

**BOROUGH OF HAWORTH**  
300 Haworth Avenue  
Haworth, New Jersey 07641

**REQUEST FOR PROPOSALS**

**Food Service Concession at the Haworth Swim Club for the 2026 Pool Season**

**Notice to Bidders**

Notice is hereby given that the Borough of Haworth will receive proposals for the operation of the food concession (hereinafter referred to as the “Snack Bar”) at the Haworth Swim Club for the 2026 pool season. Pool membership is expected to be approximately 250 families.

Proposals may be submitted by mail or in person and will be received by the Haworth Borough Clerk at the Haworth Municipal Building, 300 Haworth Avenue, Haworth, New Jersey 07641 until **Wednesday, April 8, 2026, at 10:00 a.m.** All proposals shall be enclosed in sealed envelopes bearing the legend, “Proposal for Snack Bar at Haworth Swim Club” on the outside.

All proposals will be opened in the Haworth Borough Hall, 300 Haworth Avenue, Haworth, New Jersey, 07641 on **Wednesday, April 8, 2026, at 10:00 a.m.** Any proposals received after that time will be returned to the bidder unopened.

Proposals, when submitted, shall be accompanied by a bid bond or certified check made payable to the "Borough of Haworth", in the sum of not less than ten percent (10%) of the bid ("Bid Guarantee"). The Bid Guarantee shall be forfeited as liquidated damages if the bidder fails to execute and return the contract within ten (10) days after notification of the award of the contract and submission of the contract to the bidder for signature.

The bidder shall also submit a **Consent of Surety** from an approved surety company, licensed to conduct business in the State of New Jersey, agreeing that, if the bidder is awarded the contract by the Borough of Haworth, the surety will provide the required performance bond. Failure to submit a Bid Guarantee and/or a Consent of Surety shall result in the rejection of the bid.

The Borough of Haworth reserves the right to reject any or all proposals and to waive any informalities as deemed to be in the best interest of the Borough of Haworth. Bidders are advised that they must comply with all applicable laws, including but not limited to the Affirmative Action requirements set forth in N.J.S.A. 10:5-31 (P.L. 1975, c.127) and N.J.A.C. 17:27-1, et seq.

**Instructions to Bidders**

**1. Objective:**

The objective is to provide food service to patrons of the Haworth Swim Club within the Swim Club complex. The successful bidder (hereinafter the “Vendor”) shall be responsible for providing all labor, materials, equipment, and services necessary to serve patrons during the specified hours of operation in accordance with these specifications. Only one Contract will be awarded.

## **2. Term of Contract; Hours of Operation:**

The Snack Bar shall be open and in operation during the period of operation for the 2026 Swim Club Season, which is expected to commence on **May 23, 2026** for weekends and **June 15, 2026**, with operations 7 days a week starting **June 21, 2026**, and ending on **September 7, 2026** (Labor Day).

The Snack Bar must operate between the hours of **12:00 PM and 6:00 PM** on all days the Swim Club is open. Deviation from this schedule will require prior approval from the Borough. Final daily operating hours will be negotiable once the contract is awarded.

The Snack Bar will be located within the Swim Club complex as determined by the Borough. The Vendor is responsible for opening the Snack Bar no earlier than May 23, 2026. The Vendor must contact the Pool Manager at least two business days in advance to arrange for the opening and/or closing of the Snack Bar. The Vendor will not be entitled to an adjustment of fees payable to the Borough due to the closure of the Swim Club, except under the following conditions:

- If the Swim Club is closed for more than **five (5) consecutive days** that it is otherwise scheduled to operate, or
- If the Swim Club is closed for more than **twenty (20) total days** during the pool season.

## **3. Concession Products and Prices:**

The Vendor shall provide the Borough with a proposed menu that consists of at least the following products:

- a. Variety of cooked food, prepared on premises such as hot dogs, hamburgers, or pressed sandwiches;
- b. A variety of packaged dry snacks (potato chips, corn chips, peanuts without shells, candy, etc.);
- c. Frozen food or dairy products, such as ice pops or ice cream, must be made available;
- d. A variety of cold drinks (water, soda, juice, iced tea, etc.).

### **NOTHING IN GLASS BOTTLES**

- e. (At the option of the Vendor) Cold sandwiches, wraps, or salads;
- f. Other\* (at the option of the Vendor – please list below)

\* Any off-site food preparation shall take place in an approved canteen or kitchen.

Bidders must submit along with the Bid Proposal Form the Schedule entitled “Proposed Snack Bar Menu” (attached) showing the maximum prices for menu items. The Schedule must include all requested information, including the size of the item being sold and the price to be charged. Prices charged shall be compatible with prices charged “on the street”. The quality of products sold will adhere to Schedule specifications. Bidders must also submit with the Bid Proposal Form the Schedule entitled “Background Check Release” for each employee of the Bidder who will be working at the Snack Bar at any time and/or in any capacity.

Failure to submit completed Schedules shall be cause for rejection of bid. The Borough reserves the right to reject any and all proposals, to waive any informalities or to accept a proposal, which, in its judgment best serves the interest of the Borough.

The Borough reserves the right to reject any proposal which includes prices that are, in the Borough's sole discretion, substantially higher than prices charged for comparable items by food vendors and restaurants in Haworth and vicinity.

Deviation from the approved menu offered by the Vendor, either by adding items or deleting, may be done only with the permission of the Borough.

The Borough reserves the right to sell at the Swim Club food or other items not on the Vendor's approved menu.

#### **4. Compliance with Sanitary Codes:**

Prior to opening of the Snack Bar, the Vendor shall obtain a permit from and pay the appropriate fee to the Haworth Health Department, and shall, at all times, comply with all applicable provisions of the current State Sanitary Code. Prior to commencement of operation, the Snack Bar must be inspected and approved by the Borough Health Inspector.

Any food preparation done off-site shall take place in an approved kitchen or canteen. The location(s) for such off-site preparation must be identified by address in the Proposal Form.

#### **5. Business Registration:**

Each bidder, as part of the bid package, shall supply a copy of a Business Registration Certificate issued by the New Jersey Treasury Department demonstrating that the bidder has registered as a taxpaying business within New Jersey. Failure to supply a copy of this certificate as part of the bid package is a fatal defect that cannot be corrected after the fact. Information on how a business can obtain a certificate or to register online can be obtained from the New Jersey Department of the Treasury, Division of Revenue, either online at <http://www.nj.gov/treasury/revenue/taxreg.htm> or by phone at (609) 292-1730.

#### **6. Background Check:**

Prior to beginning operation, the Vendor shall supply to the Borough an authorization for a criminal background check on every individual who will be working and/or providing services at the Swim Club under this contract. At its sole discretion, the Borough, upon reviewing the information obtained in this background check, may prohibit a given individual from working on site. Additional employees may be added during the course of the season only after successful completion of a criminal background check and prior approval by the Borough.

#### **7. Other Vendor Requirements:**

- a. All of the Vendor's employees while on site shall dress in clean clothes, wearing shirts, pants or skirts, and shoes appropriate to the season.

- b. The Vendor shall secure the Snack Bar and any materials left on site during the time it is unattended.
- c. The Borough shall not be responsible for any losses or damage to the Vendor's equipment or materials, whether or not they are secured.
- d. The Vendor shall be responsible for keeping the Snack Bar and the immediate vicinity clean and orderly, and shall dispose of any unsold product off-site.
- e. There shall be no deliveries of materials and supplies to the Snack Bar during the Swim Club's hours of operation unless approved in advance by the Pool Manager. Whenever possible, deliveries shall be coordinated with the Pool Manager.
- f. The Vendor shall answer to the on-duty Pool Manager in the conduct of the Snack Bar in order to assure an orderly operation in coordination with Swim Club operations.

## **8. Insurance:**

The Contractor shall maintain the following insurance coverage written by insurance companies authorized to write policies in the State of New Jersey, and acceptable to the Borough, which will protect the Vendor from and against claims for damages which may arise from operations under this Contract whether such operations be by the Vendor or by any subcontractor or anyone directly or indirectly employed by either of them:

Workers Compensation – Statutory limit and Employer's Liability Insurance limit of not less than \$1,000,000.00. The policy must include a provision that the insurer agrees to waive all rights of subrogation against the Borough, its officials, employees or agents. If the Vendor has no employees, but rather will provide all services as an individual, a signed affidavit that there are no other employees will suffice.

Comprehensive General Liability (Occurrence Form) – Coverage for protection from and against all claims arising from injuries to any or all persons (including death resulting therefrom) and damage to property (including loss of use thereof) arising out of any act or omission of the Vendor, its agents and employees. The limits of liability shall not be less than \$500,000 each occurrence and aggregate where applicable.

All of the aforementioned policies with the exception of Workers Compensation shall name the Borough as an additional insured and copies of such policies or certificates of insurance shall be delivered to the Borough as a pre-condition to commencement of the furnishing of work, labor or services hereunder.

## **9. Abandonment:**

If, for any period of three (3) consecutive days, the Vendor fails to open, staff and/or operate the Snack Bar in accordance with the terms of the Contract, the premises shall be deemed abandoned by the Vendor, and the Borough shall terminate the Contract without notice to the Vendor. In that event, all property remaining on the premises shall be deemed abandoned by the Vendor and may be retained or removed by the Borough.

The Vendor shall have all necessary licenses and be operational no later than Memorial Day or the Contract shall be considered terminated, without further action by the Borough.

**10. Basis of Award:**

The Contract will be awarded based on a comprehensive review of competing proposals, considering the following factors:

- a. Concession fee payable to the Borough;
- b. Variety of menu offered to Swim Club patrons;
- c. Affordability of maximum prices of menu items; and
- d. Experience and qualifications of the bidder.

Questions regarding this Request for Proposals may be directed to the Borough Clerk/Administrator at (201) 384-4785.

**PROPOSAL**

Proposal for providing a food concession at the Haworth Swim Club Snack Bar for the 2026 pool season.

The undersigned hereby declares that the undersigned has carefully examined the designated Snack Bar site at the Haworth Swim Club and the Request for Proposals on file at the Borough Clerk’s Office, for which bids are to be received on **April 8, 2026 at 10:00 a.m.** and hereby submits the following proposal to sell and vend various food concession items at the Snack Bar as the Borough permits us to sell pursuant to and in accordance with said Request for Proposals, and to pay the Borough the following Concession Fee for the entire 2026 Swim Club Season:

**1. Technical Response:**

- a. Describe qualifications and experience in the food concession business, giving names, addresses, telephone numbers and contact persons of municipalities or other entities for which you have provided similar services.
- b. Provide the number and job titles of the personnel to be assigned to work on the contract. In the event you propose to use a subcontractor, the qualifications of the subcontractor and the work to be performed by the subcontractor shall be described in a similar manner.
- c. Describe how you will perform the work that is called for in the RFP. Include a schedule showing your work plan to accomplish the tasks to be performed.
- d. List off-site Location(s), if any, where food will be prepared. Give address(es):
- e. List any variances or exceptions (if any) from the specifications. If none, write “none”:

**2. Concession Fee**

We agree to pay the Borough the following Concession Fee for the entire 2026 Swim Club Season, with no adjustment for any reason, including but not limited to inability to operate due to Swim Club Closing:

**Concession Fee:** \$ \_\_\_\_\_

**Written Amount:** \_\_\_\_\_

**3. Business References:**

Provide the name, address and telephone numbers of three (3) references for whom the Bidder has performed similar services:

Name	Address	Telephone

**4. Bid Guaranty**

Each bid must be accompanied by a performance guaranty, in the form of a bid bond or certified check in the amount of ten percent (10%) of the amount bid and a Consent of Surety. Checks must be made payable to "Borough of Haworth".

**Amount of Guaranty Enclosed: \$** \_\_\_\_\_

**Proposal Submitted by:**

<b>(Attest/Witness)</b>	<b>(Bidder's Signature)</b>
Dated: _____	
	<b>(Official Title)</b>
<b>(Bidder's Name – Print)</b>	<b>(Bidder's Telephone Number)</b>
<b>(Bidder's Address – Print)</b>	

**SHAREHOLDER OR PARTNERSHIP DISCLOSURE FORM**

STATE OF \_\_\_\_\_ :

: SS

COUNTY OF \_\_\_\_\_ :

In compliance with Chapter 33, Public Laws of 1977, every corporation and/or partnership submitting a bid shall, prior to receipt of the bid by the Borough, or accompanying said bid, submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership who own 10% or greater interest therein, as the case may be. If one or more such stockholders or partners is itself a corporation or partnership, the stockholders holding 10% or more of the corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder and individual partner exceeding the 10% ownership criteria established by this Notice, shall have been listed.

In accordance with the Information For Bidders and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2), the undersigned, being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein. (Use other side if additional room is needed.)

STOCKHOLDER OR PARTNER'S NAME	ADDRESS	% OF STOCK OR OWNERSHIP INTEREST

Check here if no individual stockholders or partners own 10% or more interest in the bidding corporation or partnership.

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<b>(Bidder's Signature)</b>	<b>(Bidder's Name – Print)</b>
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**(Official Title)**

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2026

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**Notary Public of New Jersey**

**SIGNATURE SHEET**

**This section must be completed if the Bidder is a sole proprietorship or a partnership**

The undersigned certifies that \_\_\_\_\_ (name of bidding entity) is a: sole proprietorship / partnership (cross out inapplicable form of entity).

_____	_____
<b>(Bidder's Signature)</b>	<b>(Bidder's Name – Print)</b>

\_\_\_\_\_  
**(Official Title)**

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
**Notary Public of New Jersey**

**This section must be completed if the Bidder is a corporation**

The undersigned certifies that \_\_\_\_\_ (name of corporation) is a corporation of the State of \_\_\_\_\_. It is authorized to do business in New Jersey and its Charter has not been revoked and is in full force and effect as of the date of the annexed bid.

_____	_____
<b>(Bidder's Signature)</b>	<b>(Bidder's Name – Print)</b>

\_\_\_\_\_  
**(Official Title)**

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_

**Notary Public of New Jersey**

**AFFIDAVIT OF NON-COLLUSION**

STATE OF \_\_\_\_\_ :

: SS

COUNTY OF \_\_\_\_\_ :

I, \_\_\_\_\_, residing at \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say that:

I am the \_\_\_\_\_ of \_\_\_\_\_,

the bidder making the proposal for the above named project, and that I have executed the said proposal with full authority to do so. The bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project. All statements contained in this bid and in this affidavit are true and correct, and made with full knowledge that the Borough of Haworth will rely upon the truth of the statements contained in the bid and in the statements contained in this affidavit in awarding the contract for the project.

_____	_____
<b>(Bidder's Signature)</b>	<b>(Bidder's Name – Print)</b>

\_\_\_\_\_  
**(Official Title)**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
**Notary Public of New Jersey**

## **SCHEDULE – PROPOSED CONCESSION MENU**

**(Must be submitted with bid – attach additional sheets, if necessary)**

<b>ITEM</b>	<b>SPECIFICATIONS</b>	<b>MAXIMUM RETAIL PRICE</b>
Beef Hot Dogs	Must be 100% "Grade A" All Beef in a Hot Dog Bun. Describe method of preparation, proposed size and price	
Bottled Water	Provide brand(s) and size(s)	
Bottled Soda	Describe a minimum of three (3) items and sizes	
Other Non-carbonated Beverages	Describe a minimum of three (3) items and sizes	
Dry pre-packaged snacks and/or candy	Describe a minimum of five (5) items and sizes	
Cold Sandwiches (optional)	Describe item, size, and method & location of off-site preparation	
Other Items (optional)	Describe items and sizes and, if appropriate, method and location of off-site preparation	

**SCHEDULE – BACKGROUND CHECK RELEASE**

**(must be provided by each individual and checked by the Borough before being permitted to work at the Snack Bar)**

**TO WHOM IT MAY CONCERN:**

I hereby authorize the Borough of Haworth to conduct a background check on me for the purpose of determining my suitability to work as a food vendor, or an employee of a food vendor, at the Haworth Swim Club, and I hereby grant permission for the release to the Borough of public and private information, as may be requested by the Borough, including but not limited to:

Employment history, including dates of employment, job titles and responsibility, rates of pay, attendance record, and reason for termination;

Criminal history, including arrests, convictions, and pending charges;

Driver’s license history, including a record of offenses.

I hereby release you, your organization, its officers and employees, and all others from liability or damages that may result or be claimed from furnishing the information requested, including any liability or damage pursuant to any state or federal laws, which may at any time result to me, my heirs, my family or associates because of compliance with this authorization.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Driver’s License #:** \_\_\_\_\_ **State:** \_\_\_\_\_  
\_\_\_\_\_

**Social Security #:** \_\_\_\_\_

**THIS INFORMATION WILL BE USED SOLELY FOR THE PURPOSE OF  
OBTAINING AND VERIFYING BACKGROUND INFORMATION AS AUTHORIZED  
BY THE ACCOMPANYING RELEASE.**