



TOWN OF WELLFLEET
REQUEST FOR PROPOSALS
CONCESSIONS SERVICES
FOR
BAKER FIELD

Announcement

The Town of Wellfleet is accepting bid proposals for food lessees at Baker Field for the contracted season of June 1 through November 1, 2016. The Town is seeking a lessee who will pay a lump sum concession fee for exclusive access to sell food products at this location.

Proposals will be accepted at the Assistant Town Administrator Office 300 Main Street, Wellfleet, MA 02667 until Friday, April 29th 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.
2. Lessee shall operate this concession subject to applicable Food Truck regulations as administered by the Board of Selectmen.
3. Lessee shall operate this concession subject to the supervision and direction of the Director of Community Services.
4. 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.
5. 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 Food Service Establishment Application and Food Truck Application. (Attached).
6. 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.
7. Lessee may vend only in the area outlined in the property description and not in any other areas of the Town.
8. Regarding electricity, water and management of wastewater. If the electrical service at this location is not metered the Lessee shall be allowed to connect to the Town of Wellfleet electric service. This service may become metered during the length of this

- contract and the Lessee shall assume responsibility for costs associated to electric use once meter is installed and operational. The Town of Wellfleet shall assume all costs relative to the installation of the meter. Lessee shall supply their own water for their operations. Lessee shall not be permitted to use water from the Town Recreation offices or buildings. Lessee shall provide an executed contract with a lawfully permitted septic hauler to service the Lessee's equipment for the duration of the contract. All wastewater generated by operations of the Lessee shall be disposed of at a legally permitted waste disposal site.
9. 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.
 10. 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.
 11. Lessee **shall have service available** on all fair weather days during the contracted season (June 1 through September 7, 2016) from the hours of 10:00a.m. to 4:00p.m. The Director of Community Services (or designee) shall be called if there is a question about whether it is a "fair weather day." The Town's determination is final.
 12. Lessee shall have access from (September 8 through November 1, 2016) 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.
 13. Food items sold shall be primarily of a healthy and whole food nature. Guidance for these types of food can be found at www.choosemyplate.gov and see sample menu attached. The following foods of minimal nutritional value **shall not** be offered for sale:
 - a. (1) *Soda Water*—A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 °F. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.
 - b. (2) *Water Ices*—As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.
 - c. (3) *Chewing Gum*—Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
 - d. (4) *Certain Candies*—Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - (i) *Hard Candy*—A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops,

- starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
- f. (ii) *Jellies and Gums*—A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - g. (iii) *Marshmallow Candies*—An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
 - h. (iv) *Fondant*—A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
 - i. (v) *Licorice*—A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
 - j. (vi) *Spun Candy*—A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
 - k. (vii) *Candy Coated Popcorn*—Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.
- 14. The concession vehicle shall be removed at the end of the each day.
 - 15. Lessee shall not sublet the concession without the prior written approval of the Town, which may be withheld at the town's sole discretion.
 - 16. All lessees must operate from a properly lessened fixed food establishment.
 - 17. All lessee vehicles are subject to inspection by local officials.
 - 18. On Mondays through Fridays from June 29th through August 14th, set up shall be scheduled around drop off and pick up for the Morning Recreation Program which is between the hours of 9:30am and 11:30am or after 12:30pm. The Recreation Director shall be the point of contact to coordinate this provision.
 - 19. Applicant shall follow the Town of Wellfleet drug and alcohol policy prohibiting use of drugs or alcohol on town property.
 - 20. All applicants and their employees shall be subject to a Criminal Offender Records Information (CORI) check and a Sexual Offender Records Information (SORI) check.
 - 21. Smoking is prohibited on any part of the Baker Field Recreation Area. Smoking is not permitted on any Town owned property.
 - 22. The Baker Field location is not available to the Lessee on the following date and time:
 - A. Saturday, August 20th, 11:00am – 2:00pm, due to the Skateboard Competition.

Property Description

- 1. 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 June 1 to November 1. The Town, at its 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 and the Commonwealth of Massachusetts prior to the starting date of the contracted season.

Concession Payment

The concession payment, in full, shall be made within ten (10) calendar 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.

Addenda

The Town of Wellfleet may issue addenda in response to questions from prospective bidders related to this invitation to bid. Questions may only be submitted in writing to the Town Administrator and must be submitted not later than 4:00 PM Friday, April 15, 2016. Responses by the Town, if any, will be posted as addenda on the Town web site under "Bid Invitations" not later than Friday, April 22, 2016. Bidders must acknowledge any addenda issued on the "Acknowledgment of Principal form. Submissions that fail to acknowledge addenda in this manner will not be considered.

Submittal Requirements (Submissions shall be submitted in a sealed envelope labeled "Baker Field Concession." The following documents must be included in the bid submission. Failure to provide these documents shall deem the application non-responsive and the submission will not be considered)

1. Bid Pricing Sheet
2. Proposed Menu and food offerings
3. Completed and signed Wellfleet Board of Health Application(s)
4. Completed and signed Food Truck Application

Town of Wellfleet
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Baker Field

5. List of References for past five (5) years
6. Completed and signed Acknowledgement of Principal Form including an acknowledgment of any Addenda issued.
7. Statement of Tax Compliance
8. Certificate of Non-Collusion

Town of Wellfleet
RFP Concessions 2016
Baker Field

TOWN OF WELLFLEET

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

Project: Baker Field Concession Bid Pricing Sheet

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

1. Bid 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: Baker Field Concession 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: Baker Field Concession 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.

TOWN OF WELLFLEET

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Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

Project: Baker Field Concession 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: _____.

I acknowledge bid addenda numbered: _____ (if none please state "none")

Signature of Authorizing Person

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.

Sample Menu from United States Department of Agriculture
 Choose My Plate Program www.choosemyplate.gov

<p>DAY 1</p> <p>BREAKFAST Creamy oatmeal (cooked in milk): <i>½ cup uncooked oatmeal</i> <i>1 cup fat-free milk</i> <i>2 Tbsp raisins</i> <i>2 tsp brown sugar</i> Beverage: 1 cup orange juice</p> <p>LUNCH Taco salad: <i>2 ounces tortilla chips</i> <i>2 ounces cooked ground turkey</i> <i>2 tsp corn/canola oil (to cook turkey)</i> <i>¼ cup kidney beans*</i> <i>½ ounce low-fat cheddar cheese</i> <i>½ cup chopped lettuce</i> <i>½ cup avocado</i> <i>1 tsp lime juice (on avocado)</i> <i>2 Tbsp salsa</i> Beverage: 1 cup water, coffee, or tea**</p> <p>DINNER Spinach lasagna roll-ups: <i>1 cup lasagna noodles(2 oz dry)</i> <i>½ cup cooked spinach</i> <i>½ cup ricotta cheese</i> <i>1 ounce part-skim mozzarella cheese</i> <i>½ cup tomato sauce*</i> 1 ounce whole wheat roll <i>1 tsp tub margarine</i> Beverage: 1 cup fat-free milk</p> <p>SNACKS 2 Tbsp raisins 1 ounce unsalted almonds</p>	<p>DAY 2</p> <p>BREAKFAST Breakfast burrito: <i>1 flour tortilla (8" diameter)</i> <i>1 scrambled egg</i> a cup black beans* <i>2 Tbsp salsa</i> ½ large grapefruit Beverage: 1 cup water, coffee, or tea**</p> <p>LUNCH Roast beef sandwich: <i>1 small whole grain hoagie bun</i> 2 ounces lean roast beef <i>1 slice part-skim mozzarella cheese</i> <i>2 slices tomato</i> <i>¼ cup mushrooms</i> <i>1 tsp corn/canola oil (to cook mushrooms)</i> <i>1 tsp mustard</i> Baked potato wedges: <i>1 cup potato wedges</i> <i>1 tsp corn/canola oil (to cook potato)</i> <i>1 Tbsp ketchup</i> Beverage: 1 cup fat-free milk</p> <p>DINNER Baked salmon on beet greens: <i>4 ounce salmon filet</i> <i>1 tsp olive oil</i> <i>2 tsp lemon juice</i> a cup cooked beet greens <i>(sauteed in 2 tsp corn/canola oil)</i> Quinoa with almonds: <i>½ cup quinoa</i> <i>½ ounce slivered almonds</i> Beverage: 1 cup fat-free milk</p> <p>SNACKS 1 cup cantaloupe balls</p>	<p>DAY 3</p> <p>BREAKFAST Cold cereal: <i>1 cup ready-to-eat oat cereal</i> <i>1 medium banana</i> <i>½ cup fat-free milk</i> 1 slice whole wheat toast <i>1 tsp tub margarine</i> Beverage: 1 cup prune juice</p> <p>LUNCH Tuna salad sandwich: <i>2 slices rye bread</i> <i>2 ounces tuna</i> <i>1 Tbsp mayonnaise</i> <i>1 Tbsp chopped celery</i> <i>½ cup shredded lettuce</i> 1 medium peach Beverage: 1 cup fat-free milk</p> <p>DINNER Roasted chicken: <i>3 ounces cooked chicken breast</i> 1 large sweet potato, roasted ½ cup succotash (limas & corn) <i>1 tsp tub margarine</i> 1 ounce whole wheat roll <i>1 tsp tub margarine</i> Beverage: 1 cup water, coffee, or tea**</p> <p>SNACKS <i>¼ cup dried apricots</i> 1 cup flavored yogurt (chocolate)</p>
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Town of Wellfleet
RFP Concessions 2016
Baker Field

Required Food Establishment Permit to be completed and submitted with Bid Application.

APPLICATION FOR FOOD SERVICE ESTABLISHMENTS 2016
APPLICATION MUST BE FILLED OUT COMPLETELY

Name _____

Mailing Address _____

Town/State/Zip _____

Business Address _____

Owner's Name _____ Home Tel. _____ E-Mail _____

Manager's Name _____ Home Address _____

If Corporation or Partnership, give name, title and home address of officers or partners.

Name _____ Title _____ Home Address _____

Establishment is open _____ months a year. Total seating capacity _____ Take-out service only? _____

Name of Certified Food Handler (s) _____ P.I.C. _____

Does establishment have outside seating? NO Seating Capacity _____ is area enclosed? _____ Capacity _____

If seating capacity are over 25, person Choke saver Certified _____

Applications for all licenses/permits required by the Board of Selectmen have been filed for the year 2016
yes x no _____

PLEASE CHECK PERMIT (S) YOU ARE APPLYING FOR:

- | | |
|---|--|
| <input type="checkbox"/> Temporary Food Service | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Retail Food | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Mobile Unit | <input type="checkbox"/> Residential Kitchen |
| <input type="checkbox"/> Bed & Breakfast | |

FOR FOOD SERVICE ESTABLISHMENTS: Are you compliant with the new Food Allergen Requirements: yes x no _____ I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

* Signature of Individual or Corporate Name (mandatory) By: Corporate Officer (mandatory, if applicable)

Social Security/ Federal Identification Number. _____ **(MANDATORY)

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

This request is made under the authority of M.G.L. Chapter 62C Section 49A.

Health Agent

Date

Date Received _____ By (initials) _____ Fee _____ Date Issued _____

Town of Wellfleet
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Required Business Application to be completed and submitted with Bid Application.

BUSINESS PERMIT APPLICATION 2016
APPLICATION MUST BE FILLED OUT COMPLETELY

Business Name/Map/Lot _____
Mailing Address _____
Town/State/Zip _____
Business Street Address _____
Business Telephone No. _____ Federal ID Number (**Mandatory**) _____
Manager _____ E-Mail Address _____

1. Applicant is (a) an:
2. If applicant is an individual or partnership please answer below:

Applicant #1

a. Tel. No. _____
b. Name _____
c. Street Address _____
d. Mailing Address _____

Applicant #2

a. Tel. No. _____
b. Name _____
c. Street Address _____
d. Mailing Address _____

3. If applicant is a corporation or trust please answer below:
List the titles of all officers and manager: Include a separate sheet if necessary.

Title	Full Name	Home Address
_____	_____	_____

4. Corporate or Trust Name _____
Corporate Mailing Address _____
Corporate Tel. No. _____

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5. Anticipated Opening Date: Year Round _____ Seasonal _____

6. Fully describe type of business conducted (i.e. retail, restaurant, food, gallery): _____

7. Seating Capacity _____ Hours of Operation _____

8. Special conditions or Restrictions required by Zoning Board of Appeals, Board of Selectmen or Board of Health. Please attach copies:

9. Fully describe premises to be licensed including number of rooms and square footage: _____

10. Has any person in this application ever had his/her license revoked or cancelled? ____ If yes, state for each name the date and reasons why the license was revoked or cancelled: _____

11. I certify under the penalties of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes under law. I further certify that in the conduct of this business I will abide by all Town bylaws and regulations.

 *Signature of Individual or Signature of
 Corporate Officer w/Title (Mandatory)

 Corporate Name (Mandatory if Applicable)

 Federal Identification No. **MANDATORY**

 Date of Application

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the MA Dept. of Revenue to determine if you have met tax filing or payment obligations. (This is required by the state.) Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of M.G.L. c. 62C s. 49A.

FOR OFFICE USE ONLY

Department Head or Designee Signatures

Police Dept. _____	Date _____	Comment _____
Fire Dept. _____	Date _____	Comment _____
Tax Collector _____	Date _____	Comment _____
Bldg Inspector _____	Date _____	Comment _____
Bd. Of Health _____	Date _____	Comment _____

Date Received _____ Fee Received _____ By (initials) _____ Date Issued _____

Required Food Truck Application to be completed and submitted with Bid Application.

Town of Wellfleet
RFP Concessions 2016
Baker Field

APPLICATION FOR OPERATION OF A FOOD TRUCK 2016
APPLICATION MUST BE FILLED OUT COMPLETELY

The undersigned hereby applies for a Food Truck License in accordance with the provisions of Town of Wellfleet Board of Selectmen Regulations.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant:
D.O.B:

Date:

Drivers. License Number:

Fed.ID #:

Business Address:
Home Address:
Business Telephone:
Cell Phone:
Name of Operation:

Plan Review and/or Preliminary Approval (Required for Approval)

Reviewing Department	Signature of Approving Authority	Date of Plan Review/Approval
Building Department:		
Health Department:		
Police Department		
Fire Department:		

PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO EACH LOCATION:

What will be the hours of operation?

Time(s) of Peak Customer Activity

Est. Number of Customers at Peak Time(s):

Est. Number of Employees at Peak Time(s):

What provisions have been made for trash, wastewater, potable water, electric and recycling?

LIST THE LOCATIONS WHERE THE MOBILE FOOD VEHICLE WILL BE DEPLOYED AND ATTACH A SKETCH OF HOW THE VEHICLE WILL BE POSITIONED AND OTHER DETAILS OF THE AREA TO BE LICENSED.

(Please provide a sketch for each location on a separate piece of paper.)

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Location(s)

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature:

Printed Name:

Date:

Note: No Food Truck License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no Food Truck License will be issued until all required inspections have been conducted, permits granted, and final approvals given.

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FOR OFFICE USE ONLY

Final Permits/Approvals Granted (Required Before TFL will be Issued)

Approving Department	Yes	No	If "No," Reason Why	Date of Final Approval
Building Department:				
Health Department:				
Police Department:				
Fire Department:				