



MANCHESTER-BY-THE-SEA

BOARD OF SELECTMEN TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-2000 FAX (978) 526-2001
E-mail: Manchester@mma.org

REQUEST FOR PROPOSALS SINGING BEACH CANTEEN

The Town of Manchester-by-the-Sea, Massachusetts is accepting proposals for the lease and operation of the Singing Beach Canteen for three years. Proposals are due in the Parks and Recreation Office on **Thursday, February 6, 2020 at 3:00 P.M.**, at which time the proposals will be opened and read aloud. The Town will select the proposal which, in the opinion of the Town, is in the best interest of the Town.

THE PROPERTY

The Singing Beach Canteen is approximately four hundred (400) square feet of retail space located at Singing Beach in the building that houses the Singing Beach Bath House.

The Canteen currently provides a wide range of snacks and refreshments for patrons of Singing Beach. It is the sole source of refreshments at the Beach and is the only business within half a mile of the Beach.

The Canteen has plumbing and electricity but no equipment. Refrigerators and other equipment must be supplied by the selected bidder.

Due to the setup of the Canteen; no food can be prepped onsite. Selected bidder can either sell pre-packed food and beverage items, or if they have a licensed food establishment nearby, they can propose preparing food elsewhere that they would bring into the facility to sell daily.

Hours of Operation

The Canteen must be open daily from Memorial Day weekend through Labor Day weekend. Additional weekends may be negotiated. Hours of operation are expected to be 10 a.m. to 5 p.m. (negotiable).

Terms of Agreement

The rental agreement will be for the summers of 2020, 2021, and 2022. A minimum rental amount of \$15,000 annually is required. The rent shall be paid in four equal installments by the fifteenth of each month (June 15, July 15, August 15, and September 15).

- The contractor will be responsible for obtaining all necessary permits and/or licenses required to operate the business.
- The contractor will be responsible for all insurance, including workers compensation, and must indemnify the Town against any claim. The Town must be named as additional insured on the certificate of insurance to be filed with the Town.
- The contractor will be responsible for the payment of electricity.
- The contractor will be required to sign a lease agreement with the Town.
- The contractor will be required to submit an annual report showing the income and expense for the Canteen operation, as well as the number and residence of employees.
- The Canteen is available for inspection by calling the Parks & Recreation office at 978-526-2019.

CRITERIA FOR AWARD

The successful proposal must first meet the following minimum qualifications:

- Individual, business or organization must have three years' experience operating a retail food establishment with similar sales volume.
- Rental amount of at least \$15,000 annually.

Once the minimum qualifications are met, proposals will be evaluated based on the following criteria:

- Amount of revenue received by the Town.
- Number of jobs promised to Manchester youth.

The Town is not required to award the contract to the proposal offering the highest amount of revenue to the Town.

APPLICATION REQUIREMENTS

Please include the following information with your application:

1. Retail food history of individual, business or organization showing at least three years' experience operating a retail food establishment of similar sales volume.
2. Proposed rental amount (Schedule A).
3. Number of jobs promised to Manchester youth (Schedule A).
4. Three business references (banks, landlords or suppliers preferred) with names and telephone numbers of a contact person.
5. Summary of type of retail operation to be run.
6. Completed form (Schedule B) pertaining to taxes, non-collusion, and signing authority.

All proposals become property of the Town of Manchester-by-the-Sea and are public information. The selected proposer must comply with Massachusetts General Laws, Ch. 7, Sec. 40J, which requires a disclosure of beneficial interest to be filed with the Commissioner of Capital Asset Management and Maintenance.

Proposals must be submitted to the Parks and Recreation office by **Thursday, February 6, 2020 at 3:00 P.M.**, at which time the proposals will be opened and read aloud. Proposals shall be submitted in a sealed envelope, with "**Singing Beach Canteen Proposal**" marked clearly on the outside, to: Cheryl Marshall Director of Parks and Recreation, Manchester Town Hall, 10 Central Street, Manchester-by-the-Sea, MA 01944-1399.

The Town of Manchester-by-the-Sea reserves the right to reject any and all proposals, to waive any informality, and to award the contract in the best interests of the Town.

If you have any questions, please contact Director of Parks and Recreation, Cheryl Marshall at 978-526-2019.

SCHEDULE A
SINGING BEACH CANTEEN
RENT AND JOB PROPOSAL

Summer 2020

Summer 2021

Summer 2022

Rent \$ _____ \$ _____ \$ _____

Jobs for _____
Manchester youth

Comments: _____

Company Name _____

Address _____

Contact Person (Print) _____

Contact Person (Signature) _____

Telephone/Fax _____

Email Address _____

Date _____

SCHEDULE B

Pursuant to M.G.L. Chapter 62C, Section 49A, the undersigned certifies under the penalties of perjury that the company named below has filed all Massachusetts State tax returns and paid all State taxes required by Massachusetts.

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this paragraph, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

The undersigned certifies under penalties of perjury that he/she is authorized on behalf of the company named below to bind the proponent contractually. If the proponent is a corporation, a clerk's certificate of vote and minutes of a Director's meeting will be provided.

Social Security Number or Federal Identification Number

Company Name

Printed Name of Signer

Signature

Date

Request for Proposals

The Town of Manchester-by-the-Sea, MA is requesting proposals for the operation of the Singing Beach Canteen. The Request for Proposals is available from the Director of Parks and Recreation, Cheryl Marshall, Town Hall, 10 Central Street, Manchester-by-the-Sea, MA 01944. Tel. 978-526-2019. Fax 978-526-2001. Bids must be submitted by 3:00 p.m. on Thursday, February 6, 2020. The Town of Manchester-by-the-Sea reserves the right to reject any and all proposals, to waive any informality, and to award the contract in the best interests of the Town.