

VILLAGE OF PERMONT, NEW YORK

is accepting

Requests for Proposals for a

Qualified Entity to Administer and Operate a

FARMER'S MARKET FOR THE 2021 SEASON

SECTION 1

PURPOSE, SCOPE & ADMINISTRATIVE REQUIREMENTS:

A. PURPOSE:

The Village of Piermont is seeking proposals for a Farmer's Market to operate out of Parelli Park owned by the Village of Piermont on a seasonal basis every Sunday during the time period from May 5, 2021 through November 21, 2021.

B. SCOPE:

The Village of Piermont owns the Parelli Park in the Village of Piermont. The Park is located north of the Piermont Library, adjacent to the Hudson River and accessible to the North Shore Walkway (Parelli Park is a passive recreational park open to pedestrian non-vehicular traffic on Sundays for the majority of the time that the Farmer's Market would be operating). Bidders may inspect the facility by appointment made through the Piermont Village Clerk Jennifer DeYorgi Maher, who can be contacted at 845-359-1258 or via email at clerk@piermont-ny.gov

C. ADMINISTRATIVE/OPERATION REQUIREMENTS/INFORMATION:

The qualified Entity will be responsible for, but not limited to, running all aspects of a typical Farmer's Market, including but not limited to:

1. Contracting with vendors to participate in the Farmer's Market.
2. Providing proper insurance naming the Village of Piermont as additional insured (to be submitted with the RFP response, reviewed, and approved by the Village of Piermont).
3. Establishing hours of operation, and setting forth specific hours of operation in this RFP, including specifically addressing limits on truck set-up (unloading) and breakdown at the end of a market day to protect nearby residential areas.

4. Specific language regarding the plans of trash disposal and cleaning-up of the park are essential to the response.
5. Specific details of COVID protection protocols are required in the RFP.

SECTION 2

VENDOR INFORMATION

A. BUSINESS ORGANIZATION AND PERSONNEL

State the full name and address of your organization that will perform, or assist in performing, the work hereunder. Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract.

B. MANAGEMENT SUMMARY

Describe in narrative form the management structure, methods, and procedures selected by your organization to complete the project as described in Section 1. An approximate number of vendors should be indicated in the response.

C. PRIOR EXPERIENCE DISCLOSURE

Given the project objectives, the vendor should demonstrate an established competence with respect to operating a Farmer's Market and/or locations with similar conditions.

Proposals submitted should include in this section a listing of qualifying experience. These references must include a complete project description, the name, address, and phone number of the responsible official of the client organization who may be contacted. References of similar size municipalities and requirements are encouraged, though not required.

SECTION 3

PRICE INFORMATION

The Village of Piermont, NY, is seeking pricing information as follows:

- A. All responses shall include a proposed license fee payable to the Village, and reflect the price of space rental to be charged to vendors. The License fee shall be payable to the Village of Piermont on a monthly basis, and while the paramount Village interest in evaluating RFP

responses will be the responder's ability to provide a high quality Farmer's Market operation, the license fee shall be no less than the fair market value of the use of the Village facilities.

B. Insurance - Responses shall consider and agree to provide the insurance coverage (to be reviewed and approved by the Village's counsel).

SECTION 4

REJECTION OF PROPOSAL / VENDOR SELECTION

A. The Village of Piermont, NY, reserves the right to reject any or all submissions, to waive any irregularity or informality in a submission, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Village. It is also within the right of the Village of Piermont, NY, to reject submissions that do not contain all elements and information requested in this document. The Village reserves the right to cancel this RFP at any time. The Village of Piermont, NY, will not be liable for any cost/losses incurred by the Responders throughout this process.

The Village of Piermont, NY, reserves the exclusive right to determine which licensee(s) should be awarded the license. The Village of Piermont, NY, also reserves the right to reject any or all bids at its discretion with or without cause.

B. Responses to the RFP may be submitted to the Piermont Village Clerk, 478 Piermont Avenue, Piermont, NY 10968. Re: "Farmer's Market RFP".

C. Responses must be received in the office of the Piermont Village Clerk on or before 12:00 pm on April 5, 2021. Selection of the Vendor shall take place on April 6, 2021 at a regularly scheduled meeting for the Village Board of Trustees.