Broome County Parks, Recreation and Youth Services

Invitation to Bid- Concessions

Period of Agreement

* Memorial Day Weekend (5/28/2022) through Labor Day (9/5/2022) with access two weeks prior and after for set-up and clean-up, subject to weather conditions and date water can be turned on and turned off. A key will be issued upon submission of required documents. Everything is to be cleaned and/ or removed and the key must be returned at the end of the agreement period in the same condition as it was given.
* Agreement for the dates specified within calendar year, with an option for two one-year renewals.
* The lessee may not sublet the concession under any circumstances
* During the agreement period, the lessee shall maintain County property as is with, reasonable wear and tear accepted. The lessee may not alter the building or concession stand without prior and written permission.

Period of Operating

* The County operates Greenwood Park and Nathaniel Cole Park beach daily for the summer of 2022.
  + Memorial Day Weekend (May 28, 2022) through Labor Day Weekend (September 5, 2022)
* The concession stand shall be operated daily from 11 AM to 7 PM. The lessee may extend operating hours to begin as early as 8:00 AM and close as late as 8 PM as dictated by public demand, provided lessee provides notice of the schedule by Friday at 12:00 PM for the following calendar week. Additionally, the park may host special events in the summer which the lessee will remain open. The Broome County Parks and recreation Department will provide a schedule of events to be held.
* The Concession Stand may close to the public when the Greenwood Park and Nathaniel Cole Park Beach is closed due to inclement weather as determined by the Park Manager.

Conditions

* Certifications: The lessee shall have a valid Insurance and Health Department Permits
* Health Regulations, Licenses and Permits: The equipment, facilities and operation of the concession stand shall be inspected by the Broome County Health Department. Upon inspection completion the lessee shall secure a Permit from the Broome County Health Department. Cost of permit is at lessee’s expense.
* Merchandise Sold: All food items must be sold in paper or plastic containers. All lessees must submit the products to be sold during each season covered in the lease to the Director for approval as well as prices to be charged for each product. Products and prices to be charged must be submitted to the Director of Parks, Recreation and Youth Services by Friday, May 6, 2022. Lessee may not alter the menu or sell additional items without written permission from the Broome County Parks, Recreation and Youth Services Department.
* Equipment: The lessee shall furnish and install such items of equipment as it is necessary to properly store and dispense the food items to be sold. Cost of propane permit is at lessee’s expense.

Additional Requirements:

* The lessee must maintain the necessary garbage containers for inside the concession stand. The trash cans for outside the building will be furnished by the Broome County Parks.
* The lessee shall keep the grounds (within 50 feet) of all sides of the Concession Stand building clean of litter.
* The vendor will be properly certified, and personnel properly trained in food handling regulations. One server will be on duty during normal operating hours. If sales surpass expectations, additional personnel will be added as needed. There may be overlap during normal operating hours where multiple workers are on duty. Additionally, proper tools will be used to maintain safety protocols.
* Lessee must accept the following forms of payment, cash, credit or debit cards.
* If the lessee decides to use a propane grill, it must be situated on the lawn at minimum 3 feet from the building. The grill will be properly roped off to conform to safety standards. In addition, an ABC fire extinguisher will be required and accessible.
* Cooking oil barrel must be maintained with proper permitting/consent from the Broome County Health Department. A type K fire extinguisher shall be required if oil frying
* The lessee must include a certificate of insurance. Requirements are attached.

Competition

* The County has the right to sell or to contract vendors to sell food items if it so desires for the:
  + Movies in the Park
  + Beach Bash
  + Broome County Parks 5K Race Series

Facilities

**Nathaniel Cole Park**

* Space: 36’ x 30’ with two single exterior doors and one double exterior door. The concession area has a 26' stainless steel countertop equipped with a one basin sink with hot and cold water. On the back wall it has a 16' Formica countertop. On the backside of that wall there is a 10' Formica counter with built in shelves for storage. there is a 180 square foot storage room used for soda and utensil storage.
* Equipment: There is a 10'x6' mechanical room that has a 13-gallon hot water heater in it, a slop sink for cleaning, shelving for janitorial supplies and a 240-volt, 400-amp electrical service. concession has a total of 14 lighting units which have been converted to LED.
* There are two bathrooms inside concession (men’s and women’s) these bathrooms are equipped with one sink basin and one toilet each. The concession also has an 8' three basin stainless steel sink on the back wall (used for sanitizing cooking equipment).
* Signage may only be displayed during the season of operation and must be approved by the Director
* Electricity:240-volt, 400-amp electrical service
* Water: Concession is run on a chlorinated well water system supplied from our main park water (winterized in the winter) hot and cold water is available.

**Greenwood Park**

* Space: Approximate area is 241 sq. ft. Approximate counter space 20 sq. ft.
* there is one three bay sink, 6 gal water heater, 30" interior door(to guards area), 36" exterior door(with inward swing screen door, 2-32" windows for serving
* Equipment: 2 household refrigerators,1 chest freezer, 1 ice cream freezer (Hershey owned).
* Bathrooms are available for the vendor to use located adjacent to the Concession Stand.
* Signage may only be displayed during the season of operation and must be approved by the Director
* Electricity: 120-volt, 100-amp electrical service
* Water: Concession is run on a chlorinated well water system supplied from our main park water (winterized in the winter) hot and cold water is available.

Site visits will be available to prospective vendors at both locations upon request. Available hours for site visits Monday- Friday 8 AM- 2 PM.

Contract Fee

1. The fee payable (“Contract Fee) by the Contractor to the Department for the rights and privileged conveyed in the contract shall be as follows:
   1. A monthly rent of $\_\_\_\_ for the lease of concession areas at Greenwood Park and Nathaniel Cole Park.
   2. A percentage of Gross Income in the Amount if \_\_%, payable on the 15th if the month following sales (i.e.. July sales are due August 15th)
   3. Payment of the contract fee shall be made payable to the “Broome County Department of Parks and Recreation” according to the above schedule.
   4. A $10 per day Late Fee must be paid to the Department by the Contractor for every day beyond the designated day of the month that the contract fee is not paid. If the Contract Fee is unpaid beyond the contract expiration date, the Late Fee will accrue until it is paid.
   5. Failure to pay the Contract Fee on time will be grounds for the Department to terminate the Contract.

Bid Requirements

To bid, you must complete the following:

1. Submit bid prior to 3:00 PM on Friday, April 22.
2. Sealed envelope and marked as “Bid for Broome County Park Concessions”.
3. Completed Bid Proposal Form
4. Completed supplemental information as follows:
   1. Please provide a comprehensive overview of your prior experience providing, operating, programming, and managing this type of concession.
   2. Please describe the staffing plan you would like to implement at the concession.
   3. Describe the menu and/or services you would offer. Attach a menu
   4. Describe your bookkeeping, accounting, and recording revenues on a daily basis.

Broome County Parks and Recreation

Attn: Liz Woidt

P.O. Box 1766

60 Hawley Street

Binghamton, NY 13902