGE

November 9, 1998

Shawn Leonardo
Recreational Concepts
195 Seminoli Road
Lafayette, New Jersey 07848

Dear Shawn:

Please be advised that the college Board of Trustees has awarded the cafeteria contract to you for the 1998/1999 period.

Please note the following with regards to your bid and the contract specifications:

1. Your bid included a sample menu which included prices for items which are restricted from sale under the contract as referenced in section "E" of the specifications. Specifically, soda was listed on the menu. The college is currently under contract with a vending company who has the exclusive contractual rights to the offering of soda and other canned/bottled beverages on campus. You are therefore prohibited from providing beverages, other than coffee and milk, unless same is provided to you under an arrangement with the vending contractor and within the scope of his contract with the college
2. The college will expect adherence to section F of the contract specifications which mandates that the cafeteria service be provided to the college in accordance with it administrative calendar which operates independently from the college's student/academic calendar.
3. The college will expect you to strictly comply with any instructions or notifications from local fire officials and/or local health and safety officers.

Please sign the attached contracts (2 copies) and return same to my office. I will then forward to you a complete contract set with the college signatures as then applied.

We look forward to a safe and successful season and wish you the best of luck.

Sincerely,

A handwritten signature in dark ink, appearing to read 'William P. Klemm', with a stylized flourish at the end.

William P. Klemm, CFO

References

CFO/ Sussex County Community College
Ken Kneiser
1 College Rd
Newton, NJ
Tel. 973-300-2100

Environmental Protection Agency
Head of Leases & Concessions
Frank Hillman
Trenton, NJ

Smoke Rise Club
Goveror of Recreation
Brian Davin
Kinnelion , NJ

Lake Valliaha Club
Club Manager
Perry Bonadies
Montivale, NJ

Black Forest Restaurant
Owner Chef
Hienrick Alhem
Stanhope, NJ
Tel. 973-347-3344

Lafayette House,
Owner Manager
Jack Frey
Old Lafayette Village, NJ
Tel. 973-579-3100

Country Farm Foods
East Hanover
Saleman Drew
973-887-0200

Wards Ice Cream
Paterson
Chad Skier VP
973-585-8100

Lake Land Bank
Sparta, NJ
Pass Book, Saving, Checking, Money Market

E-Trade Financial
White Rock, Rancho Corova, CA



Business Signature Card

Business Name & Address

Name 1 Shawn M Leonardo

Name 2 T/A The Joshua Tree

Name 3 _____

Account Title _____

Mailing Address PO Box 739

City Branchville State NJ Zip 07826

Primary Tax Name

X

Account Information

Account Number 631408789

Product SMALL BUSINESS CHECKING

Business Type Sole Proprietorship

Nature of Business Sale of crafts and books Food

Date Opened 01/22/2016

Business Phone (862) 254-3547

Primary Tax ID 155-60-0333

Check If Updated

Date Updated (if applicable) _____

Signatures

By signing below, the undersigned, each, if more than one, an authorized representative of the Account Holder, certifies that he/she has reviewed the information contained in this Signature Card, Corporate Resolution, account authorization documents, and/or organizational documents of the Account Holder (the "Authorization Documents"), and finds the information in this Signature Card accurate on this date and in accordance with the Authorization Documents. The Account Holder acknowledges receipt of, and agrees to be bound by, all the terms and conditions in the Deposit Account Agreement governing the operation of accounts and services provided by Lakeland Bank ("Bank"), as they may be amended or supplemented from time to time. The undersigned is authorized to certify the names, titles, and signatures of authorized signers named in this Signature Card on this/these account(s) pursuant to the Authorization Documents.

By signing below, the undersigned certify(ies) that the signatures presented herein are the signatures of persons authorized to sign and otherwise act on behalf of the Account Holder with respect to its account(s), banking transactions or services noted herein. Bank is entitled to rely on the authority of the named person(s) until Bank receives written revocation of such authority. No notice of revocation will be effective until Bank has a reasonable opportunity to act on it. Until such notice of revocation is actually received, the authority conferred herein shall remain in full force and effect and Bank shall be indemnified and saved harmless from and against any and all loss suffered or liability incurred by Bank in connection with this authorization.

X

Shawn M Leonardo

X

X

Backup Withholding Certification

Under penalties of perjury, I certify that: (1) The Taxpayer Identification Number (TIN) shown below is my correct taxpayer identification number; (2) [] I AM [X] I AM NOT subject to backup withholding. If I am not subject to backup withholding it is because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; (3) I am a U.S. person (including a U.S. resident alien).

The IRS does not require your consent to any provision of this Document other than the certifications required to avoid backup withholding.

X

Shawn M Leonardo

01/22/2016

Date

155-60-0333

Tax ID Number

Bank Use Only

Port # 20131173 Branch 31 Branch Name Branchville Downtown Office

Opened By Resp Code 224 Opened By Yvonne Sebecke

Processed By Resp Code 224 Processed By Yvonne Sebecke

Verification by _____

Shawn M. Leonardo

P.O.Box 739 Branchville NJ 07826 Tel. 973-862-2665

Seeking a Challenging and Rewarding Position that Utilizes all Facets of my Management and Leadership Skills.

***Proven Food Service Professional** Knowledgeable and Proficient in all Food Industry Aspects.

***Proven Problem Solving Ability:** Background in Philosophy, Information Theory, Cognitive Science, Pricing, Design and Finance.

***Proven Human Relations Ability:** Development of all Aspects of Staffing and Training, .Personal, Customer, and Business Relationships and Networks.

***Proven Organizational Ability:** Understanding and Creating the Most Efficient Cost and Labor Environments, while Effectively Marketing and Remaining Innovative and Creative. .

***Proven Experience in Creating and Controlling Motivated and Energetic Work Environments, Projects and Social Interactions.**

95-Present Owner: Recreational Concepts Food Services, LLC, Newton, NJ. 25 years of Business Management and Ownership Experience Hands on Head Chef, All Aspects. A high volume food service company specializing in captive-audience government contractual locations..including food service, concession stands, catering and vending locations. Creator of Baja Grill Motif it and Shawnie Boy's " Street Foods of the World."

2002-2005 Head Ala Cart Chef Lafayette House, Lafayette NJ -Premier Sussex County Banquet Facility, w/ both Formal and Causal Dinning.

2001 Chef Black Forest Restaurant, Byram NJ-Well respected Four Star Restaurant, specializing in German and Continental Cuisine

1995-Manager at the Statue of Liberty Food Service Program-one of four Managers involved with the daily operations of this -High Volume National Landmark.) Jersey Ice Corp, Elisabeth NJ

1991-New Jersey/NYC Supervisor for Theatre Confections INC, based in Rochester, NY. Managed Staff of nine Movie Theaters and State Park high volume Concession Locations

Education Rutgers PHD Candidate Psychology- Cognitive Science 2006-Newark, NJ

Drew University MA. Intellectual European History 91, BA, Philosophy and Mathematics 88-90 - Madison, NJ County College Morris , A.S. Business, A.A. Social Sciences 86-88 Randolph, NJ

Passion & Interest : Performing Arts, World Travel, Self Development Workshops, Cycling, Hiking, Yoga., Organizing Intellectual Forums

Fund raising for charitable organizations including: Genni's House, Relay for Life, Manna House, Newton Athletics, Harmony # 8 Masonic Fund-raising and N.J. Teen Arts Festival

Memberships and Association: Mountain Top Church, Freemasonry, Knights Templar, Newark Museum, Alpha Beta Gamma, Matt Talbot Society, Sierra Club

**** References Available Upon Request ****



Sussex County Clerk's Office

83 Spring Street, Suite 304

Newton, NJ 07860

Phone: 973-579-0900 Email: info@sussexcountyclerk.org

CERTIFICATE OF TRADE NAME



20160121020000170 1/1
01/21/2016 10:50:23 AM TRADE
Bk: 61 Pg: 956
Jeffrey M. Parrott, County Clerk
Sussex County, NJ

20160121020000170
01/21/2016 10:50:23 AM
TRADE
NUMBER OF PAGES : 1
Recording Fee : \$50.00

NOTE: This form must be completed and then signed before a notary; a fee of \$50 payable in cash or money order is due at time of submission.

The undersigned hereby certify the following, pursuant to the provisions of NJSA 56:1-1 et seq ("Business and Partnership Names"):

I (or We), the undersigned, certify that I (or we) intend to conduct and transact business under the name of:

THE JOSHUA TREE

The nature or type of business is:

CRAFTS / EVENTS / COMMISSIONS

The business mailing address is:

P.O. 739
Street, Apt#

Branchville, N.J. 07826
Town State Zip Code

Physical address of business is:

128 MORRIS FARM RD, LAFAYETTE TWP N.J.
Street Name Municipality or Township County

The true and real full name of the person(s) who will transact said business, and the full post office address(es) of said person(s) is (are) as follows:

SHAWN M. LEONARD
(Print or type real and full name here)

P.O. Box 739 Branchville NJ 07826
(Print or type full address)

(Print or type real and full name here)

(Print or type full address)

(Print or type real and full name here)

(Print or type full address)

(Print or type real and full name here)

(Print or type full address)

Each of the undersigned who is not resident in the State of New Jersey constitutes the Sussex County Clerk, and his/her successors in office, the true and lawful attorney of such non-resident person(s) upon whom all original process may be served (a) in an action or legal proceeding against said firm or partnership or (b) in an action against said person(s) for any debt, damages, or liability contracted or incurred by them in, or growing out of, the conduct or transaction of said business in the State of New Jersey. It is agreed that such original process which may be served upon said County Clerk shall be of the same force and validity as if served upon said non-resident person(s) of the firm or partnership. The authority hereof shall, as to such non-residents, continue in force so long as they shall conduct or transact said business in the State of New Jersey under such name.

Each of the undersigned acknowledges that he/she has researched the fictitious name he/she wishes to use for the business and has thus established that said name is available for use. This trade name certificate will give the owner(s) of said name the right to use the chosen name within the jurisdiction of Sussex County. This certificate, however, does not preclude the use of this name by an incorporated entity or by an entity outside of Sussex County.

AFFIDAVIT

The undersigned, being duly sworn upon his, her or their oath, according to law, say that he, she or they have read the foregoing certificate and that the statements therein are true.

State of New Jersey, County of Sussex,

Sworn and subscribed to before me this

21 day of Jan, A.D., 2016.

[Signature]

(Signature of Business Member)

(Signature of Business Member)

(Signature of Business Member)

(Signature of Business Member)

Signed by Attorney, Notary Public, or other person authorized under law to take oath

Memo

Date: 9/11/00
To: Ms. Evelyn Mills
From: Shawn Leonardo
RE: List of Business Relationships

Sussex County Community College, Newton, NJ

Lake Valhalla Country Club, Vista Road, Boonton, NJ

Smoke Rise Country Club, Kinnelon, NJ

Fairfield Pool, Fairfield, NJ

Hazlet Swim and Tennis Club, Hazlet, NJ

The State of New Jersey Division of Park Services:

Stokes State Forest

Swartswood State Park

Spruce Run State Park

Cheesequake State Park

Atsion State Park

Bass River State Park

Batsto Village State Park

Owner, Seafood Shack, Union Market Food Court, Union, NJ

Liberty State Park Concession

Hopatcong State Park Concession

Several Theater Concessions throughout Morris and Bergen Counties





STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization:

THE JOSHUA TREE

Organization Address:

345 MAIN ST Apt 2 Oceanside N.J. 07439

PART I CHECK THE BOX THAT REPRESENTS THE TYPE OF BUSINESS ORGANIZATION:

- ☒ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)
OR
☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
<u>N/A</u>	

PART III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

CONTRACT #2095 - REFRESHMENT CONCESSION SERVICES

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

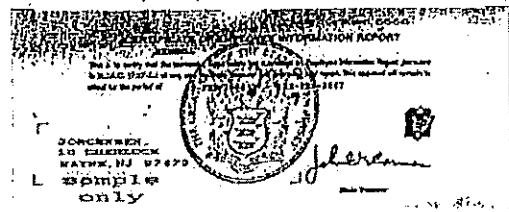
OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

Sample of Certificate



The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

COMPANY: The Joshua Tree

SIGNATURE: [Signature]

PRINT NAME: SHAWN LEONARDO

TITLE: owner / chef

DATE: 2/20/2018



Shawnie Boy's

STREET FOODS OF THE WORLD

www.ShawnieBoys.com



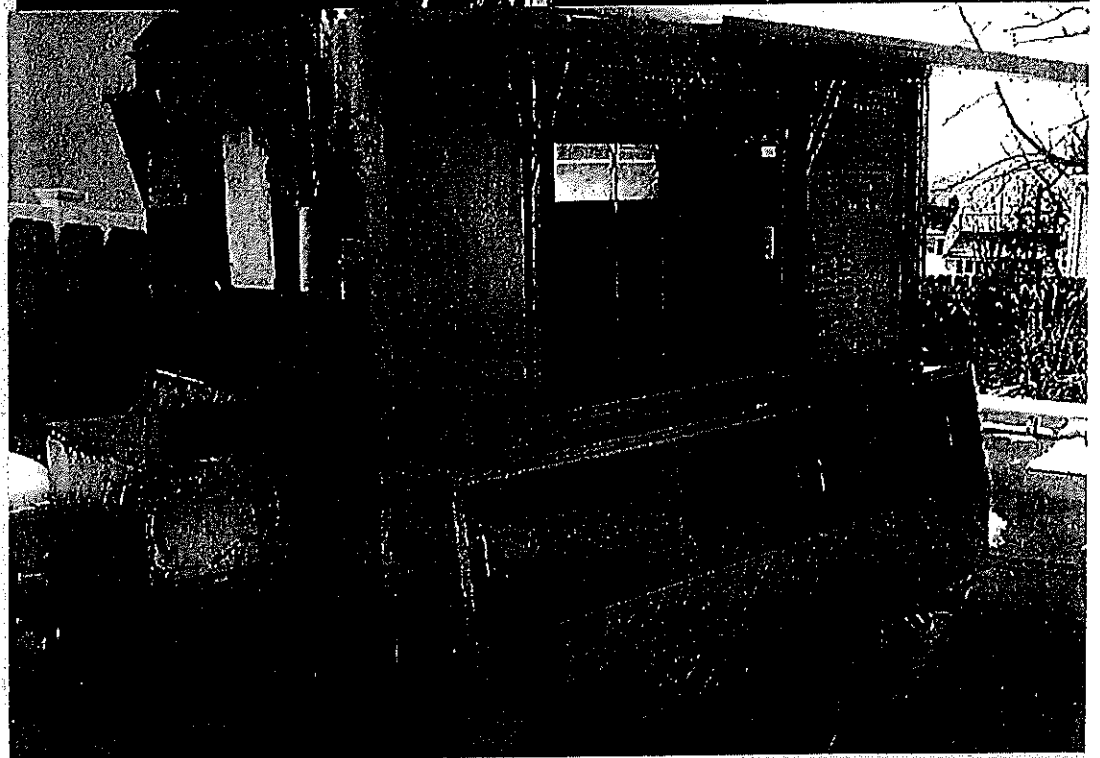
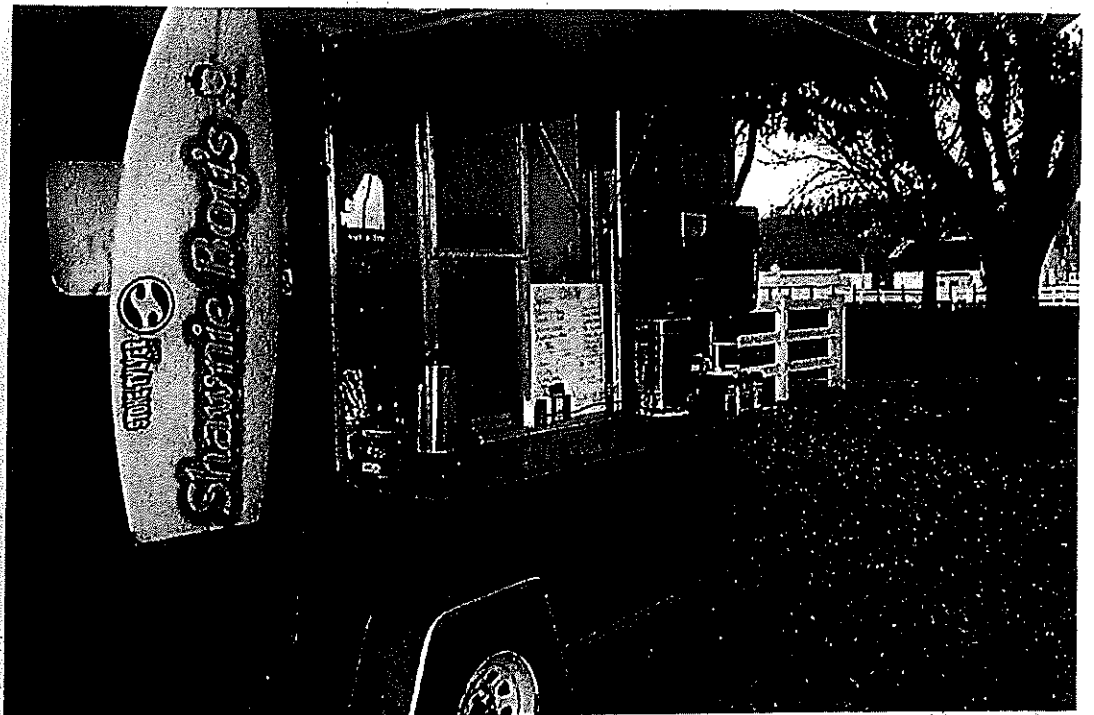
973.300.1200



Take Out Menu







DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
SALES TAX COLLECTION SCHEDULE
RATE 7% EFFECTIVE JULY 15, 2006

Amount of Sale	Tax to be Collected	Amount of Sale	Tax to be Collected
\$0.01 to \$0.10	None	5.91 to 6.10	\$0.42
0.11 to 0.19	\$0.01	6.11 to 6.19	.43
0.20 to 0.32	.02	6.20 to 6.32	.44
0.33 to 0.47	.03	6.33 to 6.47	.45
0.48 to 0.62	.04	6.48 to 6.62	.46
0.63 to 0.77	.05	6.63 to 6.77	.47
0.78 to 0.90	.06	6.78 to 6.90	.48
0.91 to 1.10	.07	6.91 to 7.10	.49
1.11 to 1.19	.08	7.11 to 7.19	.50
1.20 to 1.32	.09	7.20 to 7.32	.51
1.33 to 1.47	.10	7.33 to 7.47	.52
1.48 to 1.62	.11	7.48 to 7.62	.53
1.63 to 1.77	.12	7.63 to 7.77	.54
1.78 to 1.90	.13	7.78 to 7.90	.55
1.91 to 2.10	.14	7.91 to 8.10	.56
2.11 to 2.19	.15	8.11 to 8.19	.57
2.20 to 2.32	.16	8.20 to 8.32	.58
2.33 to 2.47	.17	8.33 to 8.47	.59
2.48 to 2.62	.18	8.48 to 8.62	.60
2.63 to 2.77	.19	8.63 to 8.77	.61
2.78 to 2.90	.20	8.78 to 8.90	.62
2.91 to 3.10	.21	8.91 to 9.10	.63
3.11 to 3.19	.22	9.11 to 9.19	.64
3.20 to 3.32	.23	9.20 to 9.32	.65
3.33 to 3.47	.24	9.33 to 9.47	.66
3.48 to 3.62	.25	9.48 to 9.62	.67
3.63 to 3.77	.26	9.63 to 9.77	.68
3.78 to 3.90	.27	9.78 to 9.90	.69
3.91 to 4.10	.28	9.91 to 10.10	.70
4.11 to 4.19	.29	Over \$10	.70*
4.20 to 4.32	.30	Over \$20	1.40*
4.33 to 4.47	.31	Over \$30	2.10*
4.48 to 4.62	.32	Over \$40	2.80*
4.63 to 4.77	.33	Over \$50	3.50*
4.78 to 4.90	.34	Over \$60	4.20*
4.91 to 5.10	.35	Over \$70	4.90*
5.11 to 5.19	.36	Over \$80	5.60*
5.20 to 5.32	.37	Over \$90	6.30*
5.33 to 5.47	.38	Over \$100	7.00*
5.48 to 5.62	.39	Over \$200	14.00*
5.63 to 5.77	.40	Over \$300	21.00*
5.78 to 5.90	.41	Over \$400	28.00*

* On amounts above \$10.00, the tax shall be \$0.07 on each full dollar of the amount of sale, plus the tax on each part of a dollar in excess of a full dollar in accordance with the above formula.

NOTICE: The enclosed N.J. State Sales Tax Certificate of Authority (CA-1) is a permit to:

- Collect N.J. State Sales Tax
- Issue N.J. Resale Certificates (ST-3)
- Issue N.J. Exempt Use Certificates (ST-4)

The Resale and Exempt Use Certificates can be found at: <http://www.nj.gov/treasury/taxation/prntsale.shtml>

You must have a valid N.J. Sales Tax Certificate to collect Sales Tax or issue certificates.

If you are not subject to collect N.J. Sales Tax but need to issue Resale or Exempt Use Certificates, you can request to be placed on a "Non-reporting Basis." To be placed on a "Non-reporting Basis" you must complete Form ST-6205. This form can be obtained by downloading it at:

http://www.nj.gov/treasury/taxation/pdf/other_forms/sales/c6205st.pdf or by calling (609) 292-9292.

This Certificate of Authority (CA-1) must be displayed at your place of business.

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, NJ 08695

The person, partnership or corporation named below is hereby authorized to collect:

NEW JERSEY SALES AND USE TAX

pursuant to N.J.S.A. 54:32B-1 ET SEQ.

Dennis Shilling
Acting Director, Division of Taxation

This authorization is good ONLY for the named person at the location specified herein.

This authorization is null and void if there is any change in ownership or address.

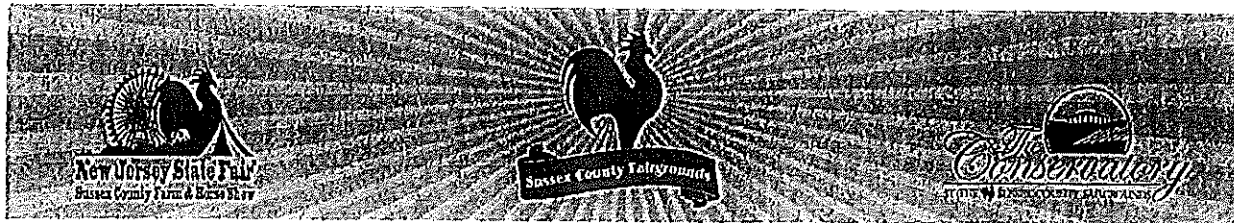
SHAWN M LEONARDO
12E MORRIS FARM RD
LAFAYETTE TOWNSHIP, NJ
07848

Tax Registration No: XXX-XXX-333/001

Tax Effective Date: 2/5/2016

Document Locator No: N0000009421

Date Issued: 1/22/2016



New Jersey State Fair®
Sussex County Farm & Horse Show
Sussex County Fairgrounds
P.O. Box 2456
Branchville, NJ 07826

November 15, 2017

Shawn Leonardo
345 Main Street; Apt. 2
Ogdensburg, NJ 07439

Dear Shawn:

This letter is to confirm that you have been hired to be the food vendor for the Sussex County Horse Show – Open All Breed Show Series to be held on May 13th, June 24th, July 15th and September 9, 2018 with all shows being held at the Sussex County Fair Grounds in Augusta, NJ. The agreed upon fee for your services per show will be: \$35.00 (electric fee hook up) and 10% of the gross in take from food services.

Our show will be starting at 8:00 a.m. Please plan on arriving at the Show by 7:00 a.m. to start serving exhibitors.

Please sign where indicated below and return to me either at: 18 Statesville Quarry Rd, Lafayette, NJ 07848 or by return email . Receipt of this signed letter will serve as our confirmation for you.

If you have any questions, please contact me at: 973-534-1990. Thank you and we look forward to working with you!

Signed: _____

Date: _____

Best Regards,

Cheryl Jacob

Cheryl Jacob

ACORD CERTIFICATE OF LIABILITY INSURANCE

SP ID LA
RECRE-1

DATE (MM/DD/YY)
05/20/98

DOUCER

Imperial Capital Ins Svcs Inc
100 Lanidex Plaza-E, 2nd Floor
Princeton NJ 07054

Imperial Capital Insurance Ser
Phone No. 973-887-6856 Fax No. 973-887-7642
SURED

Recreational Concepts D/B/A
Shawn Leonardo
29 Sparta Ave
Newton NJ 07860

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A Preferred National Ins Co.

COMPANY B Princeton Insurance Company 9421799

COMPANY C

COMPANY D

OVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ OWNER'S & CONTRACTOR'S PROT	GL10492	05/23/98	05/23/99	GENERAL AGGREGATE \$ 300,000 PRODUCTS - COMP/OP AGG \$ 300,000 PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ 300,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000
AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ☐ THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: ☐ INCL ☐ EXCL	WC8219	05/23/98	05/23/99	☒ WC STATUTORY LIMITS ☐ OTHER EL EACH ACCIDENT \$ 100,000 EL DISEASE - POLICY LIMIT \$ 500,000 EL DISEASE - EA EMPLOYEE \$ 100,000
OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Concession Stand at Lake Valhalla Country Club, Vista Rd, Montville, N.J.
Cert holder is also add'l insured with respect to concession stand

CERTIFICATE HOLDER

LAKEVAL

Lake Valhalla Country Club Inc
P.O Box 248, Vista Road
Montville NJ 07045

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Imperial Capital Insurance Ser

ACORD CORPORATION 1981

List of Past and Present Business Relationships

The Joshua Tree...Mobile Hippie Food..Sussex County Fair Grounds

Shawnie Boy's Street Foods of the World..Newton

Sussex County College, Newton NJ

Warren County College, Washington NJ

Hendrich County Golf Course, Belville NJ County of Essex

Pequanack Park Recreation, Pequanack NJ

Butler Recreation, Stoney Brook, Butler NJ

West Milford Township, Bubbling Springs

Newton Sports Program, Newton NJ

Harmony Masonic Lodge #8, Andover NJ

Andover Township, Andover NJ

Smoke Rise Club, Kinnelon NJ

Lake Valhalla Country Club, Montvale NJ

Fayson Lakes Swim Club, Fayson Lakes NJ

Fairfield Pool, Fairfield NJ

Hazlet Swim and Tennis Club. Hazel NJ

Stoke State Forest

Swartswood State Park

Spruce Run State Park

Cheesequake State Park

Atsion State Park

Bass River State Park

Batsto Historic Village State Park

Liberty State Park

Hopatcong State Park

Sussex County Fire Academy

Homeland Security

Sussex County Emergency Management

Mana House Newton, NJ Volunteer

Ginnie's House, Newton, NJ Fund raiser



THEJOSH-01

BLLOYD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/07/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Mitchell Insurance Agency
29 Trinity Street
Newton, NJ 07860

CONTACT: Jessica Martinez

PHONE
(A/C, No, Ext): (973) 383-5800 103FAX
(A/C, No):E-MAIL
ADDRESS: jessica@themitchellagency.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: United States Liability Ins

INSURED

Shawn M. Leonardo D/B/A The Joshua Tree
345 Main Street Apt 2
Ogdensburg, NJ 07439

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR ISO YMD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY					
	☐ CLAIMS-MADE ☒ OCCUR					
			MBP017A0526	04/06/2017	04/06/2018	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Per accident) \$
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE					AGGREGATE \$
	DED ☐ RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE ☐ OTHER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Township of West Milford
ATTN: Tim Roetman
1480 Union Valley Rd
West Milford, NJ 07480

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chef Shawnie Boy's Adult Summer Party Menu July 27

Non Alcoholic Frozen Drinks 4

**Over Stuffed Pecan Apple Chicken Salad Sandwich,
served with Red Bliss Potato Salad 7**

**Dozen Saute'd Little Neck Clams, with White Wine
and Garlic Bread 8**

**Slow Roasted BQ Beef Brisket, w Slaw, and Sweet
Potato Fries 10**

London Styled Beer Battered Fish n Chips 10

Grilled Corn Beef Reuben, Slaw N Fries 8

For Advanced Food Booking 973-738-0424 Cash Only

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council authorizing the amendment of a Professional Services Agreement and Contract with H2M Architects & Engineers, Inc. For the Wells 1 & 2 PFAS Treatment Project

Resolution No. 2025-77

WHEREAS, The Township of Pequannock awarded a professional service contract to Crew Engineers, Inc for the Wells 1 & 2 PFAS Treatment in the amount of \$471,500 on November 8, 2022; and

WHEREAS, Crew Engineers, Inc., was acquired by H2M Architects & Engineers, Inc. on January 27, 2023; and

WHEREAS, Township of Pequannock approved the assignment of the contract from Crew Engineers, Inc. to H2M Architects & Engineers Inc. on October 24, 2023; and

WHEREAS, H2M provided a proposal for an additional amount of \$15,000 for the preparation of a Treatment Works Application associated with the project, which was approved on January 9, 2024 via resolution 2024-55; and

WHEREAS, Based upon requirements of the New Jersey Infrastructure Bank (NJ IBANK), the scope of the project has been expended to now require additional bidding services and construction related inspection services; and

WHEREAS, H2M has provided a proposal for the additional amount of \$259,500; and

WHEREAS, the Chief Financial Officer has certified that: 06-215-55-673-000 (Ord 2022-13) has funds available in the amount of \$259,500 for additional engineering costs for the PFAS remediation project.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pequannock, in the County of Morris, and State of New Jersey, as follows:

1. The Township Manager is hereby authorized and directed to execute an amended professional services agreement and contract for the Wells 1 & 2 PFAS Treatment Project with H2M Architects & Engineers to include an additional \$259,500 for work related to the requirements of the NJ IBANK (bidding and construction related inspection services) increasing the original contract from an amount not to exceed \$471,500 to an amount not to exceed \$846,000.
2. This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in the legal newspaper of the Township of Pequannock.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor

Certification of Available Funds

Number: Resolution No. 2025-77

I, Julie Kupilik, Chief Financial Officer, certify that: 06-215-55-673-000 (Ord 2022-13) has funds available in the amount of \$259,500 for additional engineering costs for the PFAS remediation project.

A handwritten signature in dark ink, reading "Julie Kupilik". The signature is fluid and cursive, with the first name "Julie" and last name "Kupilik" clearly distinguishable.

Julie Kupilik
Chief Financial Officer

2/19/25
Date



architects + engineers

119 Cherry Hill Road, Ste 110
Parsippany, NJ 07054 | tel 862.207.5900

ARCHITECTURE NJ #21AC00040200
ENGINEERING NJ #24GA2802550

February 3, 2025

VIA EMAIL

Mr. Adam W. Brewer, Township Manager
Township of Pequannock
530 Newark-Pompton Turnpike
Pompton Plains, NJ

**Re: Proposal for Professional Engineering Services
Wells 1 and 2 PFAS Treatment
Request for Additional Authorization
Township of Pequannock, NJ
H2M Proposal. No.: LP241495
H2M Project No.: PQNK2301**

Dear Mr. Brewer:

In 2022, Crew Engineers, Inc. (Crew) submitted a proposal to the Township of Pequannock (Township) for the design of PFAS treatment for Wells 1 and 2, and for bid phase and construction phase services, which was awarded to Crew on October 25, 2022 (Resolution No. R2022-185). In 2023, Crew was acquired by H2M and the Township assigned Crew's contract to H2M on October 24, 2023 (Resolution No. R2023-216). Additionally, H2M's scope was increased to include preparation of a Treatment Works Approval permit application (Resolution No. R2024-55).

The project has been designed and permits secured and H2M is assisting the Township in securing funding for the project through the New Jersey Infrastructure Bank (NJIB), formerly NJ Environmental Infrastructure Trust, Financing Program. Based on increased complexity of coordination requirements and the need for additional supporting technical documentation, H2M's effort in the permitting and funding aspects of the project was higher than contemplated in the previously authorized amounts, and H2M requests an additional authorization in the amount of \$20,000 to cover those higher costs.

Additionally, a condition of the NJIB Financing Program is that the engineering agreement for bid phase and construction phase services must include a specified scope, which is more extensive than that included in the 2022 Crew proposal. To meet the requirements of the NJIB Financing Program, H2M proposes the following amended scope of services during the bid and construction phases of the Wells 1 and 2 PFAS Treatment project, which replaces the Bidding Services and Construction-Related Services listed in the 2022 Crew Proposal.

Scope of Services

H2M will perform the following major activities and tasks during the bidding and construction phases:

Bidding Services

- Prepare Advertisement for bids.

- Provide 10 copies of Contract Documents for use by the Township in obtaining bids from contractors. Additional sets of Contract Documents can be furnished at the cost of reproduction.
- With the Township's consent, convene and administer a pre-bid meeting and site walk for all interested parties. Generate an attendees list, meeting minutes, and respond, if warranted, to questions received on-site, via Contract clarifications and/or Addenda.
- Receive, log, review, and respond to all bid phase Requests for Information (RFI), including preparation of Contract clarifications and/or Addenda.
- Attend receipt and opening of hard-copy paper bids, in-person, to be conducted at the Township's municipal building.
- Upon opening of the bids, H2M will review all bids for mathematical consistency and prepare a bid tabulation, review the three (3) apparent low bids for administrative completeness, check references, and prepare a recommendation of award, to be reviewed by municipal counsel prior to final recommendation to the governing body.
- Prepare conformed Contract based on Contract Documents, any Addenda, and awarded bid.

Construction-Related Services

Construction Administration

- Submit notification to Morris County Soil Conservation District (MCSCD) in compliance with Plan Certification.
- Act as the Township's professional representative during construction, provide assistance to the Township relative to construction activities, provide interpretation of construction requirements as may be needed during construction, and assist the Township in resolution of construction issues. This will include monthly progress reports, communication with NJDEP, and maintenance of project files required by NJDEP.
- Coordinate and attend Preconstruction Meeting. Issue Notice to Proceed and meeting minutes.
- Review Progress Schedules, Schedule of Submittals, and Schedule of Values furnished by the Contractor.
- Review Shop Drawings for construction materials and other submittals, including test results, furnished by the Contractor to determine compliance with Contract requirements.
- Prepare Record Drawings for the constructed improvements based on the field sketches prepared by H2M's field personnel and submit in electronic format.
- Certify to the NJDEP that the project was constructed in accordance with the approved plans and specifications by submitting a signed and sealed Placed-in-Service Certification to the NJDEP at the conclusion of construction and assist with NJIB loan closeout.

Construction Observation

- Provide full-time construction observation to measure and record material quantities for payment, monitor Contractor's progress, and check conformance with the Contract requirements, which is needed for the Placed-in-Service Certification to the NJDEP and NJIB loan, including Contractor's environmental protection and restoration measures.

- Coordinate and attend weekly Construction Meetings (40 meetings). If needed, H2M will host virtual meetings. Issue meeting minutes.
- Maintain daily construction reports recording Contractor's activities and work performance, including field sketches for installed work. An electronic copy of these reports and sketches will be provided to the Township at the end of the project upon request.
- Review and process Contractor's monthly requests for progress payments and furnish recommendations to the Township; submit contractor's requests for payment to NJDEP. We anticipate twelve (12) payment requests.
- Participate in the resolution of issues involving unforeseen field conditions, review and provide recommendations to the Township for any field modifications, review cost proposals, request NJDEP approval, and issue appropriate Change Orders to Contractor when needed.
- Coordinate and witness field testing of sanitary infrastructure performed by Contractor.
- Coordinate and witness field testing and disinfection of potable water infrastructure performed by Contractor.
- Coordinate and witness startup of equipment and systems performed by Contractor.
- Assist the Township in a final walkthrough inspection and developing a punch list, and coordinating any required training.
- Evaluate and issue certificates for substantial and final completion, review and process Contractor's request for final payment, and furnish recommendation to the Township.

Engineering Fee, Billing Method, and Terms of Service

Based on the foregoing understanding and Scope of Services, H2M has estimated its level of effort, subconsultant fees, and costs to provide the services described in this Additional Authorization Request and proposes estimated fees of \$10,000 and \$404,000 for Bidding Services and Construction-Related Services, respectively. The 2022 Crew proposal included estimated fees of \$4,500 and \$150,000 for Bidding Services and Construction-Related Services, respectively. Therefore, H2M requests additional authorization as follows:

<i>Service</i>	<i>Estimated Fee</i>	<i>Original Authorization</i>	<i>Request for Additional Authorization</i>
<i>Bidding Services</i>	\$10,000.00	\$4,500.00	\$5,500.00
<i>Construction-Related Services</i>	\$404,000.00	\$150,000.00	\$254,000.00

The engineering fees for the Bidding and Construction-Related Services to be performed for the project, as presented in this Additional Authorization Request, will be on the basis of hourly fee rates plus reimbursable expenses in accordance with the enclosed Billing Rate Schedule.

The engineering fees for Construction-Related Services are dependent on the activities of the Contractor (who is not yet known), his experience, and progress of work, as well as the conditions encountered during construction and the requirements from any authority having jurisdiction. For the purpose of preparing this Additional Authorization Request, we have allowed for Shop Drawing review during a one

(1) month period; five (5) months for fabrication and delivery of materials, during which time there would be no construction activity; three (3) months for site preparation, utility construction, and foundation construction, during which time there would be full-time H2M field staff; and six (6) months for construction of the treatment facility, during which time there would be full-time H2M field staff. We have, therefore, included the services of H2M field personnel for the respective anticipated time periods.

In summary, H2M requests an additional \$20,000 for the additional effort for the permitting and funding assistance, \$5,500 for the Bidding Services, and \$254,000 for the Construction-Related Services for a total request for additional authorization of \$279,500.

The return of a signed copy will confirm the Township's acceptance of this contract amendment and authorization of the additional services.

Very truly yours,

H2M Architects & Engineers, Inc.



Patrick K. Cole, P.E.
Vice President

Alec J. Mittiga, P.E.
Assistant Vice President

Enclosure

The Township of Pequannock hereby engages H2M to perform the services described above for the compensation set forth and under the Terms and Conditions of H2M's agreement with the Township of Pequannock. The Township of Pequannock authorizes H2M to commence the services upon receipt of an executed copy of this letter. The Township of Pequannock and H2M agree that this letter, together with the listed enclosures and H2M's agreement with the Township of Pequannock, constitutes the entire agreement between the Township of Pequannock and H2M relating to the project.

PROPOSAL AGREED & ACCEPTED BY:

Signature	_____
Print Name	_____
Title	_____
Client	<u>Township of Pequannock</u> <u>Morris County, NJ</u>
Address	_____
Date	_____



H2M Architects and Engineers, Inc.
2025 Billing Rate Schedule

H2M will be compensated for professional services in accordance with the following hourly billing rates:

Title	Hourly Billing Rate
Principal	\$250
Practice Leader/Department Manager (Engineering)	\$225
Sr. Discipline Engineer/Studio Director (Architecture)	\$215
Discipline Engineer/Sr. Architect/Sr. Environmental Scientist	\$205
Senior Project Engineer/Sr. Project Architect/Sr. Designer (Engineering & Architecture)/Sr. Discipline Scientist	\$195
Construction Administrator/Sr. Construction Observer	\$170
Project Engineer/Project Architect/Sr. Project Designer/Sr. Project Scientist	\$170
Project Designer/Project Scientist	\$145
Staff Engineer	\$135
Engineering Technician/Staff Designer/Staff Scientist/CADD Operator	\$120
Construction Observer/Field Technician	\$130
Technical Support/Technical Typist	\$70

The hourly billing rates indicated above are for the calendar year and are subject to revision and adjustments as of January 1 of each calendar year.

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council authorizing Tax Office refunds, overpayments or cancellations.

Resolution No. R2025-78

WHEREAS, there appears on the tax records overpayments or otherwise as shown below; and

WHEREAS, the overpayments were created by the reasons indicated below, and the Collector of Taxes recommends the refund or transfers of such overpayments;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pequannock, in the County of Morris, State of New Jersey as follows:

1. The proper officers are hereby authorized to make the following refunds and/or cancellations for the reasons stated.

Amount	Block	Lot	Name	Year	Reason
\$ 2,029.17	1101	9	PRO CAP 8 FBO	2024	Lien Redemption
\$ 300.00		C5107	FIRSTRUST BANK		Return of Premium

2. The Township Clerk is directed to forward a certified copy of this resolution to the Tax Collector and Chief Financial Officer.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor

TOWNSHIP OF PEQUANNOCK

Resolution of the Township Council approving payment of the itemized claims as set forth on the **February 21, 2025** Bill List.

Resolution No. R2025-79

WHEREAS, the Chief Financial Officer has prepared a Bill List setting forth itemized claims for payment; and

WHEREAS, the vouchers requesting payment have been certified by the claimant and approved by the appropriate Township official having knowledge of the materials or services supplied; and

WHEREAS, the CFO has certified as to the availability of funds;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pequannock, in the County of Morris, State of New Jersey as follows:

1. The claims set forth on the **February 21, 2025** Bill List and summarized as follows are hereby approved for payment:

Fund 01	Current Fund	4,067,074.29
Fund 02	Grant	6,347.65
Fund 04	General Capital Fund	5,958.00
Fund 05	Water Operating Fund	334.56
Fund 06	Water Capital Fund	2,600.00
Fund 07	Sewer Operating Fund	2,798.99
Fund 08	Sewer Capital Fund	113,099.55
Fund 13	Animal Control Fund	681.54
Fund 14	Builders Escrow Fund	135.64
Fund 15	Cash Trust Fund	16,320.86
Fund 20	Open Space Trust Fund	0.00
Fund 21	COAH Account	1,990.21
Fund 22	Fire Safety Fund	0.00
Fund 26	Solid Waste Utility Fund	67,659.83
Fund 30	Public Health Utility	0.00
Fund 32	Recreation Trust Fund	1,735.50
TOTAL		<u>\$4,286,736.62</u>

1. The Township Clerk is hereby directed to forward a certified copy of this Resolution to the Township Chief Financial Officer.

Adopted: February 25, 2025

Carol J. Marsh, Township Clerk

John Driesse, Mayor