



TOWN OF RIVERHEAD

Sean M. Walter, Supervisor

200 Howell Avenue
Riverhead, New York 11901-2596
631-727-3200

BID # SV-2016

BID FOR: SNACK VENDOR SERVICES 2016

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

DATE

(____) _____
PHONE NUMBER

In compliance with your advertisement for bids to be opened on **June 10, 2016 at 11:00 a.m.** and to be awarded on **June 21, 2016**, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,

SIGNED BY

TITLE

E-MAIL ADDRESS

BIDDERS ARE INVITED TO ATTEND BID OPENING

**TOWN OF RIVERHEAD
NOTICE TO BIDDERS**

Sealed bids for **2016 SNACK VENDOR SERVICES FOR the Town of Riverhead at each of the following locations**: Stotzky Park (skate Park inclusive); Wading River Beach; Police Officer's Memorial Park; Reeves Beach; Horton Avenue Pocket Park; Two Bears Pocket Park; Unity Pocket Park; Grangebelle Park and Millbrook Pocket Park will be received by the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York, 11901, until **11:00 a.m. on June 10, 2016.**

(Sealed bid(s) may be submitted on individual or all locations.)

Bid packets, including Specifications, may be obtained and/or examined on May 26, 2016 on the website at www.townofriverheadny.gov or at the Town Clerk's office at Town Hall Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m.

Each proposal must be submitted on the form provided in a sealed envelope clearly marked **BIDS FOR 2016 SNACK VENDOR SERVICES.** Any and all exceptions to the Specifications must be listed on a separate sheet of paper, bearing the designation "EXCEPTIONS TO THE SPECIFICATIONS" and be attached to the bid form.

The Town Board reserves the right and responsibility to reject any or all bids or to waive any formality if it believes such action to be in the best interest of the Town.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF RIVERHEAD**

Diane M. Wilhelm, Town Clerk

TOWN OF RIVERHEAD
Snack Vendor Proposal Form and Instructions – 2016

The Town of Riverhead, through the Recreation Department, is soliciting proposals from snack vendors for the operation of mobile units from which to sell snacks to the public at various locations. We are herewith requesting proposals from persons or organizations who are experienced in snack vending and who either is currently licensed to operate mobile units or can obtain such a license.

The Town's intent is to select a vendor/s for the following locations:

Note: There is no limit to the number of locations/parks you may submit a bid to provide vending services. You may bid on one or more locations, simply circle location(s) below and identify on "Snack Vendor Bid Form"- see page 4.

- Stotzky Park (Skate Park Inclusive) Columbus Avenue and Pulaski Street, Riverhead, NY
- Wading River Beach (Creek Road, Wading River)
- Police Officer's Memorial Park (Bayberry) Bayberry Road, Wading River, NY
- Reeves Beach; Park Road, Riverhead, NY
- Horton Avenue (Horton Avenue, Riverhead, NY)
- 2 Bears Park (Old Farm Road, Riverhead, NY)
- Unity Park (Oakland Avenue, Riverhead, NY)
- Millbrook Park (Lewis Avenue, Riverhead, NY)
- Grangebel Park (Peconic Avenue)

SNACK VENDOR BID FORM

IDENTIFY LOCATION/NAME OF PARK _____ (See list on previous page) **AND PROVIDE FULL DESCRIPTION OF SNACK AND DRINK ITEMS TO BE OFFERED INCLUDING PRICE RANGES FOR VARIOUS SIZE PORTIONS.**

ATTACH ADDITIONAL SHEETS IF NECESSARY.

ITEM	DESCRIPTION	PRICE RANGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Consideration to the Town. Show total amount of fees you will tender to the Town of Riverhead in return for this NONTRANSFERABLE concession. Any assignment or transfer shall void this Bid. Note, all monies (cash or certified funds) are due upon the execution of the Snack Vendor Agreement.

\$ _____ .00.

Signature of Vendor/Owner _____ Date _____

(As stated above, you may bid on one or more locations, simply complete this form titled “Snack Vendor Bid Form” for each location)

List assigned number shown on all appropriate licenses, registrations and permits. **A copy of each permit and license must also be attached or provided to the Town with the bid proposal.**

Peddler Permit _____
Department of Health _____
Vehicles (s) _____

Insurance – proof (acceptable by Town of Riverhead) must be presented, of a paid liability insurance policy having limits in the amount of at least \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate, naming the Town of Riverhead as the insured or additional insured. Also required, where applicable, proof of Workers’ Compensation and disability insurance for employees under the direct control of the vendor.

Maps are available at the Recreation Department location and layout for each vending unit. The intent of having specifically identified layouts is to avoid traffic hazards. Successful vendors must restrict their mobile units to these designated areas unless an exception is made in writing by the Recreation Department. Below is a summary of vendor locations:

Days and hours of operation – detail your proposed days and hours to provide snack services to the public at each location for which you are applying. Snack services should be available at all activities scheduled by the Recreation Department.

It is further agreed and understood that the Town of Riverhead reserves the right, at its sole discretion when recommended by the Recreation Department, to contract with other snack vendors for the limited purposes of granting short term concessions to cover any and/all dates when the services of the awarded snack vendor will not be available.

It is further agreed and understood that garbage removal and clean up is the express responsibility of the vendor. The vendor shall not allow any solid waste to blow about or accumulate on the Town of Riverhead’s property. **All solid waste must be contained.**

Utilities – All utilities including electricity and water are the express responsibility of the vendor; the concession rights do not include any utilities.

Noise Making – Bells, whistles, chimes and/or any other device used to gain the public’s attention to vending activity is strictly prohibited.

Alcoholic beverage sales are prohibited unless a written exception is made by the Riverhead Town Board and all other required permits are issued.

All required documents and all monies (cash of certified funds) due to the Town of Riverhead shall be submitted to the Office of the Town Clerk at 200 Howell Avenue, Riverhead, New York, 11901.

Should this snack concession be cancelled by the vendor within the first sixty (60) days after notification of award, a fifty percent (50%) refund will be made of the amount of fees paid to the Town. On the sixty-first (61st) day and thereafter, no refund whatsoever shall issue.

The Town of Riverhead reserves the right to rescind the resolution authorizing this snack concession at any time, and at its sole discretion, upon ten (10) days written notice to the vendor. In the unlikely event the Town rescinds that resolution due to no fault of the snack vendor, then the vendor shall be entitled to a refund on a pro-rated basis using the months/days remaining on the License Agreement.

Vendor's Legal Business Name

Vendor's Street

City

State

Zip Code

Phone Number

Fax Number

E-mail Address

Printed Name of Vendor/Owner

Signature of Vendor/Owner

Date

NON-COLLUSIVE CERTIFICATE
(MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID)

UNDER PENALTIES OF PERJURY:

_____ (BIDDER), BEING DULY SWORN, DEPOSES
AND SAYS:

- A) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- B) This bid or proposal has not knowingly been disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
- C) No attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal;
- D) The person signing this bid or proposal certifies that he has been fully informed regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as the person signing on it's behalf; and
- E) That the attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of this certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Corporation: _____
(PRINT CORPORATION NAME)

By: _____
(SIGNATURE)

(TITLE)

Address: _____

Sworn to before me this

_____ day of _____, 20____

BID ACCEPTANCE SHEET

**I/WE FULLY UNDERSTAND THAT THE ACCEPTANCE OF THIS BID(S) IS
SUBJECT TO THE PROVISIONS OF SECTION 103A AND 103B OF THE GENERAL
MUNICIPAL LAW.**

NAME OF AGENT/DEALER

ADDRESS

CITY, STATE, ZIP CODE

CONTACT PERSON

DATE

SIGNATURE OF DEALER/AGENT