

**BOROUGH OF GLASSBORO, NEW JERSEY**

**REQUEST FOR PROPOSAL**

**For**

**“CO-HOSTING FOR CORNHOLE TOURNAMENT”**

**I. PURPOSE AND INTENT**

The Borough of Glassboro is seeking a Vendor, located in Glassboro, for the purpose of Co-Hosting a Cornhole Tournament with the Borough of Glassboro.

The event will be the 2nd of its kind for the Borough, and one in which the Borough estimates an attendance of 500 people, for a one-day event (Saturday, April 20, 2024), to be held from 12:00 Noon to 6:00 P.M. The location of the tournament will be on the Town Square located at 1 High Street West, Glassboro, NJ 08028.

The expected services are described in **Section III** of this request for proposal (RFP).

The intent of this RFP is to award a contract through a fair and open process pursuant to N.J.S.A 19:44A-20.4 et seq., to the responsive and responsible bidder whose RFP is most advantageous to the Borough of Glassboro in accordance with the New Jersey Public Contracts Law.

**II. PROPOSAL SUBMISSION**

- 1) Submissions shall be submitted in sealed envelopes and must be marked **“CO-HOSTING FOR CORNHOLE TOURNAMENT”** and addressed to:

**Borough of Glassboro  
Attention: Karen Cosgrove, RMC  
Municipal Clerk  
1 South Main Street  
Glassboro, NJ 08028-2592**

- a) **The proposal must be received no later than Tuesday, February 13, 2024 at 11:00 A.M.**

**Faxed proposals will NOT be accepted.**

- 2) Any inquiry concerning this RFP/RFQ should be directed in writing by email or fax to:

**Karen Cosgrove, RMC  
Email: KCosgrove@glassboro.org  
Fax: (856)881-4248**

- 3) All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.
- 4) All contractors on projects for public work shall adhere to all requirements of the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq. and the New Jersey Prevailing Wage Act, N.J.S.A 34:11-56.25 et seq.

### III. SCOPE OF PROPOSAL SHALL INCLUDE, BUT NOT LIMITED TO:

- 1) A detailed plan outlining the steps, stages and requirements for the implementation of the Cornhole Tournament Event:  
  
Example:
  - a) The Plan should identify and outline the Co-Host's responsibilities and the Borough's responsibilities for the Event.
  - b) The products, materials and personnel necessary to successfully Co-Host the Event
  - c) The proposed cost of said products, materials and personnel and any other cost to be incurred to run the event.
- 2) The Co-Host shall pay the Borough a Town Square Usage Fee of \$1,500. The fee shall be submitted 30 days prior to the event. **Due March 21, 2024**
- 3) Co-Host shall supply the appropriate liquor liability insurance coverage for the one-day Event.
- 4) Co-Host shall complete Borough's Facility Use forms and submit Certificate of Insurance for day of event.
- 5) Co-Host to submit Proposal for Revenue/Deficient Sharing Basis on how profit/cost sharing between Borough and Co-Host will be handled for the event with the proposal.
- 6) **Submit all Graphics/Artwork 45 days prior to event.**
- 7) Event Profit and Loss Financial Reports shall be submitted to the Borough Clerk's Office 30 days post event, but no later than **May 21,2024**

### IV. MANDATORY REQUIREMENTS

- 1) **BUSINESS REGISTRATION**

N.J.S.A. 52:31-44 requires that each vendor awarded a contract submit proof of business registration with the submission. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609)292-1730. No firm may be issued a contract unless it complies with the Affirmative Action regulations of N.J.S.A.10:5-31 et seq. (P.L. 1975, c. 127).

- 2) **FORM W-9**
- 3) **AFFIRMATIVE ACTION COMPLIANCE NOTICE (Exhibit A)**
- 4) **REQUEST FOR PROPOSAL FORM (Exhibit B)**
- 5) **RFP DOCUMENT CHECKLIST (Exhibit C)**

## **V. AWARD CRITERIA**

It is the policy of the Borough that the selection of the Co-Host shall be on the basis of demonstrated competence and on the qualifications necessary for the satisfactory performance of the services required.

The Borough will review each RFP submitted through an evaluation process to determine responsiveness to all administrative and technical requirements of the RFP.

The evaluation criteria are intended to be used to make a recommendation to the Borough Council, who will award the contract, but are not bound to use the criteria or to award to Respondent on the basis of the evaluation committee recommendation. Furthermore, the Borough reserves the right to vary from this procedure based upon what is determined to be in the Borough's best interest.

### **Evaluation Method**

Compliance Check: All RFPs will be reviewed to verify that minimum requirements have been met. Proposals that have not followed the requirements in this RFP or do not meet minimum content and quality standards may be eliminated from further consideration.

Analysis: The RFP evaluation team will consist of individuals from the Borough of Glassboro who will independently analyze each proposal. The evaluation team will analyze how the Respondents qualifications, experience, professional content and proposed methodology meet the Borough's needs. Points will be assigned by each committee member using the point-scoring schedule below as a guideline.

Point-Scoring Schedule: Qualifications will be evaluated using the following criteria (total possible points=100):

1. **Respondent's Qualification and Experience: 20 points**

Verifiable capacity, experience on similar projects and a record of successfully completed projects. Documentation of these projects should be provided. Past performance on town projects should be included.

**2. Project Approach and Methodology: 30 points**

Respondent's familiarity with and understanding of the project opportunities and challenges/constraints.

**3. Cost/Cost Effectiveness: 50 points**

The extent to which the total cost presented to complete the project provides benefits.

## **VI. SELECTION AND CONTRACT**

**The Governing Body will select the vendor deemed most advantageous to the Borough, price and other factors considered.** The resulting contract will include this specification, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

**(Exhibit A)**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS  
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; OR
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Exhibit B)

**REQUEST FOR PROPOSAL FORM**

**2024 CORNHOLE TOURNAMENT FESTIVAL**

The undersigned proposes to furnish and deliver the goods/services pursuant to the Request for Proposal (RFP) specification and made part hereof:

\_\_\_\_\_  
Amount in words

\$ \_\_\_\_\_

Amount in numbers

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

\_\_\_\_\_  
Federal I.D. # or Social Security #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address

**BOROUGH OF GLASSBORO**

\_\_\_\_\_  
Borough Administrator

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Karen Cosgrove, Municipal Clerk

**(Exhibit C)**

**RFP DOCUMENT CHECKLIST**

<b>Required by Owner</b>	<b>Submission Requirement</b>	<b>Initial each required entry and if required submit the item</b>
X	Business Registration	
X	W-9 Form	
X	Affirmative Action Compliance Notice	
X	Request for Proposal Form	
N/A	Prevailing Wage Rates	
N/A	Public Works Contractor Certificate	