

INCORPORATED VILLAGE OF SEA CLIFF

Mayor

Edward L. Lieberman, Esq.

Trustees

Kevin McGilloway
Dina Epstein, Esq.
Henriette Rohl
Deborah McDermott



Village Administrator

Bruce P. Kennedy

Village Clerk / Treasurer

Marianne Lennon

Village Justice

Charles E. Parisi

Counsel

Brian S. Stolar, Esq.

February 22, 2019

Request for Proposals

Food Concession at the Sea Cliff Beach Pavilion For 2019 Beach Season

The Village of Sea Cliff is seeking proposals from qualified food vendors to operate the village's beach kitchen facility located on Hempstead Harbor at The Pavilion on The Boulevard. In 2012 the Village completed a new kitchen facility that was put into use at the beginning of the 2012 season.

The Village had in excess of 640 memberships for the 2018 beach season. Please note that a person does not have to be a beach member to purchase and eat meals at the Pavilion kitchen.

The kitchen facility provides approximately 300 square feet of working space, a counter and outdoor seating for approximately 50 patrons - there is no indoor seating. Kitchen Equipment includes a 72 inch prep table, coffee table, gas fryer, gas griddle, gas charbroiler grille, panini grill, 110 inch refrigerator stand, two 27" by 84" refrigerators, an under the counter refrigerator, 27" by 84" freezer, bottle cooler, ice machine and automatic coffee machine. There is also limited shelving.

Any other equipment, utensils and/or shelving desired by the successful vendor must be provided and installed by the vendor at the vendor's cost and subject to Village approval. The vendor will maintain ownership of that equipment provided by the vendor and remove the same at the end of the contract and restore the kitchen facility to its pre-existing condition.

The Concessionaire will be responsible for operating the facility on weekends beginning, Saturday May 25, 2019 (Memorial Day weekend) through June 26, 2019 and then daily to September 2, 2019 (Labor Day Weekend). Concessionaire will be given the opportunity to make arrangements with the Village to operate after Labor Day, but no later than November 1st in accordance with mutually agreed upon criteria.

The Concessionaire is responsible for maintaining the dining area in a pristine condition including sweeping the floor and cleaning the tables between customers. This beach is known for its cleanliness and the concessionaire must work to maintain that fine reputation.

Minimum hours of operation will be 9:00 AM to 5:00 PM daily. Additionally, there are free concerts at the beach every Friday night from July through September during which the concessionaire is expected to be open until 10:00 PM.

No alcoholic beverages may be sold and menu items to be sold are subject to review by the Village.

Each person or vendor submitting an RFP is required to visit the Pavilion prior to submitting said proposal. Please contact Bruce Kennedy, Village Administrator or Marianne Lennon, Village Clerk at (516) 671-0080 to arrange the required site visit.

Each proposal **at a minimum** should include the following information:

1. General information related to your experience in operating a commercial kitchen and/or restaurant or food service business, the type of food facility you presently operate along with the name, location and type of facility for each and every facility you currently operate.
2. Your vision of how you would manage the Sea Cliff Beach facility.
3. Staffing levels and procedures for supervising staff.
4. Proposed menus including quality and choices of the food to be served for breakfast, lunch and dinner offerings.
5. Estimated prices to be charged for each menu item and an estimate of a typical order total.
6. Plans for community events you might propose and organize to attract patrons and enhance the beach experience for all patrons.
7. Plans for maintaining the cleanliness of the eating areas
8. Proposed license fee to be paid by the vendor for the 2019 season. The license fee will be paid in three (3) equal amounts on May 1, June 1, and July 1, 2019.

The successful vendor will be required to enter into a License Agreement with the Village. Copies of the License Agreement are available at Village Hall for your information.

All proposals are due in Village Hall by Tuesday March 26, 2019 by 4:00 PM.

There will be a follow up interview with those vendors whose proposals are deemed acceptable.

The Board of Trustees reserves the right to reject any and all proposals.

The Board will make its final decision on or about April 1, 2019.