



TOWN OF WELLFLEET
REQUEST FOR PROPOSALS

CONCESSIONS SERVICES

FOR

MAQUIRE LANDING, WHITE CREST BEACH, NEWCOMB HOLLOW BEACH &
BAKER FIELD

Announcement

The Town of Wellfleet is accepting bid proposals for food lessees at three Atlantic Ocean beach locations and at Baker Field for the contracted season of June 1 through November 1, 2015. The Town is seeking a lessee who will pay a lump sum concession fee for exclusive access to sell food products at any of these locations. Lessees may submit a proposal for one or more of the locations. The beaches are Maguire Landing, White Crest Beach and Newcomb Hollow Beach.

Proposals will be accepted at the Assistant Town Administrator Office 300 Main Street, Wellfleet, MA 02667 until Friday, March 27th at 2:00 p.m., at which time they will be publicly open and read.

The Town reserves the right to waive any informalities, to reject any or all bids and to act at all times in the best interest of the Town.

Specifications

1. Minimum concession fee is \$2,000 per beach.
2. The concession vehicle must meet the State Sanitary Code Chapter X Minimum Standards for Food Establishments, 105 CMR 590.009 Mobile Food Units and Pushcarts and be legally road worthy. Towed concession vehicles are permitted.
3. The Concession Unit must meet all local requirements including but not limited to those of the Board of Health. The lessee will need to complete a Beach Concession Food Permit Application and a separate Food Service Establishment Application.
4. The Concession Unit shall be large enough to meet the demand of the area that it intends to serve but in no case shall be larger than area described in property description.
5. Lessee may vend only in the area outlined in the property description and not in any other areas of the Town.
6. Lessee shall furnish electricity and other utilities. Lessee shall also furnish trash and provide recycling receptacles for customers. Lessee shall remove trash and recycling at the end of each day and shall **not** dispose of trash and recycling in the town barrels.
7. One parking space (in addition to the lessee location described above in "Property Description" shall be available to Lessee or his/her designated employee. Access to

parking space for Lessee and concession unit shall be held open until 10:00a.m. After that time access will be dependent upon current parking situation.

8. Lessee **shall have service available** on all fair weather days during the contracted season (June 1 through September 7, 2015) from the hours of 10:00a.m. to 4:00p.m. The Town Beach Director (or designee) shall be called if there is a question about whether it is a “fair weather day.” The Town’s determination is final.
9. Lessee shall have access from (September 8 through November 1, 2015) from the hours of 10:00a.m. to 4:00p.m and **may have service available** on all fair weather days at the Lessees option.
10. The concession vehicle shall be removed at the end of the day.
11. Lessee shall not sublet the concession without the prior written approval of the Town.
12. All lessees must operate from a fixed food establishment.
13. All lessee vehicles are subject to inspection by local officials.
14. Lessees may submit a proposal for one or more location.

Property Description

1. Maguire Landing: 15’ x 20’ (300 sq. ft.) area, at the northeast corner of the parking lot, for the sole purpose of operating a concession.
2. White Crest Beach: 15’ x 20’ (300 sq. ft.) area, east parking lot, west side, south of entrance.
3. Newcomb Hollow Beach: 15’ x 20’ (300 sq. ft.) area, northeast corner of parking lot.
4. Baker Field: 25’ x 20’ (500 sq. ft.) from the access road running parallel to Kendrick Ave (eastward) and north to the parking area.

Terms & Conditions

Exclusive Use

The selected lessee shall have exclusive use of the designated location for the sale of the food items during the period specified contracted season.

Contract Term and Renewal

Contract period shall be for one year. The Town, at it option, shall have the right to renew this contract annually for up to two additional years at the same bid price. In determining whether to exercise said extension at the same price for an additional year the Town will consider the performance of the lessee during the prior year. Payment of the concession fee by the lessee shall be made within ten (10) calendar days of the notice of renewal.

Insurance Requirements

At all times during the terms of the contract Lessee shall carry Concessionaire’s Liability/Products Liability Insurance in the amount of \$1,000,000 and Workers Compensation Insurance in the amount of \$500,000. Evidence of the insurance policies, with the town of Wellfleet listed as an additional insured, shall be provided to the Town within ten (10) days of notification of contract award.

Permit/License Requirements

Lessee must obtain all necessary permits and licenses from the Town of Wellfleet prior to the starting date of the contracted season.

Concession Payment

The concession payment, in full, shall be made within ten (10) days of notification of bid acceptance by certified check or money order only.

Cancellation

The Town of Wellfleet shall have the right to cancel the lease at any time for reasonable cause including non-compliance with any of the terms and conditions. In the event of cancellation by the Town of Wellfleet the lessee shall forfeit the concession payment.

Submittal Requirements

1. Proposal Form
2. Completed and signed Wellfleet Board of Health Applications
3. List of References for past five (5) years
4. Completed and signed Acknowledgement of Principal Form
5. Statement of Tax Compliance
6. Certificate of Non-Collusion

Proposal Price Instructions

1. Minimum concession fee: \$2,000 per location
2. Proposals will be accepted for one or more concession location.
3. Bids shall contain the name of the location and amount of the concession fee.
4. Each concession location will be considered separate and shall be awarded based solely on the proposal submitted for that location.

Proposal Sheet

In accordance with the Scope of Service described in the specifications I propose the following price (s).

Maguire Landing	\$_____
White Crest Beach	\$_____
Newcomb Hollow Beach	\$_____
Baker Field	\$_____
Total	\$_____

TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

Project: _____

Bid Pricing Sheet

In accordance with the Scope of Services described in the bid specifications for the above project I bid the following price(s).

1. Overall price _____

Name of Authorized Person (print)

Date

Signature of Authorized Person

email address

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

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Project: _____

Statement of State Tax Compliance

Description of Bid/Proposal _____

Date of Bid _____

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I,

_____ authorized signatory for

_____, whose

principal place of business is

_____ do hereby certify under

the pains of perjury that _____ has complied with all laws of

the Commonwealth relating to taxes.

Name of Person Signing Bid/Proposal

SSN or FID #

Name of Business

Date

This form must be included with the bid/proposal.

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Project: _____
Certificate of Non-Collusion

Description of Bid/Proposal _____

Date of Bid _____

The undersigned certifies under penalties of perjury that the above bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name of Person Signing Bid/Proposal

Name of Business

This form must be included with the bid/proposal.

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Project: _____

Acknowledgement of Principal

I _____ principal of _____,
holding the office of _____ with said
Company is hereby authorized to submit a bid/proposal on behalf of said Company for the
following bid/proposal to the Town of Wellfleet: _____
_____.

Name of Authorizing Person

Position/Office

Name of Business

Date

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

email address

This form must be included with the bid/proposal.