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REQUEST FOR PROPOSAL CONCESSIONAIRE FOR JAMES CAPLES MEMORIAL PARK SOUTH BAYVIEW AVENUE, AMITYVILLE, NY

PROPOSAL DUE DATE: Monday, June 12th 2017

OVERVIEW:

The REQUEST FOR PROPOSAL (RFP) represents a publicly advertised and competitively awarded solicitation by the Village of Amityville for a Food Concession Operator at the Village's beach concession located in the James Caples Memorial Park. The Village is seeking and will select concessionaires that best demonstrate the ability to provide innovative, affordable, safe and reliable services to park patrons while paying reasonable concession fees to the Village. The Village reserves the right to approve or disapprove any proposed business activity.

If you are awarded a Concessionaire Permit you may NOT sell, transfer or give the concession rights to anyone else. You must be the sole operator of the concession.

All interested parties will be required to provide some healthy food options on their menu, such as fresh fruit, yogurt, etc.

Required Hours of Operation: The beach concession is open Monday – Friday 10am-3pm; Wednesday 10-2pm, reopening at 5:30pm (Supper by the Bay) till dark; Saturday- 11am-3pm; Closed on Sunday.

Cost of Operation: The Village's fee for rental of the kitchen is \$250 for the season. The concessionaire must name the Village of Amityville as additional insured, carry all necessary insurance, and be certified in food safety by an agency of record and have proof of same.

Samples of Healthy Food Options:

Healthiest	Healthier	Not a Healthy Choice
Animal crackers, graham crackers	Granola Bars, whole grain fruit bars	Cookies (including low fat)
	Baked Chips, corn nuts, rice cakes, cereal/nut mix	Regular chips, cheese flavored crackers, cracker sandwiches

21 Ireland Place • Amityville, New York 11701 Tel • (631) 264-6000 • Fax (631) 598-0363

KEEP YOUR DOWNTOWN STRONG, SUPPORT YOUR LOCAL MERCHANTS

Fat free popcorn	Light popcorn	Popcorn – butter, movie style
Yogurt, preferably non-fat, low-fat or light	Sugar-free gelatin and fat-free pudding	
Milk – non-fat or low-fat	“Flavored” milk, non-fat or 1%	
Water, pure	Flavored or vitamin-enhanced fitness water, sparkling water	Regular sodas and sports drinks

Please return your proposal to:

**Office of the Clerk/Treasurer
Village of Amityville
21 Ireland Place
Amityville, NY 11701**

Section II - RFP QUESTIONNAIRE *please fill in all questions*

1. LEGAL NAME OF ORGANIZATION, FIRM, INDIVIDUAL OR PARTNERSHIP SUBMITTING THIS PROPOSAL:

2. ADDRESS IF PRINCIPAL PLACE OF BUSINESS:

Address: _____

City: _____ **State:** _____ **Zip:** _____

3. PRINCIPAL POINT OF CONTACT:

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Address (if different from _____

4. TYPE OF ORGANIZATION:

Corporation Partnership Sole Proprietorship Other (explain)

5. EXPERIENCE IN FOOD SERVICE BUSINESS:

Please describe number of years in food service business and describe these services. Include menu samples if applicable.

6. SUFFOLK COUNTY DEPARTMENT OF HEALTH LICENSE:

Does your entity currently have a license to operate a food establishment?

Yes No *If yes, please attach a copy to the application*

7. PROPOSED SERVICES:

Describe the services proposed for the Village. Describe the features of the menus to be offered, proposed hours and days of operation. Additional pages may be added as necessary.

Please attach:

Menu description, including items offered and pricing

Hours of Operation: Park is open for Bathing 7 days a week from 9:00 AM to 4:00 PM

How will your employees be attired? The vendor and staff must project an attractive and professional appearance at all times.

8. FINANCIAL PROPOSAL:

Based on your experience in the food industry and having:

- 1) thoroughly read the enclosed contract and RFP Documents;
- 2) asked the Village any questions you may have had about the terms, conditions or responsibilities described;
- 3) visited the proposed site;
- 4) sought legal and financial advice as needed; and
- 5) researched the applicable laws, ordinances, statutes and regulations, you make the following firm and irrevocable offer to pay concession fees as shown below:

Submitted by:

Name of organization submitting this Proposal)

Signed: _____ **Date:** _____, 2017

Print Name: _____

Title: _____

PROPOSAL SUBMISSION PROCESS:

Complete, sign and submit all RFP forms provided by the Village in RFP Section II – Proposal Questionnaire. In order for the Village to evaluate a Proposal, the Proposer must completely answer each question in the Questionnaire. Clearly answer each question and explain your proposed service for the park.

Provide all references and materials required by the RFP instructions. Your ability to demonstrate business experience in the proposed concession, provide client references, provide business references and produce a simple business plan within your proposal is very helpful. If you have experience and skills please tell us about them.

All questions regarding this Proposal should be submitted to Dina Shingleton, Village Clerk/Treasurer at 631/264-6000 x-401.

All proposals become the property of the Village. Proposers are advised against submitting any material that cannot be replaced.

Mail or hand deliver the signed and completed proposal to the Clerk’s Office at the address provided before the due date and time. Incomplete proposals, proposals not on the forms provided by the Village and proposals that arrive after the due date and time cannot be accepted. Clearly mark the exterior of the RFP package “2017 CONCESSION RFP”.

PROPOSAL DEADLINE.

Mailed and hand delivered proposals must be received by the Village no later than **1:00 p.m. Monday, June 12th** at the following address:

Village of Amityville
RFP – Beach Concession
21 Ireland Place
Amityville, New York 11701

PRIOR TO BE AWARDED A PERMIT THE SUCCESSFUL PROPOSERS MUST:

Present to the Village acceptable proof of insurance naming the Village as Additional Insured. Coverage to include General Liability and Workers Compensation. Please do not pay for insurance until after you are offered a permit.

Provide the Village with a copy of a current Suffolk County Department of Health license. If you do not yet have this license then tell us that you have applied for it and then the license may be submitted after it is issued by the Department of Public Health.

No vending machines may be installed by the Concessionaire under this Permit.
All vendors must include some healthy options on their menu.
No tobacco products or alcoholic beverages may be sold in the park.
No items in glass containers may be sold in the park.