

**Date Issued:** December 23, 2016

**Return Date & Time:** January 20, 2017 by 4:00pm

**Return To:** Borough Clerk, 9508 Second Avenue, Stone Harbor, NJ 08247

# **BOROUGH OF STONE HARBOR REQUEST FOR QUALIFICATIONS AND PROPOSALS MANAGEMENT OF THE 82<sup>nd</sup> ST RECREATION KITCHEN**

## **PUBLIC NOTICE BOROUGH OF STONE HARBOR SOLICITATION OF RESPONSES TO REQUEST FOR QUALIFICATIONS AND PROPOSALS**

NOTICE IS HEREBY GIVEN that the Borough of Stone Harbor is accepting responses to request for qualifications and proposals for the Borough of Stone Harbor during the year 2017 for:

MANAGEMENT OF 82<sup>nd</sup> ST RECREATION KITCHEN

All responses (one original and four copies) in sealed envelopes and clearly marked with "Management of 82<sup>nd</sup> Street Recreation Kitchen" and the name of the person/firm submitting same shall be submitted to Suzanne Stanford, Borough Clerk, 9508 Second Avenue, Stone Harbor, New Jersey 08247, no later than 4:00 p.m., January 20, 2017.

Responses are being solicited in accordance with the fair and open process as set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A. 19:44A-20.4 et seq.

A copy of the request for qualifications document may be obtained at the office of the Borough Clerk, 9508 Second Avenue, Stone Harbor, New Jersey 08247 Monday through Friday 8:30am to 4:00pm or on the Borough of Stone Harbor Municipal Website: [stoneharbonj.org](http://stoneharbonj.org)

SUZANNE C. STANFORD

Municipal Clerk

# **BOROUGH OF STONE HARBOR REQUEST FOR QUALIFICATIONS MANAGEMENT OF THE 82<sup>nd</sup> ST RECREATION KITCHEN**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR MANAGEMENT OF THE 82<sup>ND</sup> STREET RECREATION KITCHEN FOR THE BOROUGH OF STONE HARBOR FOR THE TIME PERIOD MAY 1, 2017 THROUGH OCTOBER 1, 2017**

## **GENERAL**

The Borough of Stone Harbor is seeking an exclusive food vendor to operate the Recreation Department kitchen at 8100 Second Avenue, Stone Harbor. The vendor will be responsible for solely preparing and selling menu items in compliance with the New Jersey Department of Health. The kitchen is required to be in operation at minimum Monday-Friday from 9:00am-1:00pm, June 19, 2017 to September 1, 2017.

## **AUDIENCE**

The Stone Harbor Recreation Department is host to various clinics, camps, programs/activities and leagues. These programs draw hundreds of guests throughout the duration of the day, and ranges from all ages.

## **OBJECTIVE**

Each menu item should be prepared with consideration to its nutritional value to promote a balanced diet that is encouraged within the Recreation Department. The menus should also appeal to guests that may have special food restrictions or allergies to consider. The menu should not include items that may pose potential hazards to health. The menu should be designed to be sold individually and in to-go containers. There is no seating on premise designated for patrons whom are dining. The menu should include, but is not limited to, fruit smoothies, juices, whole fruit, pre-packaged yogurt, string cheese, protein/granola bars, and bottled water. All menu items must be coordinated through and with the consent of the Borough of Stone Harbor.

## **DETAILS**

The Vendor will have access to the recreation facilities during the required time period except under extraordinary circumstances as may occur in the discretion of the Recreation Director, to provide the services required hereunder. The Vendor must provide their own detergent-sanitizer, stem thermometer, sneeze guards, serving containers, utensils, napkins, signage, and any other equipment necessary to executing the objective. The number of items to be cleaned shall be limited. The nature of warewashing shall be limited to batch operations for cleaning kitchenware such as between cutting one type of raw meat and another or clean up at the end of shift. The Vendor is responsible for coordinating with the Recreation Director to ensure compliance with the Cape May County Department of Health codes.

## **TERM**

The term shall be for a period of one (1) year.

## **FINANCIAL RETURN TO THE BOROUGH**

The minimum return to the Borough for this Vendor opportunity shall be \$1,500.00 for Bid Year 2017.

## **“BID PLUS” CRITERIA**

This contract will be awarded based on the bid dollar amount plus other criteria, including but not necessarily limited to the design and nature of the menu; the fit of the menu to the program and Recreation Department goals; the quality of the items and the proposal in the discretion of the Borough. The Borough reserves the right to reject all bids in its sole discretion in the interests of the Borough.

**REQUEST FOR QUALIFICATIONS CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION. PLEASE INITIAL BELOW, INDICATING THAT YOUR QUALIFICATION INCLUDES THE ITEMIZED DOCUMENTS. A QUALIFICATION SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.**

<b>ITEM</b>	<b>INITIALS</b>
New Jersey Sales Tax ID Number	
New Jersey Business Registration Certificate	
Certificate of Formation or Partnership Agreement (if applicable)	
List of owners, members or shareholders in the business entity	
Certificate of Employee Information Report	
Responsive fee bid together with an outline of services to be rendered	
List of business references	
Certification of Liability Insurance naming Borough as an additional insured	
Detailed menu and respective pricing	
Description of staff available to service the Borough	
An outline of past experience and qualifications	
List of equipment owned as may be necessary to fulfill the services	
Original and four (4) copies of completed package	

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

Person, Firm or Corporation submitting Qualification: \_\_\_\_\_

Authorized Agent Name and Title: \_\_\_\_\_

Authorized Signature and Date: \_\_\_\_\_