

Borough of Hatboro
Hatboro Municipal Swimming Pool

**REQUEST FOR PROPOSALS
FOR
LEASING FOOD AND REFRESHMENT CONCESSIONS**

The Borough of Hatboro will receive sealed proposals from qualified firms and individuals for the stated project until 11:00 AM on April 19, 2024

Sealed proposals should be submitted to:

Borough Manager
Borough of Hatboro
414 S York Road
Hatboro, Pennsylvania 19040

Proposals can be submitted via email to Borough manager Diane Hegle at dhegle@myhatboro.org

The Borough of Hatboro retains the right to reject any and all proposals.

SECTION 1 – INVITATION TO CONSULTANTS

The Borough of Hatboro, Montgomery County, Pennsylvania seeks proposals from qualified firms and individuals relative to the leasing of the Food and Refreshment Concession at the Hatboro Municipal Swimming Pool, located at 330 W. Moreland Avenue, Hatboro, PA 19040 for a one-year period. The period begins 5/25/2024 and ends 9/2/2024.

SECTION 11 - BACKGROUND INFORMATION & SITE DESCRIPTION

The Hatboro Municipal Swimming Pool, here in referred to as "Hatboro Pool" is owned and operated by the Borough of Hatboro.

SITE DESCRIPTION: The existing concession stand includes a refrigerator, microwave, freezer, hot dog machine, and a stainless-steel food preparation table.

SECTION III - PROJECT DESCRIPTION

The Borough of Hatboro is seeking proposals with a specific monthly lease for the period May 25, 2024, through September 2, 2024. Lessee would be responsible for all operating expenses including rent, paid to the Borough of Hatboro, food, supplies, permits, licenses, insurances, and labor. Utilities (electric, water and sewer) are provided by the Borough of Hatboro. Lease will cover existing concession stand "as is." It is required that the Lessee adhere to any and all existing laws and regulations relating to food handling and sanitation. Lesse and its employees must have all appropriate child abuse clearances and criminal record checks.

The concession stand should be open beginning Saturdays and Sundays beginning May 25th, 2024, and on Memorial Day, May 27, 2024, from 12 noon to 8 PM. The concession stand shall be open daily beginning on June 14, 2024, through September 2nd, 2024. The concession stand shall be open from 12 PM to 8 PM June 14 through June 30, 2024, open 12 PM to 9 PM July 1 through July 31, 2024, and 12 PM to 8 PM August 1 through September 2, 2024. The concession stand shall be open all operating hours of the pool barring outside of hours Brough (private) events. In the event the pool should close due to inclement weather, the concession stand will be closed. The lessee shall enter into a contract with the Borough of Hatboro concerning the leasing of said concession stand.

SECTION IV – BASIS FOR SELECTION/SELECTION CRITERIA

A Committee comprised of Borough staff and delegates representing the Borough of Hatboro will review all proposals.

Criteria to be used in reviewing proposals will include, but not be limited to, the following:

- a. Completeness of proposal
- b. Demonstrated experience with projects of similar size and scope.
- c. Proposed lease rate for 2024 season

Sealed proposals shall be received by 11:00 Am on April 19, 2024 and will be publicly opened on, April 19, 2024 at 11:00 AM. One firm will be selected and recommended to the Borough Council at their stated meeting Monday, April 22, 2024 beginning at 7pm. The approved firm

will be notified by telephone on April 23, 2024, and with a written authorization to proceed after a contract with the Borough of Hatboro and the successful bidder is executed. Firms not selected will be notified after April 23, 2024.

SECTION V – PRE-PROPOSAL MEETING

At request, the Borough of Hatboro is available to answer questions regarding operations of the snack stand prior to proposals being submitted. If needed a meeting will be scheduled at the Hatboro Pool for the Purpose of addressing any questions interested parties may have regarding the project or this RFP.