

**BOROUGH OF RARITAN
REQUEST FOR PROPOSALS
COMPETITIVE CONTRACTING PURSUANT TO N.J.S.A. 40A:11-4.1
RARITAN BOROUGH RIVER FEST AND DUCK RACE**

Request for Proposals will be evaluated by the Borough Council of Raritan Borough on the basis of the most advantageous concession to the Borough and other factors considered and the following criteria:

- a) Experience in running events;
- b) Knowledge of the Borough and the subject matter to be addressed under the contract;
- c) Compensation (concession to the Borough) proposal;
- d) Other factors if demonstrated to be in the best interest of the Borough.

In addition to the above criteria, the Borough may consider the following where applicable in order to evaluate proposals:

- a) Assurances of performance;
- b) Vendor's financial ability and strength to meet its obligations;
- c) How the concession to the Borough compares to other proposals;
- d) If available, suitable warranties and guarantees available;
- e) Principal emphasis may be based on a personal interview.

The Borough of Raritan is currently seeking proposals for the following:

Vendor to operate and administer the Raritan Borough River Fest and Duck Race

Pursuant to N.J.S.A. 40A:11-4.1, proposals are being sought for an individual/partnership/corporation to administer and operate the Raritan Borough River Fest and Duck Race (the "Event"). The Scope of Services shall include, but not necessarily be limited to, organization of the Event in conjunction with the Raritan Borough Economic Development Committee, solicitation of vendors to participate in the Event, marketing of the Event and the administration/oversight of the Event in conjunction with the Raritan Borough Economic Development Committee and the Borough Council. **The successful bidder must provide a minimum concession to the Borough in an amount not less than 25% of all net proceeds and shall present to the Borough Council a complete accounting of all monies received/expended in connection with the Event.** The contract to be awarded shall be for the 2016 Event only, although the Borough Council may in its discretion

authorize up to two (2) one (1) year extensions on the same terms and conditions in accordance with N.J.S.A. 40A:11-15.

Professional Information and Qualifications

Each interested individual/partnership/corporation shall submit a resume with the following information:

1. Name of entity;
2. Address of principal place of business and all principals to be involved in the Event and corresponding telephone and fax numbers;
3. Experience related to the operation, administration and marketing of festivals similar to the Event;
4. Examples of your record of success in operating, administering and marketing of festivals similar to the Event;
5. Total administrative costs associated with the entity;
6. Any other information which the interested party deems relevant;

Required Documents

1. Business Registration Certificate
2. Affirmative Action Compliance Notice
3. Concession Proposal

Also Required Compliance

1. Equal Employment Opportunity
2. Americans With Disabilities Act

Submission Requirements

DUE DATE: WEDNESDAY, MARCH 2, 2016 NO LATER THAN 11:00 A.M.

All submissions are to be in a sealed envelope (no electronic or fax submission will be accepted) clearly marked "**Request for Proposals - Raritan Borough River Fest and Raritan Duck Race**" and addressed to:

Borough Administrator
Borough of Raritan
22 First Street
Raritan, New Jersey 08869

Any inquiries should be directed to:

Marguerite Schmitt, RMC
Borough Clerk

Phone: 908-231-1300 x13

Fax: 908-231-0810

E-mail: mschmitt@raritan-nj.org

Website: www.raritanboro.org