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**CORNELL COOPERATIVE EXTENSION DUTCHESS COUNTY**  
**2015 REQUEST FOR PROPOSALS (RFP)**  
**MOBILE FOOD FACILITY (MFF)**  
**TASTE NY MARKET AT TODD HILL**

**APPLICATION DUE DATE** – Wednesday, February 25, 2015 by 4:00 pm

**CONTACT PERSON:**

Stephanie D. Radin, Agriculture/Horticulture Program Leader  
(845) 677-8223, EXT 104  
sradin@cornell.edu

**MAILING ADDRESS AND OFFICE LOCATION:**

Cornell Cooperative Extension Dutchess County (CCEDC)  
2715 Route 44, Suite 1  
Millbrook, NY 12545

**These materials and electronic copies of the forms are available at:**

<http://www.ccedutchess.org/>

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The information within a proposal is your sole responsibility. You are being asked to provide a clear and concise explanation of your experience in the proposed concessions, provide verifiable client and business references and clearly explain your proposed services for the Taste NY Market at Todd Hill. Your financial bid should be clearly written in the space provided and signed by an individual or individuals legally authorized to commit your organization or company.

*Ornate and expensive Proposal materials and/or presentations are discouraged. Please include only materials directly applicable to your proposed concession.*

**2015 CCEDC  
REQUEST FOR PROPOSALS/APPLICATION  
MOBILE FOOD FACILITY CONCESSION  
TASTE NY MARKET AT TODD HILL**

**January 21, 2015**

**I. BACKGROUND**

**A. PROJECT DESCRIPTION**

CCEDC seeks to engage a qualified mobile food facility (MFF) vendor to provide quality food and beverage service at the Taste NY Market at Todd Hill facility. The mission of the Taste NY Market at Todd Hill is to enhance, improve and support the local agricultural economy; promote marketing and entrepreneurial skills of local farmers; provide an outlet for direct sales of agricultural products to consumers; provide opportunities for farmers to engage in agri-tourism, and educate consumers on the products, farms, artisanal goods and the diversity of agriculture in New York State.

The Market is operated by Cornell Cooperative Extension Dutchess County (CCEDC), a 501(c)3 exempt organization, through a grant from New York State. In addition to operation of the Market, CCEDC staff conduct market research, development and analysis; farmer to consumer education; and organizational programming at the site.

The Taste NY Market at Todd Hill is open year-round, and the outdoor farmers' market operates on select days during the growing season through early November (weather permitting). The customer base includes commuters, local families, and visitors to the region. The physical location is in the median of the Taconic State Parkway just south of the Todd Hill Intersection (4640 Taconic State Parkway North, Poughkeepsie, NY 12603, Mile Marker 47 on the TSP). The Market is co-located with a 66-space NYS Department of Transportation Park and Ride facility.

The selected applicant will provide quality food service for the customer base of the Taste NY Market at Todd Hill. The selected applicant should have experience and the capability to serve a variety of hot and cold food breakfast options, sandwiches, bakery goods, drinks and other items typically found on the menu of Mobile Food Facilities. The MFF service operator shall have exclusive use of a designated MFF parking area and serve breakfast from 6:00 a.m. to 10:00 a.m. Monday through Friday before the Market opens. Extended hours may be considered on

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Tuesdays when the Market is closed, before 10:00 am on Saturday and 11:00 am on Sunday when the Market opens. Only one vendor will be operating on the site with exclusive selling rights at any given time.

**B. CORNELL COOPERATIVE EXTENSION DUTCHESS COUNTY'S GOAL FOR THIS FACILITY**

The goal of Cornell Cooperative Extension Dutchess County in issuing this Request for Proposals is to ensure a high-quality food service program that meets the requirements of the Taste NY program. Items for sale must be produced and/or processed in New York State.

**C. PRE-PROPOSAL MEETING**

To obtain more detailed information regarding this opportunity, interested parties are encouraged to meet with CCEDC staff at the site (please use the RSVP form, Attachment 2)) on Wednesday, February 4, 2015 at 1PM. The meeting will be held outside on the south side of the Market building.

**D. DELIVERY OF PROPOSALS**

Applications must be received no later than 4:00 p.m. on Wednesday, February 25, 2015. All applications must be signed by an authorized officer/employee with the authority to bind the entity submitting an application. Applicants, not delivery services or other intermediaries, are responsible for the timely submission of proposals. Faxed applications will not be accepted. Late applications will not be accepted. Please mail, email or deliver your application to:

Cornell Cooperative Extension Dutchess County  
2715 Route 44, Suite 1  
Millbrook, NY 12545  
Attn. Nancy Halas

Email PDF versions of applications to: [nh26@cornell.edu](mailto:nh26@cornell.edu)

It is the duty of each applicant to request any clarifying information from CCEDC as it pertains to this Request for Proposals. Any clarifications provided by CCEDC will be provided to all applicants. Questions or requests for clarifications to the Request for Proposals should be submitted to Stephanie Radin in writing via email at [sradin@cornell.edu](mailto:sradin@cornell.edu) by 4:00 p.m. on Wednesday February 11, 2015. Responses to inquiries will be emailed to all applicants by Thursday, February 19, 2015. No other person should be contacted with regard to questions or clarifications specific to this RFP.

**E. PROPOSED SCHEDULE**

Issue Request for Proposals (RFPs) February 25, 2015  
Pre-response tour of facility February 4, 2015  
Questions, requests for clarifications to the RFP due February 11, 2015  
Response to questions, requests for clarifications to the RFP provided by CCEDC February 19, 2015

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Applications due to Cornell Cooperative Dutchess County February 25, 2015  
Completion of application evaluations March 10, 2105  
Select operator March 13, 2015  
Commence operations the week of March 16, 2015

## **F. WITHDRAWAL**

CCEDC reserves the right to withdraw this Request for Proposals at any time without prior notice. Cornell Cooperative Extension Dutchess County also reserves the right to accept or reject any and all applications for any reason.

## **G. APPROVAL OF AGREEMENT**

The provisions outlined in this Request for Proposals are non-binding. A binding agreement will not be created until/unless an agreement contemplated by this Request for Proposals is fully executed by the selected applicant and CCEDC.

## **II. SPECIAL TERMS AND CONDITIONS**

### **A. OPERATIONS**

The selected applicant must have a wide range of experience in the operation of this type of Mobile Food Facility. Applicants should be prepared to provide CCEDC with appropriate references and the addresses of past and present food services operated by the applicant. Vendors wishing to operate on a more limited schedule are encouraged to apply stating those specific days and times.

### **B. MAINTENANCE/JANITORIAL SERVICE**

Cornell Cooperative Extension Dutchess County will provide a designated parking space for the Mobile Food Facility. The selected applicant will be responsible for housekeeping maintenance, and its own trash and recyclables disposal off site. The selected applicant will be expected to keep the food preparation and serving areas clean, sanitary and free from refuse and debris at all times and comply with NYS and Dutchess County Health Department food service standards.

### **C. MAINTENANCE/FIXTURES AND EQUIPMENT**

The selected applicant shall be responsible for providing and maintaining any small wares and equipment required by its operation.

### **D. FINANCIAL OBJECTIVES**

Cornell Cooperative Extension Dutchess County's objective is to select an applicant with the financial capability to operate a Mobile Food Facility service at the Taste NY Market at Todd Hill site with no CCEDC subsidy. The selected applicant must have the demonstrated ability to operate a food service program and must have the financial capacity to ensure uninterrupted service delivery to members of the public who patronize the facility.

### III. GENERAL TERMS AND CONDITIONS

#### A. TERM OF AGREEMENT

The term will extend until December 31, 2015.

#### B. HOURS OF OPERATION

- Monday through Friday 6:00 a.m. to 10:00 a.m. when the Market opens.
- Extended hours may be considered on Tuesdays when the Market is closed.
- Extended hours may be considered from 6:00 a.m. to 10:00 am on Saturday and from 6:00 a.m. to 11:00 am on Sunday. Only one vendor will be operating on the site with exclusive selling rights at any given time.

#### C. INSURANCE AND CERTIFICATES

VENDOR shall provide a Certificate of Insurance, with CORNELL COOPERATIVE EXTENSION DUTCHESS COUNTY and NEW YORK STATE as the certificate holders, showing proof of the following minimum limits of insurance, or as required by law, whichever is greater: CORNELL COOPERATIVE EXTENSION DUTCHESS COUNTY and NEW YORK STATE shall be added as “additional insureds” on the General Liability. Certificates must be originals signed by an authorized representative of the insurance company.

1. General Liability, including contractual, independent contractors, products/completed operations and Workers Compensation:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Business Auto	\$1,000,000
Workers Compensation Statutory	

2. All insurance shall be placed with insurance companies licensed to do business in the State of New York, with a "Best's" rating of "A-" or better. Vendor's Insurance shall be primary and noncontributory in all respects to any insurance carried by Extension.

3. Certificates of Insurance shall contain a provision for at least thirty (30) days notice to the certificate holder of cancellation or non-renewal of the insurance indicated in the certificate. The original certificate shall be mailed to Cornell Cooperative Extension Dutchess County and a copy to P. W. Wood and Son, Inc. PO Box 4798, Ithaca, NY 14852 within five business days of the execution of this contract and on each subsequent renewal of said insurance. **No work or services shall be commenced until these conditions are met.**

4. The vendor must also maintain all necessary permits, licenses, agreements and approvals to operate the Mobile Food Facility. A copy of such must be kept on file with CCEDC.

#### **D. UTILITIES**

There are no utilities available to the selected applicant on site. CCEDC is committed to energy conservation and recycling. The selected applicant is expected to cooperate with reasonable conservation practices. Garbage, recycling and waste facilities are not available to the selected applicant on site.

#### **E. ASSIGNMENT**

The selected applicant shall not assign the contracted agreement.

#### **F. USE OF PREMISES**

The selected applicant may use the premises for CCEDC approved functions only.

#### **IV. MINIMUM PERFORMANCE STANDARDS**

The Minimum Performance Standards are as follows:

- Services must meet CCEDC and Taste NY goals (especially: distinctive, tasty, healthy, affordable, sustainable, local, safe, clean, attractive).
- Ability to deliver the indicated service (especially: experience with mobile food service).
- Acceptable financial offer.
- Customer Count and Revenue Information: It is expected that the selected applicant will provide CCEDC with the number of customers served each day. These figures must be supplied in electronic form on the first of every month in the Excel template that will be provided. (This information will help CCEDC assess usage and evaluate the vending program).
- Customer Service Surveys - The selected applicant shall conduct an ongoing customer survey and report the results to CCEDC on a quarterly basis. In quarterly meetings with CCEDC, the selected applicant shall demonstrate that perceptions and comments from the surveys have been addressed. The selected applicant shall make every effort to ensure the following minimum performance standards are met:
  1. Provide an appetizing and diverse menu.
  2. Maintain clean and sanitary equipment and serving areas.
  3. Select a staff of cordial employees.
  4. Provide a pleasant and attractive environment.
  5. Provide fair and reasonable prices.

#### **V. OPERATOR EVALUATION AND SELECTION**

Written applications will be evaluated by a selection committee designated by CCEDC. Applications in response to this Request for Proposals should address all the Minimum Performance Standards outlined in Section IV above. The selection committee will also use the additional following criteria in evaluating applications:

## **A. OPERATIONS**

1. The proposed menu with pricing.
2. A list of other food items to be provided.
3. The applicant's customer service experience.
4. The applicant's food service marketing experience.
5. The ability of the applicant to follow the Dutchess County Recycling Guidelines: (<http://www.co.dutchess.ny.us/CountyGov/Departments/SolidWasteMgmt/locallawthree.pdf> and <http://www.co.dutchess.ny.us/CountyGov/Departments/SolidWasteMgmt/21814.htm> )

## **B. MAINTENANCE**

The applicant's experience in providing kitchen and food service area cleaning services required for daily maintenance to be performed by the applicant in order to comply with NYS and Dutchess County Health Department food service standards. The applicant will be responsible for housekeeping maintenance and trash removal.

## **C. FINANCIAL**

1. Experience in bookkeeping and auditing financial data related to food service operations.
2. Demonstrated ability to pay monthly rent in accordance with agreement and demonstrated financial security.
3. Approximate investment the applicant would make in kitchen small wares and other equipment.
4. The amount of rent per day the applicant is willing to pay CCEDC for use of the space. Minimum daily rent is \$40.00

## **D. OTHER CONSIDERATIONS**

1. During the competitive selection process, strong preference will be given to applicants that demonstrate use of New York State grown products. All products sold should be either produced or processed in New York State. Additionally, the operator shall maintain a list of items that are being offered from New York State growers and producers.
2. The selected applicant shall not use Styrofoam packaging materials for "to go" and prepackaged food items. It is preferable that packaging used shall be compostable or recyclable food service ware. Compostable products include: coated and uncoated paper or other natural fiber products as well as plant-based plastic like products that are clearly labeled as "compostable" recyclable products include: aluminum foil and plastic tabs and lids marked recyclable.
3. CCEDC strongly encourages each applicant to include a portion of "healthy choice" options such as a variety of fresh fruits, vegetables and other foods. These foods should be nutrient dense, high in fiber and protein and low in simple carbohydrates and fat. The ingredient and nutrition information of each menu option shall be visibly posted for consumer education when available.

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4. The selected applicant must be willing to work with the CCEDC to have nutrition promotion materials and signage such as, but not limited to, point of purchase signage that encourages healthy eating.

5. A permit that allows a commercial vehicle to travel on the TSP must be obtained (fee) from NYS DOT. The form can be found at [https://www.dot.ny.gov/main/business-center/contractors/construction-division/construction-repository/Restricted\\_Vehicle\\_Application.pdf](https://www.dot.ny.gov/main/business-center/contractors/construction-division/construction-repository/Restricted_Vehicle_Application.pdf). The permit requests are the responsibility of the selected applicant.

## **VI. NEGOTIATIONS**

After the selection of the most qualified applicant by the selection committee, an agreement will be negotiated that incorporates operational items and performance standard items stated in the Request for Proposals. If an agreement cannot be negotiated, CCEDC may begin negotiations with other responsible and responsive applicants and terminate negotiations with the previously selected applicant. Applicants will be notified in writing of the decision of CCEDC selection committee.

## **VII. PROPRIETARY INFORMATION**

All response documents become the property of CCEDC and subject disclosure in accordance with the NYS Freedom of Information Law (Public Officers Law, Section 84 *et seq.*). Information provided in response to this RFP will be kept confidential to the extent permitted by such law.

## **VIII. CLAIMS AGAINST CORNELL COOPERATIVE EXTENSION DUTCHESS COUNTY**

The applicant, and its respective officers, agents, employees or representatives, shall have no claims whatsoever against CCEDC or any of its respective officials, agents or employees arising out of or relating to this Request for Proposals or these procedures (other than those arising under an agreement with your organization in accordance with the terms of the agreement).

## **ADDENDA**

After receipt of proposals, CCEDC may, at its discretion, interview one or more applicants, during which time the applicant will have the opportunity to present its application and respond to questions; no statement by a CCEDC employee or member of the selection committee at any such interview is binding on CCEDC. CCEDC reserves the right to award final contracts on the basis of initial offers received, without discussions or requests for best and final offers. Selection of an applicant does not imply that every element of that application has been accepted. The selected applicant in response to this RFP will be incorporated into a final contract agreement between Cornell Cooperative Extension Dutchess County and the selected applicant(s). If an applicant is selected but proves unable to meet requirements necessary for contract agreement signing, CCEDC reserves the right to select another applicant as a replacement or in addition to the selected applicant not selected through this application process may be engaged for future



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opportunities that arise. CCEDC will not be responsible under any circumstances for any costs incurred by any applicants in responding to this RFP.

CCEDC reserves the right to:

- reject any or all applications received with respect to this RFP;
- waive or modify minor irregularities in applications received after prior notification and concurrence of the applicant;
- utilize any or all ideas submitted in the applications received unless those ideas are covered by legal patent or proprietary rights;
- request from an applicant additional information as deemed necessary to more fully evaluate its application;
- amend the program's specifications after their release, with appropriate written notice posted on the CCEDC website;
- select only certain portions of an application;
- make all final decisions with respect to an application; and
- negotiate the terms of the agreement.

**ATTACHMENT 1 - BID FORM/FINANCIAL PROPOSAL**

All applications submitted in response to this RFP will become the property of CCEDC.

All bids must be submitted on this sheet.

Enter a proposed rent to be paid to CCEDC per day for space to operate a Mobile Food Facility as described in the RFP at the Taste NY at Todd Hill site.

Company (Legal Business Name) Name:

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Date, Signature:

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Print Name: \_\_\_\_\_

Address, Phone:

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THE APPLICANT MUST OFFER A MINIMUM BID OF \$40.00 per day.

Bid Amount: \$\_\_\_\_\_ per day.

**ATTACHMENT 2 – RSVP FORM OPTIONAL SITE VISIT  
TASTE NY MARKET AT TODD HILL FACILITY  
February 4, 2015, 1PM**

Company Name: \_\_\_\_\_

Primary Contact Name:

Street Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Name(s) and contact information of those attending:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return to Stephanie Radin via fax (845.677.6563) or email ([sradin@cornell.edu](mailto:sradin@cornell.edu)) at least 24 hours prior to the tour.

**ATTACHMENT 3 - APPLICATION**

**Taste NY at Todd Hill Mobile Food Facility (MFF) Application**

**Instructions:**

1. Please complete all sections.
2. Type all information if possible. Handwritten applications should be clearly legible.
3. Please E-mail completed applications to Nancy Halas: nh26@cornell.edu
4. Application Deadline: February 25, 2015, 4:00PM.

Owner/Authorized Representative Full Name:

\_\_\_\_\_

Business Name and/or Truck Name: **Please Attach Photo of Mobile Food Facility**

\_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Alternative or Cell Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Facebook (if applicable): \_\_\_\_\_

Twitter (if applicable): \_\_\_\_\_

**Bid Amount Per Day (minimum \$40):** \_\_\_\_\_

Days of Operation 6AM – 10AM. Please check all that apply:

\_\_\_\_M \_\_\_\_T \_\_\_\_W \_\_\_\_TH \_\_\_\_F (Optional) \_\_\_\_SAT \_\_\_\_SUN



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Housekeeping Maintenance/Janitorial Procedures/Trash Removal Plan:

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Customer Service/Food Service Marketing Experience:

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Client/Business References (Name, Address, Phone #, E-mail): Please Provide 3

Reference 1: \_\_\_\_\_

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Reference 2: \_\_\_\_\_

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Reference 3: \_\_\_\_\_

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I hereby certify that the above information is true, accurate and complete:

**Applicant's Signature:** \_\_\_\_\_

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

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