

TOWNSHIP OF WEST CALDWELL



SOLICITATION FOR CONCESSION PROVIDER FOR THE TOWNSHIP OF WEST CALDWELL FAMILY MOVIE NIGHT

The Township of West Caldwell is soliciting proposals for a Concession Provider for Family Movie Night on October 7, 2016.

Submission Deadline: 10:00 a.m., Tuesday September 20

Address all Proposals to:

Adam Brewer, Township Administrator
Township of West Caldwell
30 Clinton Road
West Caldwell, New Jersey 07006

Proposals may be hand delivered or mailed. 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. Proposals will be accepted by facsimile or e-mail.

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 the Adam. W. Brewer, Township Administrator. The Administrator's decision shall be final and conclusive.

During the period provided for the preparation of responses to this request, the Township may issue addenda or answers to written inquiries. Addenda will be noticed by the Township and will constitute part of this request. All responses shall be prepared with full consideration of any addenda issued.

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 Mayor and 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 Mayor and 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 West Caldwell (the “Township”), a Municipal Corporation in the County of Essex and the State of New Jersey, with its principal offices at 30 Clinton Road, West Caldwell, is requesting proposals from qualified individuals or companies to serve as Concession Operators for each of the Family Movie Night, 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 gazebo concert for inclement weather or any other operational reason. In the event the Township cancels or reschedules the Family Movie Night, the proposer will be notified as soon as is practicable. Should the Family Movie Night 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 the Family Movie Night or make other arrangements consistent with all applicable laws.

SCOPE OF SERVICES

The Concession Provider shall provide food and beverages at the Family Movie Night. The Family Movie Night shall take place at the Crane Park in the Township of West Caldwell on Friday October 7, 2016 at 7:00pm. The Concession Provider shall further provide all necessary supervision and staffing to prepare the area for operation, provide the concession for the event and clean up all material and debris after the event.

Operating Requirements - The concession shall be provided prior (beginning at 6:00 PM), during, and after the event, as applicable and be in accordance with the following requirements:

1. The Concession Provider Operator shall provide an adult supervisor, at least 21 years of age at all times.
2. The Concession Provider shall be responsible for properly training all staff members and shall require staff to attend food handling courses if required by the Health Officer.
3. The Concession Provider shall be responsible for keeping the areas clean at all times.
4. The Concession Provider shall provide any equipment necessary, e.g., tables, chairs, coolers, etc. at his/her own expense.
5. No alcohol or tobacco products may be sold.
6. No vending machines shall be permitted.
7. The Concession Provider shall provide a selection of menu items and pricing on basic items.
8. The Concession Provider shall adequately clean all area utilized for the event.

Proposed Menu – Each proposer shall submit a proposed menu with pricing.

Health Regulations – The Concession Provider shall comply with all requirements of the Township of West Caldwell Board of Health and Health Officer.

The Concession Provider shall keep the area clean and free from litter and debris at all times.

The Concession Provider shall comply with all recycling requirements of the Township.

Concession Donation - Proposers may list a proposed concession donation to be made in support of the Gazebo Concert Series, which shall be included in the evaluation conducted for the **Basis of Award**.

The Concession Operator shall submit any donation with forty-eight (48) hours of the event.

Conduct of Employees – The Concession 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 Concession 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:

- 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.

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;
- List proposed concession donation. Please also include the name and contact information of the person responsible for overseeing the proposer's work under the contract (Exhibit C);
- 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 West Caldwell. If selected, the successful proposer(s) shall furnish a certificate of insurance naming the Township of West Caldwell 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.

DONATION EVALUATION – The Township will select the most advantageous proposal 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 proposal 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 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 concession provider to a specific gazebo concert for any reason, all factors considered. The Mayor and 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 cancel or reschedule any scheduled movie night for inclement weather or any other operational reason. In the event the Township cancels or reschedules the movie night, the proposer will be notified as soon as is practicable. Should the movie night 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 the movie night 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 concession services to the Township. The Township will consider proposals only from those individuals or restaurants 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. **Proposed Concession Donation;**
- B. **Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned;**
- C. **Knowledge of the Township of West Caldwell and the subject matter to be addressed under this engagement;**

A final award shall be made by Resolution adopted by a majority of the Mayor and 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 Mayor and Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and award.

TOWNSHIP OF WEST CALDWELL
ESSEX COUNTY, NEW JERSEY

Concession Provider for the Family Movie Night

Exhibit A - Proposal

TO TOWNSHIP OF WEST CALDWELL

The undersigned having carefully examined the information contained in this request for Proposals for the Family Movie Night on October 7, 2016 to have full knowledge of all conditions affecting the ability to provide as Concession 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 Concession Donation:\$_____

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 Address	Phone No.
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TOWNSHIP OF WEST CALDWELL

SIGNATORY PAGE
Exhibit C

The undersigned, having examined this informal solicitation for Concession Provider for the Family Movie Night 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 WEST CALDWELL

**DOCUMENT CHECKLIST
Exhibit D**

**Initial each
required entry and
if required submit
the item**

Required	Submission Requirement	
<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.