



# *Municipality of Princeton*

380 Witherspoon Street  
Princeton, NJ 08540-3496

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## ***Department of Recreation***

Telephone: 609-921-9480

Web: [www.princetonrecreation.com](http://www.princetonrecreation.com)

### **Princeton Recreation Department & Princeton Recreation Board**

#### **Request for Proposals for Food Service at Community Park Pool for the Season 2014**

The Recreation Board of Princeton is currently seeking a responsible party to assume operation of the concession stand at Community Park Pool for the 2014 summer season.

#### **The Recreation Board/Department will provide:**

1. The building, Department-owned equipment as described in Schedule C, and utilities, with the exception of phone/internet/cable service.
2. Trash receptacle and bulk trash removal.
3. Public address announcements about specials or selected food items.
4. Exclusive rights to the Concessionaire to sell food and beverages in the pool complex.

#### **To be considered a complete proposal, the prospective Concessionaire must submit the following:**

1. Menu of food and drink items, cost and selection. The Recreation Board/Department requires that the menu include a variety of healthy food and beverage options and reduced calorie options. Menu choices should include a selection of the following: grilled items, paninis, salads, pizza & wraps, as well as assorted appetizer, snack, ice cream and beverage choices. Concessionaire should incorporate reduced calorie dressings, spreads and offer whole grain options where possible.
2. Separate menu for summer day-camp lunch option. The Recreation Board/Department runs an 8-week summer day camp for youth, grades 1-6. Concessionaire is required to provide a rotating menu of at least 5 different menu choices that includes sandwich (or other main course), fruit and/or vegetable, snack and low calorie beverage options. Day Camp lunch option is provided on a daily basis and campers register in advance.

3. The Concessionaire must provide a certificate of insurance that will indemnify the Princeton Recreation Board/Department and its employees from liability and injury arising out of the operation of the Community Park Pool Concession.

4. Per State Health Department regulations, the Concessionaire must possess a current Safe-Serv Manager Certification (or approved equivalent) or obtain one within 30 days of being awarded this contract. In addition, Concessionaire is required to have at least one person on duty at all times during hours of operation that possesses a current Safe-Serv Manager Certification (or approved equivalent). To be considered for this proposal, concessionaire is required to have a minimum of 2 employees with the required certification on their staff. Complete proposals should include a copy of the required certification for these employees or a letter indicating when the individual(s) plan to obtain the necessary certification.

5. A lump sum rental proposal for the right to provide concession services at Community Park Pool. The minimum amount that will be considered for the right to provide concession services is \$8,000.

6. The Concessionaire must provide three references to support that they have the experience, skill and financial resources to operate in a satisfactory manner within the terms of the contract and lease specifications.

7. The successful vendor and accompanying proposal to whom the contract is awarded, shall at the time of signing the contract, either furnish a bond of \$2,000 to the Princeton Recreation Board/Department written by a Surety Company acceptable to the Recreation Board/Department and licensed to do business in the state of New Jersey, guaranteeing said quote's faithful performance of contract, or provide a certified check for \$1,000 to be held as guaranteeing faithful performance.

**Complete proposals and required information must be received by Friday, November 15, 11:00am. Sealed proposals should be labeled: Community Park Pool Concession, 380 Witherspoon Street, Princeton, NJ 08540.**

**The Princeton Recreation Board/Department will review all proposals and contact all parties by Friday, December 6.**

Princeton Recreation Department  
380 Witherspoon Street  
Princeton, NJ 08540

Quote for concession rights at Princeton Community Park Pool

To the Recreation Board of Princeton, County of Mercer, State of New Jersey.

The undersigned hereby declare that he/she has carefully examined the advertisement, general instructions and specifications and he/she will contract to lease the concession area within the Community Park Pool complex.

I (We) the undersigned, quote \$ \_\_\_\_\_dollars and \_\_\_\_\_cents for the lease of the said food and beverage concession, subject to conditions, restrictions and limitations as per the attached specifications for the 2014 season.

I (We) the undersigned, hereby submit the above quote for the lease of the food and beverage concession at the Community Park Pool Complex as described in the attached specifications to the Recreation Board/Department and certify that the quote meets the specifications described herein and that I (We) have satisfied all conditions of these specifications as mentioned.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signatures

\_\_\_\_\_  
Address/Phone Number

## **2014 Terms and Conditions for Lease of Community Park Pool Concession**

### **Terms of Lease:**

Proposals will be received by the Princeton Recreation Board/Department, 380 Witherspoon Street, Princeton, New Jersey, 08540. The Recreation Board reserves the right to renew an existing contract if the Board feels the past years' performance was exemplary.

The Recreation Board shall select the proposal which, in its opinion, best meets the needs of the Community Park Pool complex and complies in all respects with the requirements in this request. The Recreation Board reserves the right to reject any and all proposals and to issue a second RFP, if deemed necessary.

### **The following terms and conditions will be part of the proposal and be the responsibility of the Concessionaire:**

#### **1. Compliance with State and Local Codes:**

The Concessionaire must meet the requirements for all applicable state and local health and sanitary codes pertaining to all aspects of operating a food and beverage concession at the leased premises for the season. Community Park Pool Concession falls under the ordinances of the Princeton Health Department, 1 Monument Drive, Princeton, NJ 08542. Additional requirements to operate are outlined in Schedule B (attached).

#### **2. Minimum Quote and Payments:**

Quotes shall be submitted and evaluated on a lump sum basis. Each prospective vendor shall submit a quote based upon a lump sum payment for the right to the concession service unrelated to gross income. The successful vendor, to whom the contract is awarded, shall pay the Recreation Board in two equal lump sum installments, the first on Friday, July 18, 2014 and the final installment on Friday, September 12, 2014. The concessionaire will keep true and accurate records of revenues and shall compile a true and accurate profit/loss analysis. Such records shall be included with final payment made to the Recreation Board.

#### **3. Cleaning of Premises:**

The Concessionaire will be responsible for the general cleanliness of the concession area, both inside and immediately surrounding the concession seating area. It is required to keep the service counter and picnic area clean and inviting. The Concessionaire is also responsible for emptying trash receptacles directly in front of the concession. The Concessionaire is responsible for all cleaning maintenance within the concession. The area is to be maintained at a level that meets or exceeds all Health Department regulations.

#### **4. Employees:**

The Concessionaire shall, at his own expense, provide a sufficient number of employees to serve the public promptly and efficiently in a manner satisfactory to the Recreation Department. There must be an ADULT supervisor on duty at all times during operation. All concession employees must wear appropriate clothing, including a shirt or badge that identifies them as an employee of the concessionaire. The concessionaire and all employees of the concessionaire that are 18 or older will be subject to a background check to be conducted by the Recreation Department.

#### **5. Use of Premises:**

The Concessionaire shall use the premises solely for the purpose of operating a food and beverage vending business, to serve members, guest and staff at Community Park Pool. The Concessionaire shall not assign, sublet, or transfer any interest or obligation for the concession without prior written consent of the Recreation Board. The Concessionaire will not alter, expand or change the building or equipment without the express written permission from the Recreation Director or his representative.

The Concessionaire must return its key and have all of its food, beverage and equipment removed from the premises following the end of the pool season on September 1, 2014. This date is subject to change based on the final date of operation for CP Pool. The Recreation Board reserves the right to add additional days to the calendar of pool operation beyond Labor Day. In that instance, the concessionaire has the option to operate on those additional days.

#### **6. Vending:**

Food and beverage vending service shall be open during the hours the facility is open for operation. Please see Schedule A for dates and operating hours. The Concessionaire may also elect to provide service for special events or programs held at the facility. These events would be in addition to regularly scheduled hours of operation.

A menu of selected food and drink items, cost and selection, shall be submitted for final approval by the Recreation Department or it's representative prior to posting.

The Concessionaire should be advised that the Princeton Recreation Day Camp uses the facility for eight weeks of the season. Effort should be made to select menu options that can accommodate a large group of children in a timely manner.

The Concessionaire may not vend: Food or beverage items in glass containers or any gum or candy/ice cream/popsicle that contains gum.

Additional food preparation equipment shall be installed and operated at the expense of the Concessionaire and with the written permission of the Recreation Department.

The concession manager may park in the lower parking area at the Recreation Department directly behind the pool complex. All other employees of the concessionaire are prohibited from parking in the lower parking lot or the upper parking lot. Recreation Department will notify concessionaire of the appropriate designated parking area for concessionaire's staff.

**The following terms and conditions will be part of the proposal and be the responsibility of the Recreation Department:**

The Recreation Department will provide the following:

- key for the door of facility
- water, gas and electric for facility
- food storage and preparation equipment in "as is" condition
- repairs to equipment owned by the Department during season
- trash service for the facility

The Recreation Department will provide a clean facility at the beginning of the summer season. The fire suppression system in the food preparation area will have a current inspection. Two additional, hand operated, fire extinguisher will be provided. The grease filters above the cooking grill will be clean prior to the season. The grease trap for the facility will be cleaned prior to the season.

**7. Additional Information**

If the Concessionaire inadvertently or through negligence, damages equipment or the facility, the Concessionaire is responsible for repair or replacement.

The Recreation Department is not responsible for the Concessionaire's management of cash/currency. The Recreation Department will not be liable for any loss (cash or inventory) due to theft or robbery.

**8. General Information**

The Concessionaire will be designated a contact person within the Recreation Department Administrative staff.

## Schedule A

### Hours of Operation for Public Swim

Public Session will begin on Saturday, May 24 and close for the season on Monday, September 1, 2014 (Labor Day).

Early season Public Swim Schedule:

May 24, 25 & 26, 2014

May 31 & June 1, 2014

June 7 & 8, 2014

The pool complex will open full-time (7 days per week) for public swim as of Wednesday, June 11, 2014.

Weekday hours: 12:00 – 8:00pm\*

Weekend hours: 11:00 – 8:00pm\*

\*As daylight decreases in late August, the pool complex will close at 7:30pm instead of 8pm. Typically, this schedule change occurs on or about August 20.

The Recreation Board may choose to open the pool complex for public swim on additional dates beyond Labor Day. In this instance, the concessionaire will have the option to operate, as well.

There are also special programs taking place on weekdays prior to June 11 and on other days prior to public swim that the concession may wish to open for.

The Concession is to be open during the designated public swim hours of the pool complex. **It is the decision of the Recreation Department or Pool Manager on duty, if the Concession may close early.** This applies to inclement weather at any time during the day, as well as to evening hours between 7:00pm and 8:00pm on nights when business is slow.

The Concession must be ready to serve food when the complex opens for public swim at 12:00pm (weekdays) or 11:00am (weekends). This will require the concessionaire staff to arrive prior to the opening of public swim in order to ready the concession area.

## **Schedule B General Operation Requirements**

**Operations must adhere to NJAC 8:24 regulations which sets standards for management and personnel, food operations, and equipment and facilities; and provides for retail food establishment plan review, inspection, and employee restrictions.**

Please be advised that the Princeton Recreation Department requires that the Concessionaire to provide the highest level of customer service and observe the following at all times:

To minimize the risk of food borne illness, all meats should be USDA inspected and adequately cooked. A metal stem thermometer must be available and used to check internal food temperature.

Hot Holding electrical equipment is recommended. Food must be kept at 140F or above.

Equipment and utensils must be washed in three compartment sinks. The process includes washing in hot water, rinsing in clean water, sanitizing and air-drying.

Liquid waste or cooking oils should not be dumped into streets, storm drains or on the ground.

Smoking is prohibited in the Concession or anywhere in the pool complex.

Cleaning supplies such as a mop, broom, dustpan, chemicals, paper goods, and soap must be on site. Chemicals and cleaning agents shall be stored away from food products and serving ware.

Garbage must be disposed of properly. The Princeton Recreation Department will provide a dumpster/container for bulk trash. Containers in the Concession must be insect and rodent proof.

Single use disposable gloves, tongs or utensils must be used.

## **Schedule C Equipment and General Information**

Concessionaire must be ready to serve at the beginning of public swim or before. It may be advantageous to open earlier than 12:00pm during the week or 11am on weekends when special events are taking place. Concessionaire will be notified in advance on these dates.

Concessionaire must receive permission from the manager on duty prior to closing early for inclement weather or any other reason.

Staff must clean outside counter on an **hourly** basis.

Clean and wash off concrete area in front of concession every day.

Staff is not allowed to place a cup out for tips.

Staff may not listen to loud or inappropriate music, watch tv or movies, play cards or have headphones on while on duty.

Food service trays or disposal paper box trays are recommended.

Neat professional signage only. No hand written signs taped to the front.

Price sign that is set in front of the concession (sandwich board).

Artful and inviting presentation.

### **Recreation Department owned equipment:**

- Gas grill/ Ansul Fire system/ ventilation hood
- Two kitchen fire extinguishers
- Two freestanding fryers
- Hot dog roller and bun tray
- Warming unit
- Ice maker /water machine
- Bain Marie prep table
- Four stainless steel service tables
- Commercial Freezer
- Commercial Refrigerator
- Residential freezer
- Residential Refrigerator
- Commercial Ice Cream chest freezer
- Two stainless shelf units
- Three unit wash sink
- Hand wash sink

