

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 2:00-7:00 in the parking lot in front of the municipal building.

<u>Event</u>	<u>Date</u>	<u>Time</u>
Town Hall Late Night	2/8/22	2:00 PM-7:00 PM
	3/8/22	
	4/12/22	
	5/10/22	
	6/14/22	
	7/12/22	
	8/9/22	
	9/13/22	
	10/11/22	
	11/8/22	
	12/13/22	

Submission Deadline: January 19, 2022 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 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 date, the Township reserves the right to assign any concession provider to any date, 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	2/8/22	2:00 PM-7:00 PM	Town Hall Front Parking Lot
	3/8/22		
	4/12/22		
	5/10/22		
	6/14/22		
	7/12/22		
	8/9/22		
	9/13/22		
	10/11/22		
	11/8/22		
	12/13/22		

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 concession provider at that event or make other arrangements consistent with all applicable laws.

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

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>
2/8/22	\$ _____ (numeric) _____ (written)
3/8/22	\$ _____ (numeric) _____ (written)
4/12/22	\$ _____ (numeric) _____ (written)
5/10/22	\$ _____ (numeric) _____ (written)
6/14/22	\$ _____ (numeric) _____ (written)
7/12/22	\$ _____ (numeric) _____ (written)
8/9/22	\$ _____ (numeric) _____ (written)
9/13/22	\$ _____ (numeric) _____ (written)
10/11/22	\$ _____ (numeric) _____ (written)
11/8/22	\$ _____ (numeric) _____ (written)
12/13/22	\$ _____ (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: _____

NAME OF AUTHORIZED SIGNATORY: _____

AUTHORIZED SIGNATORY SIGNATURE: _____

DATE: _____

CONTACT ADDRESS: _____

PHONE #: _____

E-MAIL ADDRESS: _____

**GENERAL BUSINESS REFERENCES
Exhibit B**

(List at least 5)

Name	Occupation	Business	Phone No.	Address
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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: _____

NAME OF AUTHORIZED SIGNATORY: _____

AUTHORIZED SIGNATORY SIGNATURE: _____

DATE: _____

CONTACT ADDRESS: _____

Phone #: _____

E-MAIL ADDRESS: _____

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST

Exhibit D

Required	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Business Registration Certificate	
<input checked="" type="checkbox"/>	Exhibit A - Proposal	
<input checked="" type="checkbox"/>	Exhibit B - List of References	
<input checked="" type="checkbox"/>	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.