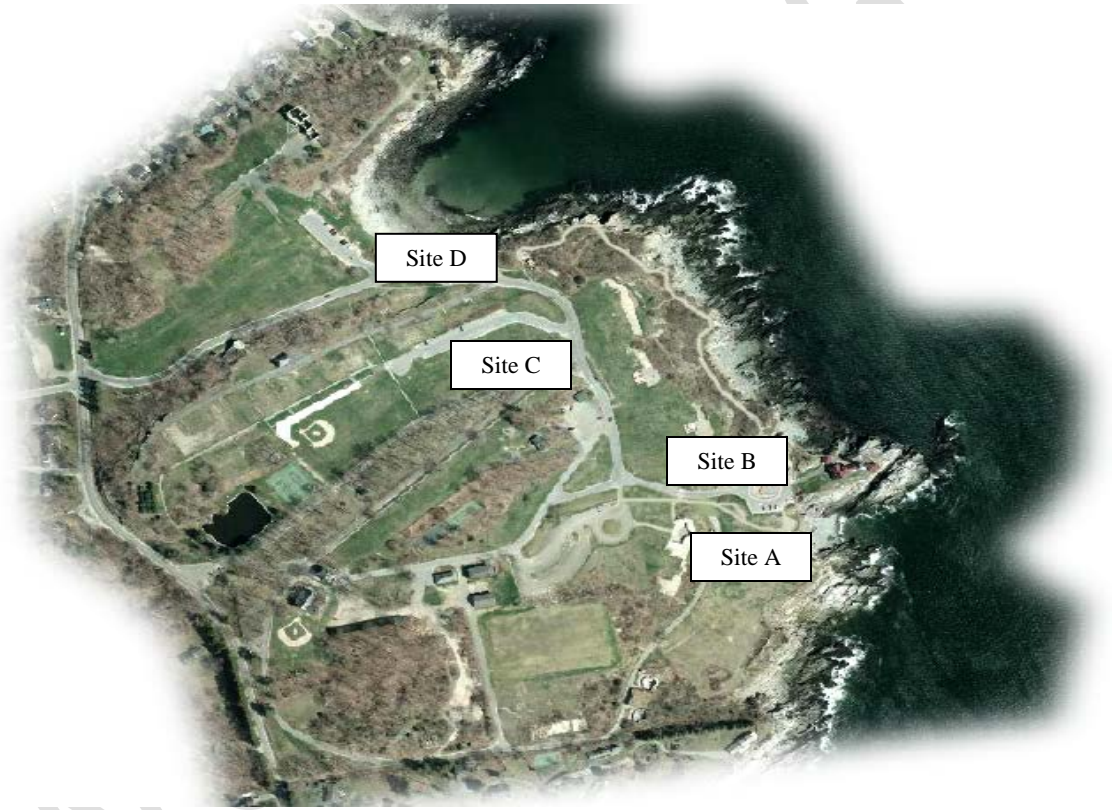


**Request for Proposals
Fort Williams Park Food Vending Sites
2018 Season**

The Town of Cape Elizabeth is seeking applicants desiring to be food vendors at Fort Williams Park in 2018. Applicants wishing to provide food vending services shall submit a request for consideration and shall do so in a sealed proposal marked **“Fort Williams Park Food Vending Site”**. **Proposals shall be submitted to the office of the Town Manager, 320 Ocean House Road, P.O. Box 6260, Cape Elizabeth, ME 04107 by Thursday, January 18, 2018 @ 2:00 PM, where they will be publicly opened and read.** No late, facsimile or electronic bids will be accepted.



The Town is offering four specific locations for food concessions within Fort Williams Park for the 2018 season (Sites A, B, C & D). Interested vendors may submit proposals for one, or for any combination of permits. Vendor permits will be issued as follows:

Permit 1	Site A - PHL South	4/1/18 to 11/18/18	Minimum Bid - \$4,000
Permit 2	Site B - PHL North	4/1/18 to 11/18/18	Minimum Bid - \$4,000
Permit 3	Site C - Channel Overlook	4/1/18 to 11/18/18	Minimum Bid - \$4,000
Permit 4	Site D - Ship Cove	4/1/18 to 11/18/18	Minimum Bid - \$3,000

The proposals shall contain the following information:

1. The minimum bid to the Town shall be as listed above. Bidders may submit a bid that is greater than the minimum permit bid.
2. Payment: A \$1000.00 deposit shall be paid within 10 days after award of bid. 50% of the remaining balance of the bid shall be paid on, or before, June 15, 2018. The remaining balance shall be paid on, or before, September 1, 2018. Failure of the vendor to pay on the requested dates will result in a cancellation of the permit.
3. All bids shall be listed on the bid form provided with this RFP.
4. Two photographs from at least two angles of the proposed pushcart/mobile food service unit or a sketch or catalog/web cut sheet of the proposed unit.
5. The specific site (s) being bid on.
6. The name, address and contact information for the bidder.
7. Information regarding the food service experience of the bidder.
8. A list of the food and beverage selections to be offered for sale by the vendor.
9. The names and contact information of three references.
10. The signature of the bidder agreeing to abide by all regulations and requirements listed in the request for proposals.
11. A copy of a valid food-vending license issued to the applicant by the State of Maine, if previously acquired.
12. Failure to comply with any of the above information may result in a rejection of the proposal.

Permit Conditions, Requirements and Regulations:

1. The permit will be awarded on, or before March 26, 2018.
2. The vendor is required to have offsite storage for the cart/food service unit; however, the Town may allow the overnight storage of the cart/food service unit in a location within the park designated by the Town Manager or his/her designee. Vendors shall do so at their own risk and liability.
3. Vehicle used to transport the cart shall be relocated to a designated parking location if required by the Town Manager or his/her designee.
4. The Town reserves the right to relocate the vendor (s) within Fort Williams Park on the date of any special group use approved by the Cape Elizabeth Town Council, and/or for logistical reasons unknown at the time of bid award.
5. **The unit shall not take space exceeding 90 sq. ft.**
6. The vendor shall provide an accommodation for trash and recyclables generated by the vending site, which shall be removed off site daily by the vendor.
7. The vendor shall not use any amplification nor shall verbally seek to attract customers.
8. Gasoline-powered, noise-reduced generators may be permitted, with permission from the Town Manager, or his/her designee.
9. Any adjunct signage (and its proposed location) shall be first approved by the Town and shall relate solely to the vendor and/or the products being sold by the vendor.
10. The vendor shall be responsible for obtaining all food service licenses required by state and local regulations.

11. The Town will supply up to 4 picnic tables immediately adjacent to each permit site (if space allows). The vendor shall keep these tables clean and shall report to the Town any safety-related issues with the tables. Umbrellas may be secured to the tables upon the approval of the Town Manager, or his/her designee.
12. Only food and non-alcoholic beverages may be served. No other items may be sold. This includes, but is not limited to; jewelry, prints, books, clothing and accessories.
13. The vendor shall have a hand sanitizer available for workers and customers at all times.
14. All employees shall wear suitable attire demonstrating their affiliation with the food vendor, i.e polo shirts with logo, jackets with logo etc. or nametag. The Town reserves the right to reject attire that is inappropriate for a public park setting in the sole judgment of the Town.
15. The Town reserves the right to do a background check of the owner and of all employees.
16. The Town reserves the right to suspend and/or revoke the permit of any vendor for violations of State of Maine Food Vending Regulations, Park Regulations, for illegal and/or unprofessional behavior and/or actions exhibited in the course of vending, in the sole judgment of the Town.

Liability Insurance Requirements:

The successful vendor shall supply the Town of Cape Elizabeth a certificate of liability insurance listing the Town of Cape Elizabeth as both Certificate Holder and as Additionally Named Insured. Coverage shall be for not less than the following limits:

Type of Insurance: Commercial General Liability

\$1,000,000 Bodily Injury and Property Damage Each Occurrence

\$250,000 Damage to Rented Premises (Each Occurrence)

\$5,000 Medical Expenses (Any One Person)

\$1,000,000 Personal & Advertising Injury

\$2,000,000 General Aggregate

\$2,000,000 Products – Completed/Operations Aggregate

Automobile liability including any auto, hired autos and non-owned autos

\$1,000,000 Combined Single Limit (Each Accident)

Town Review of Proposals

The Town reserves the right to accept or reject any or all proposals. The award of the Fort Williams Park Vendor Permits shall be made by the Purchasing Agent and is not appealable. The Purchasing Agent may consult with others prior to making a decision and vendors may be interviewed by a selection committee advising the Purchasing Agent.

The Purchasing Agent shall utilize the following criteria in selecting the successful vendor (s):

1. The amount to be paid to the Town of Cape Elizabeth and the likelihood of guaranteeing the payment.
2. The subjective judgment of the Purchasing Agent on how the proposed products to be served will enhance the enjoyment of Fort Williams Park by visitors.
3. The subjective judgment of the Purchasing Agent on how the appearance of the cart will enhance the enjoyment of Fort Williams Park by visitors.
4. The experience of the vendor with food service activities.
5. Past performance operating a food concession in Fort Williams Park.
6. The experience of the proposed vendor with past adherence to rules and regulations within the Town of Cape Elizabeth and with other regulatory authorities.
7. The Purchasing Agent may give preference to residents of Cape Elizabeth if all other factors appear to be equal.
8. The Town of Cape Elizabeth reserves the right to accept or reject any or all proposals and to waive any requirement.
9. The Town reserves the right to extend the permit (s) of any vendor for up to two additional seasons (for a total of 3 seasons), if mutually agreed upon by both the vendor and the Town.

Miscellaneous Provisions

The Purchasing Agent, or his/her designee, reserves the right to suspend or revoke the permit of any vendor for violation of a permit condition.

The agent for the Town in all matters relating to the permit is the Cape Elizabeth Purchasing Agent. The Purchasing Agent may delegate responsibilities at his/her discretion.

Questions regarding this bid shall be directed to Matthew Sturgis, Purchasing Agent by calling 799-5251, or via email at matthew.sturgis@capeelizabeth.org

Date:

Town of Cape Elizabeth

FWP 2018 Food Vendor Bid Form

All bids shall be listed in the designated spaces below.

Fort Williams Park Food Vending Bid: \$ _____/2018 Season Site A

Fort Williams Park Food Vending Bid: \$ _____/2018 Season Site B

Fort Williams Park Food Vending Bid: \$ _____/2018 Season Site C

Fort Williams Park Food Vending Bid: \$ _____/2018 Season Site D

Signed : _____ (Required) Dated: _____

Name: _____ (Please Print or Type)

Company: _____ Address: _____

City: _____ State: _____ ZIP: _____ - _____

Phone: _____ Cell Phone: _____

24-Hour Emergency Phone Number(s): _____

E-mail: _____

Company website: www. _____