



# Food Concessionaire Request for Proposals

## Date of Winter Holiday Stroll: November 27, 2010

**Please submit RFP to:**  
Great American Downtown  
92 Main St., Ste. 103 Nashua, NH 03060  
Phone: 603-883-5700 Fax: 603-816-0012

**DUE: SEPT. 3, 2010**

Great American Downtown of Nashua, NH, is seeking proposals from qualified Concessionaires with proven experience and effectiveness at large community events (20,000+ people).

Interested Concessionaires are sought for the furnishing of all food concessions booths, staff, and equipment necessary to provide food and beverages in downtown Nashua during the Winter Holiday Stroll, Saturday November 27, 2010.

The exclusive contract to establish and conduct all food concessions booths outdoors at the 2010 Winter Holiday Stroll will be granted to the best qualified and equipped company.

### **INFORMATION FOR CONCESSIONAIRE VENDORS:**

#### **SCHEDULE**

Issue RFP:	July 1, 2010
Question deadline:	August 15, 2010
Deadline for RFP submittals:	September 3, 2010
Concessionaire selection & notification:	September 30, 2010

All proposals should be prepared simply and economically, and provide a straightforward, detailed description of concession and capabilities to satisfy requirements of the RFP. Proposals should include any vendor limitations. Emphasis should be placed on fulfillment of the RFP specifications while operating in a community event who's point is to spotlight downtown businesses and organizations.

#### **PROPOSALS MUST INCLUDE**

- A brief narrative of interested party's abilities and experience in providing food and beverage concessions.
- Number of units and size of units interested party will provide (Note: no electrical or water provided).
- Menu items – Emphasize variety offered including healthy food items
- A minimum of three (3) references (Two if you are a past Winter Holiday Stroll vendor) indicating food and beverage concessions experience at events in which you had an exclusive contract/provided all the concessions. References must include contact name, address, telephone number, and e-mail address.
- An explanation of any special requirements that the interested party may or will need to perform the concession service.
- An official bid for the exclusive concessionaire contract

## **CHECK LIST**

- \_\_\_\_\_ Winter Holiday Stroll RFP Cover Sheet (pg. 4 of this packet)
- \_\_\_\_\_ Certificate of Insurance that lists **Great American Downtown** and **the City of Nashua** as additional insured.
- \_\_\_\_\_ Picture of all units
- \_\_\_\_\_ Menu and pricing list
- \_\_\_\_\_ Valid NH State Hawkers and Peddler's License
- \_\_\_\_\_ \$250 **refundable** deposit / application fee

All proposals must be submitted to Great American Downtown in a sealed envelope, clearly marked "WHS Food Concessionaire RFP." Proposals must be submitted as previously outlined, no later than 2 p.m., Friday September 3, 2010, to:

**Great American Downtown  
92 Main Street Ste. 103  
Nashua, NH 03060.**

## **ENVIRONMENT HEALTH DEPARTMENT COMPLIANCE**

Interested parties must comply with the following in addition to all applicable business certificates and licenses.

An application for Temporary Food Establishment Permit, issued by the City of Nashua Environmental Health Department, must be obtained 3 weeks prior to commencing concessionaire activities for the Winter Holiday Stroll and be available on premises for immediate viewing by the City of Nashua Environmental Health Department and/or GAD authorities upon request.

Facilities are subject to inspection by the City of Nashua Environmental Health Department prior to commencing concessionaire activities for the Winter Holiday Stroll.

Concessionaires not in compliance with these provisions may be required to cease operations.

**\*Temporary Food Establishment Requirement Checklists may be obtained from:  
Environmental Health Department  
18 Mulberry Street, Nashua, NH 03060  
Phone: 603-589-4530**

## **SELECTION PROCESS**

Interested party submissions will be evaluated based on adherence to proposal content as specified above. To the extent applicable, GAD will consider past performance of an interested party at previous Winter Holiday Strolls.

GAD reserves the right to make final selections based upon the needs for the Winter Holiday Stroll, including overall event menu diversity, space availability in the downtown area, and vendor requirements.

Selected parties will be notified by telephone.

## **TERMS & CONDITIONS**

While it is the expectation of Great American Downtown (GAD) to award this contract in whole to a single successful concessionaire, GAD reserves the right, at its sole discretion, to award service engagement contracts to separate independent vendors as it deems appropriate based on qualifications, proposals, pricing, and other relevant criteria, or to elect *not* to award any bidder.

Delivery of the Proposals shall be at the Concessionaire's expense. The time of receipt shall be considered when a proposal has been officially document by GAD staff, in accordance with its established policies, as having been received at the location designated above. GAD accepts no responsibility for mislabeled mail. Any and all damages that may occur due to shipping shall be the Concessionaire's responsibility.

GAD assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this RFP. All proposals become the sole property of GAD. This RFP is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP can be directed to:

**Jacqui Lantagne, Marketing & Events Assistant**  
**Great American Downtown**  
**92 Main Street, Suite 103**  
**Nashua, NH 03060**

**E-mail: [jacqui@greatamericandowntown.org](mailto:jacqui@greatamericandowntown.org)**

GAD reserves the right to revise the scope & deliverables of one or more aspect of the proposal at its sole discretion prior to awarding any contract. In such a case, these revisions shall be negotiated between GAD and the Concessionaire to reconcile any changes on pricing and logistics. Changes after awarding a contract shall be governed by the terms of that agreement.

GAD may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in the accrual of any right, claim or cause of action by any unsuccessful bidder against GAD.

If granted the opportunity to vend, the applicant will be subject to the Nashua Revised Ordinances Section 12-58 and the Procedures, regulations and guidelines as established by the personnel /administrative affairs committee and all other applicable City, State and Federal Regulations.



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**DUE: SEPT. 3, 2010**

## COVER SHEET – FOOD CONCESSIONAIRE RFP

Name and mailing address of applicant: \_\_\_\_\_

\_\_\_\_\_

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Business telephone: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_

*On behalf of the named business and individual, I have received, read, understood, and agree to the specifications, terms and conditions of the RFP as listed in this document.*

*I formally submit my proposal to be considered for the Winter Holiday Stroll exclusive food concessionaire contract.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CHECK LIST

- \_\_\_\_\_ Winter Holiday Stroll RFP Cover Sheet (pg. 5 of this packet)
- \_\_\_\_\_ Certificate of Insurance that lists **Great American Downtown** and **the City of Nashua** as additional insured.
- \_\_\_\_\_ Picture of all units
- \_\_\_\_\_ Menu and pricing list
- \_\_\_\_\_ Valid NH State Hawkers and Peddler's License
- \_\_\_\_\_ \$250 **refundable** deposit / application fee

**Applications must be returned by**  
**SEPTEMBER 3, 2010**  
Great American Downtown  
92 Main St., Ste. 103 Nashua, NH 03060  
Fax: 603.816.0012  
  
Questions? Contact Jacqui Lantagne  
Phone: 603-883-5700  
Email: jacqui@greatamericandowntown.org