



Commissioners of Leonardtown

41660 Courthouse Drive
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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Leonardtown Wharf Park Request for Proposal Food Vendor – 2015 Summer Season

The Commissioners of Leonardtown are accepting proposals from a qualified vendor or vendors to provide food sales for the 2015 summer season at Leonardtown Wharf Public Park in Leonardtown, MD (see General Information attached for details). All sales revenue will be retained by the vendor.

Proposal Specifics

The Commissioners of Leonardtown are requesting that the following information be included in your proposal, which will be used as criteria for evaluation:

1. Company Background, Contact Information and Profile
2. General Experience and Qualifications
3. Proposed List of Products and Pricing
4. Description of Equipment, Setup and Power Needs
5. Summary of expected services from the Commissioners of Leonardtown
6. Financial Proposal-
 - a. Specific details outlining the commitment to the Commissioners of Leonardtown during the contract period
7. Three References from past events serviced

The Commissioners of Leonardtown reserve the right to request further information that it deems necessary.

Should you be interested in submitting a proposal, submit, in duplicate, a proposal, including all required forms and supporting documentation, to the address below on or before end of the business day, 4:30 p.m., on April 17, 2015.

Laschelle McKay, Town Administrator
Commissioners of Leonardtown
POB 1, 41660 Courthouse Drive
Leonardtown, MD 20650

The Town's selection of a vendor/vendor's proposal will be based in large part upon the review of the vendor response to the RFP. The response to the RFP will become a part of any contract entered into by the Commissioners of Leonardtown and the Vendor.

The vendor/vendor's selected will be expected to promptly prepare and enter into agreement with the Commissioners of Leonardtown within 14 days after notification of proposal acceptance.

The prices quoted by the vendor in its proposal shall include all federal and/or state direct and/or indirect taxes which apply. Generally the Commissioners of Leonardtown are exempt from sales and like taxes. The prices quoted in the proposal shall agree with all federal laws and regulations. The prices quoted in the proposal shall also include all shipping and insurance costs associated with the product. The vendor selected shall provide the Commissioners of Leonardtown with the required certificate of insurance and also name the Commissioners of Leonardtown as additional insured.

Vendors are cautioned to verify their proposal prior to submission. Negligence on the part of the vendor in preparing the proposal confers no right for withdrawal or modifications of its proposal. All proposals must be honored for 90 days from the date of submittal.

The Commissioners of Leonardtown reserve the right to reject any, any part of, or all proposals received and to waive any irregularities in the proposals received when, in the opinion of the Commissioners of Leonardtown, its residents interests would be best served by such action.

Attached is general information about the Leonardtown Wharf Public Park including specific information and requirement relating to the summer season, as well as the 2015 Event Calendar. If you have any questions, please contact Laschelle McKay at 301-475-9791.

Sincerely,

Laschelle McKay
Town Administrator
Commissioners of Leonardtown

General Information/Specifications

General Scope

The Commissioners of Leonardtown are offering an opportunity to manage and operate food sales and retain 100% of sales within Leonardtown Wharf Park for the 2015 summer season. A combination of multiple vendors is also a possibility. All federal, state and local regulations must be followed.

The summer season is considered June 1st-August 31st. A minimum set up of Friday-Sunday, 11:00 a.m. till 6:00 pm.

Request for Proposals Objective

The overall objective of this request is to provide the chosen vendor/vendors with food sales at the Leonardtown Wharf Park for the summer season and in return offer the public an option for purchasing food while visiting the Park. The Commissioners of Leonardtown will help to promote the presence of the vendor/vendors to the public.

Background

The Leonardtown Public Waterfront Park opened in 2008 and serves a population of approximately 3,500 Leonardtown residents as well as visitors. A canoe and kayak concessionaire operates from April-October from the existing concession stand. Public restrooms are available on site.

Leonardtown Wharf Waterfront Park is located in the heart of downtown Leonardtown, at the south end of Washington Street along Breton Bay, a short walking distance from the downtown square. This 3/4 acre park contains a open green space, elevated boardwalk, permanent indoor restrooms, and a kayak launch. The park also contains a large lawn that is attractively landscaped with mature vegetation and picnic areas.

Term of Service

This agreement is for the 2015 summer season.

Vendor Requirements

1. Vendors understand and accept that they are responsible for all operational costs related to their service incurred from the events. This includes, but is not limited to, inventory costs, sale/delivery of product, labor, paper products, cleaning supplies, permits, tents, and additional miscellaneous expenses.
2. Vendors will accept responsibility for setup and will clean up their designated tent/trailer within reason.
3. All staff needed for operation of sales will be provided by vendor.
 - a. All employees assigned shall be fully capable, experienced and trained.
4. Vendors shall comply with all applicable federal, state, and local laws and ordinances, including, but not limited to, obtaining at its own cost and expense, all permits or licenses necessary to perform service for the public. Vendor agrees to fully comply with all requirements of the St. Mary's County Health Department and adhere to all sanitation and food safety codes and regulations throughout service.
5. If vendor fails to attend any of their scheduled service, the Commissioners of Leonardtown reserve the right to immediately terminate participation.
6. Vendors must provide an end of the season financial statement detailing overall sales to the Commissioners of Leonardtown.

7. The chosen vendor must provide a Certificate of Insurance naming the Commissioners of Leonardtown as additionally insured for not less than \$1,000,000 for general liability. An additional insurance coverage of \$500,000 (minimum) will be required for worker's compensation. The policy will also name the Commissioners of Leonardtown as additionally insured.

8. Additional requirements as detailed in the final contract.

Material Provided by the Commissioners of Leonardtown

1. A contract for food sales at the Leonardtown Wharf Public Park.
2. Sufficient vendor space, access to 110v electric outlets and temporary access to water.
3. Marketing on the Town website and Facebook at a minimum.