

**Borough of Wood-Ridge Request for Proposals (RFP) for a
Food Services Concessionaire/Commercial Kitchen Operator
at the Wood-Ridge Athletic Complex**

Issued: May 11, 2026

Response Submission Deadline: July 1, 2026 at 10am

I. Legal Authority

This Request for Proposals (“RFP”) is made by the Borough of Wood-Ridge (“The Borough”), a municipality in Bergen County, State of New Jersey. This RFP is issued pursuant to New Jersey Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. to utilize Competitive Contracting for the procurement of a food services concessionaire as described herein. The provisions related to Competitive Contracting within the New Jersey Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. shall govern all aspects of the Competitive Contracting process as well as all decisions and actions of the officials and employees of the Borough of Wood-Ridge. The Mayor and Council of the Borough of Wood-Ridge authorized the use of Competitive Contracting and approved the contents of this RFP via Resolution 064-2026 at its public meeting held on March 18, 2026.

II. Summary of Request

A. Refreshment Stand Function

This RFP seeks a qualified concessionaire (“The Operator”) to operate and manage all aspects and functions of the Commercial Kitchen Facility (“The Kitchen”) within “the Field House” at the Wood-Ridge Athletic Complex (“The Complex”). The Kitchen was constructed in 2021, measures approximately 1500 sq. ft., and is fully outfitted with appliances and fixtures. The operator shall be required to provide a “Refreshment Stand Function” food and beverage service during all sporting and public events at the Complex as specified herein.

B. Commercial Functions

Additionally, the operator is permitted to utilize the Kitchen for “Commercial Functions” such as off-premises catering, a “ghost kitchen” for take-out & delivery services, a take-out & delivery restaurant, and/or a seasonal restaurant with limited outdoor seating for on-site consumption with either a sit down wait-service format or an order counter self-service format.

C. Off-Site Snack Stand

Lastly, the operator will also be required to provide a Refreshment Stand Function off-site at the Snack Stand at the Wood-Ridge High School’s Donna Ricker Field (“Snack Stand”), located at the corner of Windsor Road and Wood-Ridge Street, for approximately 20 dates/events as specified herein. Note that Donna Ricker Field and its Snack Stand are owned by the Borough of Wood-Ridge.

III. Contact Information for the Borough of Wood-Ridge

All proposal submissions as well as all questions and/or requests for information, clarification, etc. shall be made to Gina Affuso, Wood-Ridge Borough Clerk, 85 Humboldt Street, Wood-Ridge, NJ 07075; telephone: 201-939-0202 extension 2, email: gaffuso@woodridgenj.gov

IV. Deadline & Location for Submission of Proposals

All proposals shall be submitted via hand delivery, mail, delivery service, or email as follows:

Deadline: **July 1, 2026 at 10am local prevailing time**

Location: Gina Affuso, Borough Clerk
Wood-Ridge Borough Hall
85 Humboldt Street
Wood-Ridge, NJ 07075

Email: gaffuso@woodridgenj.gov

All proposals submitted via email will receive a reply email confirming receipt by the next business day. If a reply email is not received by the submitter, it is the submitter's responsibility to contact the Borough via telephone to confirm receipt. The phone number is 201-939-0202 extension 2.

Any and all questions or requests for clarification regarding this RFP shall be made in writing via email to the Borough Clerk as listed above.

V. Methodology for Awarding a Competitive Contract

A. The Borough expects to award a contract at the Mayor and Council meeting scheduled for August 19, 2026. The operator shall take possession of the Kitchen on a date to be determined by the Borough that shall not be later than January 10, 2027 and shall be prepared to open the Kitchen for business no later than April 1, 2027.

B. All response submissions will be evaluated and ranked based on the following factors:

1. Amount of monthly rent proposed
2. Qualifications, abilities, and experience of the operator
3. Ability to provide the "Refreshment Stand Function" as required
4. Nature of the Commercial Functions proposed
5. Ability to integrate the proposed Commercial Functions with the required Refreshment Stand Function in a complementary and harmonious manner

6. Responsiveness and compliance with the specifications and requirements of this RFP
- C. An Evaluation Report shall be prepared by the Borough Administrator that shall describe the proposals submitted, the pros and cons of each proposal, rank the proposals submitted, and recommend a proposal to the Mayor and Council to be awarded a contract. The report will be made available to the public by being posted on the Borough Website (www.njwoodridge.org) at least 48 hours prior to the public meeting at which the Mayor and Council will award the contract.
- D. The Mayor and Council reserve the right to reject all proposals submitted.
- E. Any and all questions or requests for clarification regarding this RFP shall be made in writing via email to the Borough Clerk as listed in Section IV above.
- F. Potential operators may request to schedule a brief tour of the Kitchen at the Athletic Complex and the Snack Stand at the High School Field by emailing the Borough Clerk.

VI. Description of the Complex and the Kitchen

In addition to the descriptions below, a plan with the layout of the Field House & Kitchen can be viewed on the Borough Website at www.woodridgenj.gov

Potential operators may request to schedule a brief tour of the Kitchen at the Athletic Complex and the Snack Stand at the High School Field by emailing the Borough Clerk.

Complex Description: The Kitchen is within the Field House at the Wood-Ridge Athletic Complex (“The Complex”) the address of which is 30 Kennedy Lane, Wood-Ridge, NJ 07075. The Complex is approximately 15 acres consisting of a large Soccer Field, a Softball-Little League Field with Press Box & Restrooms, a Baseball Field with Press Box & Restrooms, a practice field for Soccer and Tee-Ball, 4 Pickleball Courts, a Playground, a Dog Run, 2 parking lots, a Maintenance Garage, Walking Paths, and the Field House which includes the Kitchen. The Complex is located approximately 500 feet from the Wesmont Train Station of the NJ Transit Bergen Line. The Walking Paths within the Complex connect the surrounding residential neighborhood to the Train Station. The Complex is part of the mixed-use Wesmont Station neighborhood within the Borough of Wood-Ridge. The Wesmont Station neighborhood is a planned redevelopment of a portion of the former Curtiss Wright Airplane Engine Factory that covers approximately 70 acres consisting of apartments and townhouses in which about 3,000 residents live. Construction of the first phase of the redevelopment began in 2012. Construction of the final phase of the redevelopment was completed in 2025.

Kitchen Description: The Kitchen includes a professional commercial kitchen and other support spaces as described in detail below. The Kitchen is part of the Field House which includes the following facilities: the Kitchen, 3 storage units used by the Borough’s recreation programs, a mechanical utility room, 2 multi-occupancy ADA compliant public restrooms (male

and female), and 2 single-occupancy ADA compliant public restrooms (male and female). Note that all of the facilities within the Field House have independent external lockable access doors so that no one has to pass through one facility to access another. Specifically, the Kitchen has 3 external access doors (1 in the front facing the Soccer Field and 2 in the rear adjacent to the parking lot) which easily accommodate access for staff and deliveries. The Kitchen also has 2 service counters with overhead roll-up doors in the front facing the Soccer Field.

The Operator will have full, but non-exclusive, access to the 2 single-occupancy restrooms for use by its employees and guests at all times of operation. Note 1, that the public will continue to have full access to the 2 single-occupancy restrooms, regardless of the Operator's use. Note 2, that the Operator will be responsible for cleaning, maintaining, and re-stocking paper products and soap at the 2 single-occupancy restrooms every day that the Operator is operating on-site. Note 3, the 2 multi-occupancy restrooms in the Field House will be open whenever large events are occurring or otherwise when the need arises, which will also be available to the Operator's guests. The 2 multi-occupancy restrooms will be cleaned, maintained, and stocked by the Borough of Wood-Ridge staff and the Operator shall not have any responsibility for cleaning, maintaining, or supplying said restrooms, except for any loss or damage arising due to the negligence of the Operator or its employees.

Construction on the Field House and Kitchen was completed in December 2021. All appliances and fixtures and contents were brand new as of December 2021. There is a natural gas emergency generator at the site to power various facilities at the Complex, including the Field House and Kitchen, during power failures.

Kitchen Approximate Dimensions:

Commercial Kitchen = 1000 sq ft

Dishwashing-Storage Area = 260 sq ft

Walk-In Cold Storage Box = 120 sq ft

Dry Storage Room = 120 sq ft

List of Kitchen Appliances & Fixtures:

Exhaust Hood (1), Captive-Aire model

Condensate Hood (1), Captive-Aire model

Range (1), natural gas, 72", 6-burners, 36" griddle, 2 ovens, Royal Range of California model

Broiler (1), natural gas, counter type, radiant, 30", Royal Range of California model

Fryers (2), natural gas, floor type, 50lb capacity, Royal Range of California model

Oven (1), natural gas, 36", double-deck 2 convection ovens, Mainstreet Equipment model

Freezer (1), reach-in, 3 door, 21 cu. ft., Bison Refrigeration model

Freezer (1) Chest Freezer 19.4 cu. Ft. Galaxy Equipment Commercial model

Freezer (1) Chest Freezer 16.5 cu. ft. Excellence Commercial Products model

Refrigerated Merchandizer (1) reach-in 2 door 53 1/8", 39.9 cu. ft. Avantco model

Refrigerated Merchandizer (1) reach-in 1 door 28 3/8", 22.6 cu. ft. Avantco model

Refrigerated Merchandiser (2), reach-in, 3 glass door, 53 cu. ft., Bison Refrigeration model

Beverage Station Refrigerator (1), undercounter type, 24", Summit Commercial model
 Beverage Station work table with prep sink (1), 48", Sapphire Manufacturing model
 Coffee Brewer (1), 3 warmers, Bloomfield Ind. Koffee King model
 Automatic Airpot Coffee Brewer (2) w/Hot Water Faucet Bunn CWTF-15 Series model
 Coffee Grinder (1) Bunn G9 Series model
 Microwave (1), 1.2 cu. ft., Amana ACP model
 Ice Cream Novelty Merchandiser (1), 2 glass door, 70", Excellence Commercial Products model
 Hot Food/Pizza Display Merchandiser (1), counter type, 4 tier, Hatco model
 Popcorn Warmer (1), counter type, Gold Medal Products model
 Walk-In Modular Refrigerator Box, AmeriKooler model
 Ice Maker (1), 932lb production, Ice-O-Matic model
 Ice Bin Shuttle System (1), 1818lb capacity, 2 carts, Kloppenberg Company model
 Dishwasher (1), undercounter type, 25 racks per hour capacity, Champion model
 Hand Sink (1), Sapphire Manufacturing model
 One Compartment Sink (1), Sapphire Manufacturing model
 Two Compartment Sink (1), drainboard, gooseneck spray hose, Sapphire Manufacturing model
 Three Compartment Sink (1), drainboard, gooseneck spray hose, Sapphire Manufacturing model
 Mop Sink (1), floor mount in Janitor's Closet, Sapphire Manufacturing model
 Work Tables (11), stainless steel, Sapphire Manufacturing model
 Wire Shelving Units (12), Quantum Food Service model

**** Exceptions and Conditions related to above List of Appliances & Fixtures:**

1. The above list includes appliances and fixtures that existed when the kitchen was completed in December 2021.
2. Exact quantities, brands, models, sizes, etc. of appliances and fixtures may be different due to any failure, damage, disposal, service, repairs, and/or replacement.
3. Unless included in the above list, no other appliances or fixtures are included in the Kitchen.
4. An operator who desires to obtain and/or install any other appliances or fixtures may do so, at the operator's own cost, **only with the express approval of the Borough.**
5. All tools, utensils, supplies, products, inventory, and/or other contents shall be the responsibility of the operator to procure and provide.

VII. Refreshment Stand Function

The Refreshment Stand Function requires the Operator to sell food, beverages, and related merchandise from a service counter during athletic and other public events as described herein.

Examples of products and prices from the most recent sports seasons are as follows: egg sandwiches \$7, bagels \$3, donuts/muffins \$2, hotdogs \$3, hamburgers \$7, french fries \$4, chicken tenders \$8, chicken wrap \$9, mozzarella sticks \$6, nachos \$5, candy \$2, chips \$2, coffee \$2, tea \$2, hot chocolate \$2, bottled water \$2, soda \$2, juices \$1, and gatorade \$3.

All food is to be sold in a “takeout” format that requires providing disposable products such as cardboard trays, paper plates, paper napkins, plastic utensils, etc. as well as providing a condiment station stocked with ketchup, mustard, salt, pepper, etc.

VIII. Complex Schedule

The Complex’s Walking Paths are open to the public 24/7 all year. The Playground and the Dog Run will be open 9am to 9pm every day all year, depending on weather.

The athletic fields operate based on the sports season. A schedule of all practices, games, and tournaments is available prior to each season and will be issued to the Operator.

A general guide to the sports seasons for the fields is as follows:

Soccer Field: September 1st to November 30th:

Monday to Friday, non-holidays:	4-6pm: High School Games/Practices 6pm-10pm: Youth Recreation Games & Practices
Saturdays & Sundays:	9am-10pm: Youth Recreation Games & Practices

Softball/Little League Field and Baseball Field: April 1st to July 30th:

Monday to Friday, non-holidays:	4-6pm: High School Games/Practices (April-June) 6pm-10pm: Youth Recreation Games & Practices, Post Season, All-Star, and Travel Tournaments
Saturdays & Sundays:	9am-10pm: Youth Recreation Games & Practices, Post Season, All-Star, and Travel Tournaments

IX. Required Operating Schedule

A. The Operator will be required to operate the Kitchen and provide the Refreshment Stand Function at the Wood-Ridge Athletic Complex as follows:

1. April 1st to July 30th & September 1st to November 30th:

Monday to Friday, non-holidays:	4pm to 9:30pm
Saturdays:	9am to 9:30pm
Sundays:	Pursuant to Schedule
Holidays:	Pursuant to Schedule

2. April 1st to November 30th:

The Borough of Wood-Ridge plans to occasionally host Sports Tournaments of various durations (1-Day, 3-Day Weekend, Week-Long, etc.) and Playoff and Championship Games that will require the Operator to provide the Refreshment Stand Function. Any such events shall be scheduled and coordinated with the Operator at least 1 month in advance.

B. The Operator will be required to provide the Refreshment Stand Function at Wood-Ridge High School's Donna Ricker Field for approximately 20 dates as follows:

1. September 1st to November 30th:

- a. 4-6 Friday nights 6pm to 9:30pm for High School Football games
- b. 4-6 Saturday afternoons/nights 3pm to 9:30pm for Recreation Football games
- c. 6-8 Saturdays 9am to 5pm for Recreation Soccer games/clinics
- d. Any Special Events or Play-Off games as scheduled

2. April 1st to June 30th:

- a. 2-4 Special Events or Tournaments generally running Fridays 4-9:30pm, Saturdays 9am-9:30pm, and Sundays 9am-9:30pm. Any such Special Events or Tournaments shall be scheduled with the Operator at least 1 month in advance.

C. ****Note 1:** The Required Operating Schedule listed herein is the minimum required schedule for operating the Kitchen and providing a Refreshment Stand Function at the Wood-Ridge Athletic Complex. The Operator is permitted to operate the Kitchen and provide a Refreshment Stand Function at the Wood-Ridge Athletic Complex at any other days and times subject to the conditions and restrictions contained herein.

D. ****Note 2:** The Operator may operate other Commercial Functions as described in Section II B simultaneously while providing the Refreshment Stand Function, provided such other Commercial Functions do not negatively impact either the quality or performance of the Refreshment Stand Function or the staging of sports and events at the Complex.

E. ****Note 3:** Schedules will be issued approximately 1 month before the start of each sports season. Operations will not be required during any day or time during which activities are not scheduled nor when activities are cancelled due to inclement weather. The Operator may request to reduce operating hours or days but the Borough reserves the right to approve or reject any such requests.

F. ****Note 4:** It is conceivable that either the Borough of Wood-Ridge or the Wood-Ridge Board of Education may desire to have the Operator provide the Refreshment Stand Function during other dates and times in support of community or school activities. Such requests and arrangements shall be subject to mutual agreement between the Borough and the Operator.

X. Off-Site Snack Stand Requirements

A. The Operator will be required to provide Refreshment Stand Functions Off-Site at the Wood-Ridge High School Donna Ricker Field's Snack Stand ("Snack Stand") for approximately 20 dates/events as specified herein.

- B. No additional rent or other payments shall be due to the Borough from the Operator for operating the Snack Stand. The Operator will not be responsible for paying of any bills for utilities or disposal of garbage or recycling for the Snack Stand.
- C. The Operator will be responsible for preparing and cleaning the Snack Stand before and after each use and for routine maintenance of the appliances and equipment located therein. The operator may keep equipment, supplies, and stock within the Snack Stand between uses during the operating season only. **Note that the Snack Stand is shut down and water is turned off on or about December 1st to April 1st each year.**
- D. The Operator shall not be permitted to use the Snack Stand, except to provide a Refreshment Stand Function during dates and times specified by the Borough, without the express permission of the Borough. Nothing herein shall be construed as granting the Operator exclusive use or rights to occupy or operate the Snack Stand or provide a Refreshment Stand Function at Wood-Ridge High School's Donna Ricker Field. The Borough of Wood-Ridge and the Wood-Ridge Board of Education reserve the right to utilize the Snack Stand and/or provide a Refreshment Stand Function, or authorize others to do so, at any time.
- E. Description of the Snack Stand

The Snack Stand is approximately 500 sq. ft. and has a service counter with roll-up overhead door. The Snack Stand features an exhaust hood; 1 range with burners, griddle, and oven; 1 charbroiler; 2 fryers; refrigerators and freezers; 2 refrigerated merchandisers for beverages; 1 freezer merchandiser for ice cream; microwaves; coffee brewer; hot food display/warmer; ice machine; sinks; work tables; storage shelves.

Public restrooms attached to the Snack Stand shall be available for use by the Operator's staff. Said restrooms will be cleaned, maintained, and stocked by the Wood-Ridge Board of Education staff and the Operator shall not have any responsibility for cleaning, maintaining, or supplying said restrooms, except for any loss or damage arising due to the negligence of the Operator or its employees.

**** Note:** Unless included in the above list, no other equipment, appliances, fixtures, supplies, tools, utensils, products, inventory, and/or contents are included in the Snack Stand and the provision of same shall be the responsibility of the Operator.

XI. Contract Duration Period

NJ State Public Purchasing Law forbids concession contracts for a duration of more than 60 months. The maximum term being offered by the Borough is 60 months running from January 1, 2027 to December 31, 2031 structured as follows:

A Base Contract of 36 months from January 1, 2027 to December 31, 2029 with two extension options, each of which would extend the contract by 12 months. The first option would extend the Contract from January 1, 2030 to December 31, 2030 and the second option would extend the Contract from January 1, 2031 to December 31, 2031. Said options shall be exercised at least 6 months prior to the expiration of the existing contract period and shall be by mutual agreement of the Borough and the Operator.

XII. Contract Financial Terms

- A. Monthly Payment: The Operator shall make a monthly payment to the Borough for each and every month of the Contract period, including any extension thereof. Therefore, the 36-month base contract duration will require 36 monthly payments from January 1, 2027 to December 31, 2029. Payment shall be due on the 1st day of every month beginning on January 1, 2027. Said payment shall cover both the Kitchen at the Complex and the off-site Snack Stand.

The Monthly Payment shall be comprised of a Rental Fee for all months of the Contract period. The Rental Fee shall be a fixed amount and shall not be based on a percentage of sales or profit or any other revenue or profit-sharing formula.

The Monthly Rental Fee SHALL BE NOT LESS THAN \$1,500.00 per Month

Therefore, the total of monthly payments for the 36-month base contract period shall have a minimum total cost of \$54,000.00.

- B. Security Deposit: The Operator shall provide the Borough will a security deposit in the amount of \$5,000 via certified bank check within 30 days of contract award. Said security deposit shall be retained by the Borough for its use should the Operator fail to follow any terms or conditions of the Contract. The Borough shall refund any unused amount of the security deposit to the Operator at the expiration of the Contract provided that the Contractor met all terms of the Contract and returned the facility back to the Borough in good order and condition. Said security deposit shall cover both the Kitchen at the Complex and the off-site Snack Stand.
- C. Utility Bills: The Operator shall reimburse the Borough for the cost of utilities for the Field House pursuant to the payment plan detailed below as **“Utility Payment Plan U”**.

Water shall be furnished by Suez Water and paid for by the Borough at no cost to the Operator.

The Operator shall not be responsible for any utility bills related to the off-site Snack Stand at Donna Ricker Field at Wood-Ridge High School.

“Utility Payment Plan U” - OPERATOR shall pay the BOROUGH the amount of

\$2,500.00 per month as an estimated payment to be applied to the Reimbursement owed by **OPERATOR** to the **BOROUGH** for utility bills for gas, electric, water, fire/security alarm, and phone/internet/Wi-Fi, hereinafter referred to as the “**ESTIMATED UTILITY PAYMENT**”. The **ESTIMATED UTILITY PAYMENT** shall be paid for each and every month of the contract period, including any extensions thereof. The **BOROUGH** shall furnish a monthly statement to the **OPERATOR** of the actual costs of all said utility bills for the prior month. Said statement shall include a reconciliation to credit the amount of the **ESTIMATED UTILITY PAYMENT** actually paid against the actual costs to result in either a net deficit or a net surplus in estimated utility payments. A net deficit shall be paid by the **OPERATOR** to the **BOROUGH** in the subsequent month in addition to the **ESTIMATED UTILITY PAYMENT**. A net surplus shall be credited to the **OPERATOR** by the **BOROUGH** to reduce the amount of the **ESTIMATED UTILITY PAYMENT** owed in the subsequent month.

- D. Revenue and Expenses: The Operator shall retain all revenue from operating the Kitchen and off-site Snack Stand and shall be responsible for and pay all costs (Labor, Product, etc.) of operating the Kitchen and the off-site Snack Stand.

XIII. Contract Operating Requirements & Restrictions

- A. The Operator shall be responsible for performing, or having performed, the following functions at the Kitchen and the Snack Stand, unless specified otherwise below, and shall pay all costs related to the same:
1. Cleaning grease trap (Kitchen only)
 2. Emptying designated garbage & recycling cans (Kitchen only)
 3. Food Waste, Garbage, & Recycling collection and disposal (Kitchen only)
 4. Compliance with Health codes and inspections
 5. Compliance with Fire codes and inspections
 6. Compliance with Building codes and inspections
 7. Cleaning and routine maintenance of appliances, equipment, and fixtures
- B. The Operator shall comply by the following restrictions:
1. No hosting or staging of events on site without the express permission of the Borough.
 2. No operating outdoor dining, in-person sales, or in-person takeout between the hours of 12am and 6am. There are no time restrictions on providing delivery service.
 3. No storage of Operator vehicles or equipment in the Complex’s parking lots without the express permission of the Borough.
 4. Parking of Operator vehicles in the Complex’s parking lots shall be in designated spaces and during designated times established by the Borough.
 5. No subletting or subleasing of any facility, space, surface, ground, or air either in, on, or adjacent to the Kitchen or Field House without the express permission of the Borough.
 6. Compliance with the Borough Code related to noise, business signs, and property maintenance within the Residential and Business Zones, respectively.

XIV. Contract Insurance & Indemnification Requirements

The Operator shall maintain and keep in force insurance in a company or companies rated A-7 or better by A.M. Best and licensed to do business in the State of New Jersey as listed below:

- A. Workers Compensation: Coverage is to comply with NJ Statutes and include coverage for Proprietors, Partners and/or Executive Officers. EMPLOYERS LIABILITY limits of \$1,000,000.00 for each accident/disease each employee required.
- B. Commercial General Liability: Minimum Policy Limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and must include Completed Operations Liability. Policy must be endorsed to show BOROUGH OF WOOD-RIDGE and WOOD-RIDGE BOARD OF EDUCATION as Additional Named Insured.
- C. Automobile Liability: Minimum policy limit of \$1,000,000.00 Combined Single Limit (CSL) covering all Owned, Non-Owned and Hired vehicles. Non-Owned & Hire Coverage is acceptable in the absence of business-owned vehicles.
- D. Umbrella Liability: Minimum Policy Limit of \$5,000,000.00 per occurrence and \$5,000,000.00 annual aggregate.
- E. Property Insurance: The Operator is required to insure his/her own Property. The BOROUGH OF WOOD-RIDGE will not provide any insurance on the Business Personal Property.
- F. Indemnification: The Borough of Wood-Ridge and the Wood-Ridge Board of Education are to be named as Additional Named Insured parties and all insurance certificates shall reflect this accordingly.
- G. Covered Locations: All insurance and indemnification coverages shall be applicable to both the Wood-Ridge Athletic Complex and the Donna Ricker Field.

***** Mandatory Proposal Submission Check List *****

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Answers do not have to be entered into this Check List. Answers must be typed on separate pages with the answers numbered to correspond to the questions on this Check List.

However, all pages of this Check List that require a signature or monetary response must be returned as part of the Proposal Submission.

A. Contact & Ownership Information

1. Name of Entity and/or Person submitting proposal:
2. Name of Contact Person:
3. Address of Contact Person:
4. Business Phone Number of Contact Person:
5. Cell Phone Number of Contact Person:
6. Email Address of Contact Person:
7. List of the names and addresses of all entities and/or persons owning more than 10% of the entity submitting this proposal:

B. Description of Qualifications, Experience, and Proposed Operations

8. Please describe and detail the professional qualifications and business experience of the owners and/or managers that qualify them to serve as the Operator.
9. Please describe and detail the Refreshment Stand Function that you would provide.
10. Please describe and detail the Commercial Functions that you would operate in addition to providing the Refreshment Stand Function. Please be detailed in your answer and include the following information: a) the planned types of businesses, operations, services, and/or functions that would occur at the Kitchen, b) the planned days and hours of operation, c) the planned number and type of employees that would work at the Kitchen.
11. Are there any specifications or requirements within this RFP with which you disagree and/or would recommend either be changed or handled differently? If yes, please describe in detail.

***** Mandatory Proposal Submission Check List *****

PAGE 2 OF 4 - This Page Must Be Returned Complete

C. Proposed Monthly Rent

The Proposed Monthly Rent Payment SHALL NOT BE LESS THAN \$1,500.00 PER MONTH for all months of the contract period, including any extensions thereof. Therefore, the 36-month base contract period shall have a minimum total rental cost of \$54,000.00.

***** Written Answers Required to be Entered on this Page**

Monthly Rent payable for 36 months of base rent period. Enter amounts into the blanks below.

Amounts must be listed on this page.

List the monthly rent you will pay in U.S. Dollars: \$_____ per Month
(write amount in numbers above)

Written Monthly Rent: _____ Dollars
(write monthly amount in words above)

Total Rent for 36 Months (Multiply Monthly Rent by 36): \$_____ Total
(write amount in numbers above)

Written Total Rent: _____ Dollars
(write total amount in words above)

By signing below, I Acknowledge that the Monthly Rent listed above will be payable for all 36 months of the duration of the Base Contract period.

***** Signature Required:** _____
(sign above)

***** Mandatory Proposal Submission Check List *****

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D. Acknowledgement of Requirements

All references to “My Entity” or “The Entity” shall mean the entity, persons, owners, managers, and/or ownership group authorizing the submission of this proposal and proposing to serve as the Operator pursuant to the contents, terms, conditions, and requirements of this RFP.

- a. I understand and acknowledge that if this Proposal is accepted and awarded by the Borough that my entity must enter into a Contract with the Borough according to the terms and conditions specified by the Borough for a period of 36 months beginning January 1, 2027 and terminating December 31, 2029 unless an extension option is exercised.
- b. I understand and acknowledge that if this Proposal is accepted and awarded by the Borough that my entity must be able to provide a Refreshment Stand Function at the Kitchen and the Off-Site Snack Stand **beginning April 1, 2027** according to both the Required Operating Schedule specified in Section IX of this RFP and the Off-Site Snack Stand Requirements specified in Section X of this RFP.
- c. I understand and acknowledge that if this Proposal is accepted and awarded by the Borough that my entity must be able to comply with all the provisions specified in this RFP including the following: the Contract Duration Period specified in Section XI, the Contract Financial Terms specified in Section XII, the Contract Operating Requirements & Restrictions specified in Section XIII, and the Contract Insurance & Indemnification Requirements specified in Section XIV.

By signing below, I attest that I read, understand, acknowledge, and will comply with all the contents, terms, conditions, and requirements contained in this RFP including those specifically highlighted in the above Acknowledgement of Requirements.

***** Signature Required:** _____
(sign above)

***** Mandatory Proposal Submission Check List *****

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E. Final Signature

All references to “My Entity” or “The Entity” shall mean the entity, persons, owners, managers, and/or ownership group authorizing the submission of this proposal and proposing to serve as the Operator pursuant to the contents, terms, conditions, and requirements of the RFP.

By signing below, I attest that I read, understand, acknowledge, and will comply with all the contents, terms, conditions, and requirements contained in this RFP. I further attest and agree to the following:

- a. I am authorized to submit this Proposal on behalf of the entity listed herein.
- b. All answers and responses are accurate and truthful to the best of my knowledge and understanding.
- c. I understand that if this proposal is selected by the Borough, that the entity will be required to enter into a Contract with the Borough, with terms as drafted by the Borough, to provide the services as specified in the RFP according to the contents, terms, conditions, and requirements specified in this RFP.
- d. Pursuant to 40A:11-4.4 of the NJ Local Public Contracts Law, I understand that if this proposal is selected by the Borough, that the entity will be required to comply with the provisions of P.L.1975 c.127 (C.10:5-31 et seq.) concerning equal employment opportunity and affirmative action.

***** Signature Required:** _____
(sign above)

END OF MANDATORY PROPOSAL SUBMISSION CHECKLIST

END OF RFP

NO OTHER PAGES TO FOLLOW