

Request for Proposals (RFP)

Temporary Food & Beverage Vendor Services (Per-Event)

Issued by: The Vineland Convention Center

Issue Date: November 19, 2025

Due Date: December 12, 2025

1. Administrative Requirements

1.1 Purpose

The Vineland Convention Center, LLC (“VCC”) is seeking qualifications of vendors interested in leasing on a temporary basis the concessionaire kitchens at the Vineland Convention Center. The kitchen will offer a grill, commercial air fryer, refrigerators, freezers, heated holding cabinets, sinks, and dishwasher. Small equipment and utensils are to be provided by the vendor.

The contract will be for a period of one year and will be on an as needed basis. The majority of events would be on Saturdays and Sundays. The lease payment would be ten percent (10%) of sales with a minimum payment of \$250 per day for use of the kitchen for food vendors and a minimum of \$150 per day for coffee vendor. The vendors selected will have an exclusive on the items that are being sold, other than soft drinks, in the concession area.

1.2 Right of Rejection

The Vineland Convention Center (“VCC”) reserves the right to reject any or all proposals, in whole or in part, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or all items proposed if deemed in the best interest of VCC.

1.3 Non-Discrimination

The selected vendor shall comply with all applicable federal, state, and local laws regarding non-discrimination in employment and service provision.

1.4 Insurance Requirements

The vendor shall agree to indemnify and hold harmless the Vineland Convention Center, LLC, Vineland Development Corporation and City against and from any and all claims to which they may be subject by reason of injury to person or property of third parties due to any acts or omissions of the vendor in the form and substance approved by the Legal Department. The selected vendor must maintain, at a minimum, the following insurance coverage:

- Commercial General Liability: \$2,000,000 per occurrence / \$3,000,000 aggregate.
- Liquor Liability (if alcoholic beverages are served): \$2,000,000 per occurrence.

- Additional Insured: The Vineland Convention Center, LLC and Vineland Development Corporation shall be named as an additional insured on applicable policies.

2. Scope of Work

2.1 Overview

The Vineland Convention Center (“VCC”) seeks proposals from qualified food & beverage vendors or concessionaires to provide temporary, per-event food and beverage services within the Center.

Kitchen Facilities:

The VCC has two commercial kitchens available for vendor use during events. This RFP is for the use of those kitchens and related food service areas during events.

- The vendor shall pay a kitchen rental fee the greater of ten percent (10%) of gross sales, not including sales tax, or \$250 per day for food vendors and \$150 per day coffee vendor.
- The VCC will not provide food, beverage, labor, or supplies for vendor operations.
- The VCC is not responsible for any costs the vendor incurs in preparing, purchasing, staffing, or serving food and beverages for VCC events.
- The VCC does not control or guarantee the vendor’s revenues or profits from event attendees or clients.
- Vendor is responsible for returning kitchen facilities to a clean, sanitary, and undamaged condition after each use.

2.2 Services Required

Services include, but are not limited to:

- Providing food and/or beverage sales from the VCC kitchens.
- Menu planning and pricing that are appropriate for convention, expo, and special-event audiences.
- Staffing all food & beverage operations with trained personnel.
- Providing all necessary equipment, utensils, smallware’s, and supplies unless otherwise agreed.
- Complying with all health, safety, sanitation, and licensing regulations.
- Managing waste disposal and maintaining a clean service area throughout the event.
- Coordinating load-in and load-out schedules with VCC staff.

2.3 On-Site Management

- The vendor shall designate an On-Site Manager who will be present or reachable during all event hours to address issues immediately.

- Vendor shall ensure backup staff are available to maintain service levels if someone calls out.

2.4 Licenses & Permits

- Vendor must maintain all health department permits, ServSafe certifications, and any other required local or state food-service permits.

2.5 Financial Reporting / Revenue Share

- Vendor shall submit sales reports to the Vineland Convention Center, LLC within 3 days after each event, including breakdown of items sold, total revenue, and any applicable commissions. The vendor must utilize a POS system as verification of sales.

3. Vendor Qualifications

Respondents should demonstrate:

- Proven experience providing food & beverage services at convention centers, arenas, festivals, or similar venues.
- Ability to scale operations to serve varying event sizes.
- Compliance with all applicable food safety and labor laws.
- Availability of a dedicated point of contact for scheduling and coordination.

4. Proposal Submission Requirements

Proposals must include:

1. Company Profile – history, ownership, size, menu focus, and services offered.
2. Menu & Pricing – sample menu with proposed pricing.
3. Staffing Plan – recruitment, training, uniforms, and supervision methods.
4. Licenses & Permits – copies of current health and liquor permits (if applicable).
5. Insurance Certificates – per Section 1.5.
6. Comparable Projects / References – similar projects listed with contact information.

5. Additional Information

- Submission of qualifications indicates acceptance of the terms of this RFP unless exceptions are noted.
- All questions regarding this RFP must be directed to Sandy Forosisky, Director of Economic Development, sforosisky@vinelandcity.org, 856-794-4000 ext. 4623.

6. Proposal Submission

Proposals must be submitted electronically to:

vinelandconventioncenter@vinelandcity.org

Or delivered to:

640 E. Wood St., Dept. of Economic Development, 4th floor, Vineland, NJ

Appendix A – Bidder's Checklist

Required Item	Included (✓)
Completed Proposal addressing all RFP sections	_____
Company Profile	_____
Sample Menu & Pricing	_____
Staffing Plan	_____
Insurance Certificates	_____
Licenses & Permits (Health, Liquor if applicable)	_____
Comparable Projects / References	_____
Exceptions (if any)	_____
Signed Acknowledgement on Appendix A	_____

Bidder Name: _____

Authorized Signature: _____

Date: _____