

REQUEST FOR PROPOSALS
ELMIRA TOWN PARK CONCESSION STAND

The Town of Elmira invites responsible bidders interested in operating the concession stand in the Town Park adjacent to the town swimming pool for two seasons to submit a proposal by 3:00 pm on December 15, 2021 at which time the bids will be opened.

Submit proposal to:
Town of Elmira
Attn: Town Clerk
1255 W. Water Street
Elmira, NY 14905

The contract term begins on April 1st of each year and ends on October 1st.

The successful bidder must:

Supply the Town with a certificate of public liability insurance with the minimum limits of \$2,000,000, naming the Town as an additional insured, and a certificate of workers compensation insurance, if required;

Obtain necessary approval from the Chemung County Board of Health and maintain all necessary licenses and permits;

Agree to be the primary concessionaire and not sub-contract the stand to outside vendors or food trucks;

Provide all necessary equipment to operate the concession stand at bidder's sole expense;
Sell food, such as candy, ice cream, snow cones, cotton candy, popsicles, and non-alcoholic beverages, but may **not** sell cigarettes; alcoholic beverages, souvenirs and these prohibited items may not be delivered to or stored on site;

Maintain the concession stand and surrounding grounds in a sanitary and clean condition at all times and will place garbage in the dumpster provided by town;

During the spring baseball/softball and pool season, operate the concession stand between the hours of noon and 7 PM daily, except during low periods of park activity and inclement weather.

Town Employees are not eligible to submit a bid.

If you are interested in operating the concession stand in the Town of Elmira Park, you must submit a bid that includes the following information:

A bid amount no less than \$2,500 per season which includes utilities; payable by June 1st of each contract year, proof of insurance; and, the successful bidder is also required to pay a \$500 cleaning deposit refundable after final inspection on November 1st of each contract year.

Description of experience in operating a concession stand or food service; and at least two references.

The successful bidder will be required to sign a contract with the Town of Elmira.