

Town of Pelham
Request for Proposal (RFP) for Lyons Park concession stand

The Town of Pelham, NH is soliciting proposals in order to identify individuals and/or businesses qualified to operate and manage the concession stand located at Lyons Park. The RFP is designed for those interested in creating a contract relationship to lease the Town owned concession facility located at Lyons Park, 6 Village Green, Pelham, NH. The selected concessionaire will be required to operate the facility according to the terms and conditions as outlined in the Town's Terms and Conditions listed below:

RFP Terms and Conditions

- A. This RFP does not commit the Town to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the Town, do not meet minimum requirements, will not be reviewed. This RFP and the process it describes are proprietary to the Town and are for the sole and exclusive benefit of the Town. Any response to this RFP will become the property of the Town. The Town is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material submitted in response to this RFP.
- B. It shall be the proposer's responsibility to review and verify the completeness of its proposal. The Town may request additional information from any proposer at any time. The Town may request to inspect properties or contact clients referenced in the proposer's proposal. The Town also reserves the right to conduct investigations with respect to the qualifications of a proposer.
- C. The concession agreement will be for the 2009 Season. The 2009 season will commence on June 1st, 2009 and conclude on November 30th, 2009.
- D. All utility services are included under the lease agreement. It will be the responsibility of the concessionaire to install service runs including water and additional electrical outlets in addition to completing interior finishes and installing new equipment where necessary.
- E. The Town reserves the right to close the concession on specific dates that coincide with private organization's fundraising events.
- F. The selected proposer would have exclusive concession sale rights at Lyons Park, with the exception of dates the Town closes the concession stand.
- G. The selected proposer would be required to meet all state and local regulations in regards to food preparation and distribution.

Concession Operations

Concession operations are a key component to the overall character of the park. The selected party will be required to satisfy the following conditions as a part of the concession operations.

Personnel

The operator will be responsible for hiring the necessary personnel to conduct the daily operation of the concession stand. The operator will comply with all federal, state, and local laws related to minimum wage, social security, nondiscrimination, unemployment compensation, and workers' compensation.

Operating Hours

Hours of operation will vary based upon the seasons and weather. Minimum hours may include (2) hour week nights and weekends from 9AM to dusk, or until the conclusion of the scheduled activity, whichever occurs first. A schedule of events will be provided.

Menu Items

The concessionaire is expected to serve quality food and drinks at a competitive price to meet the needs of the visiting public. All menu items and pricing must be submitted to the Town for approval prior to any product sales.

Required Elements of Proposal

1. Description of proposer's business structure, key staff, and their qualifications.
2. Description of proposer's relative experience in operating a concession stand including relative size of business operated.
3. Minimum of (3) relative references that demonstrate the proposer's experience in successfully operating and managing a similar type of business.
4. A sample menu including all items and pricing.
5. Proof of insurance.
6. Proposer's bid price to have exclusive vending at Lyon's park for the 2009 season as previously described.

All bids are to be received by Monday, June 1, 2009, 4PM EST and submitted in a sealed envelope to: Town of Pelham, NH, Attn: Brian Johnson – Concession Stand Bid, 6 Village Green, Pelham, NH 03076.

Any questions, please contact Brian Johnson, Pelham Parks & Recreation Director at bjohnson@pelhamweb.com or call 603-635-2721.