

Date Issued: February 3, 2016

Return Date & Time: March 25, 2016 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 82nd 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 2016 for:

MANAGEMENT OF 82nd ST RECREATION KITCHEN

All responses (one original and four copies) in sealed envelopes and clearly marked with "Management of 82nd 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., March 25, 2016.

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

SUZANNE C. STANFORD

Municipal Clerk

BOROUGH OF STONE HARBOR REQUEST FOR QUALIFICATIONS MANAGEMENT OF THE 82nd ST RECREATION KITCHEN

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR MANAGEMENT OF THE 82ND STREET RECREATION KITCHEN FOR THE BOROUGH OF STONE HARBOR FOR THE TIME PERIOD MAY 1, 2016 THROUGH OCTOBER 1, 2016

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 20, 2016 to September 4, 2016.

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, with a mutual option for two (2) additional years. Such option shall be exercisable by the Borough and the Vendor via notification to the other party no later than close of business on October 1, 2016 for contract year 2017 and October 1, 2017 for contract year 2018.

FINANCIAL RETURN TO THE BOROUGH

The minimum return to the Borough for this Vendor opportunity shall be \$1,500.00 for Bid Year 2016, \$1,800.00 for Option Year 2017, and \$2,100.00 for Option Year 2018. Respondents are free to propose additional sums at their discretion.

“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.

ITEM	INITIALS
New Jersey Sales Tax ID Number	
Copy of Certification of Liability Insurance	
Detailed menu and respective pricing	
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: _____