



The Saratoga Farmers Market Association
 110 Spring Street
 Saratoga Springs NY 12866

REQUEST FOR PROPOSALS

OFFERS MAY BE SENT TO THE ABOVE ADDRESS

BID OPENING DATE: September 13, 2013 TIME: 6:00 PM	TITLE: Solicitation for proposals to rent a facility For The Saratoga Farmers Market , Winter Market 2013/2014
CONTRACT PERIOD: Six (6) months commencing on the date of occupancy by The Saratoga Farmers Market Association	
DESIGNATED CONTACT:	
Charles Holub: (518) 895-2701, SFMA President CHOLUB@nycap.rr.com	

The bid must be fully and properly executed by an authorized person. **By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this REQUEST FOR PROPOSALS.**

Name of Company Bidding:	Bidder's Federal Tax Identification No.:
Street	City
State	Zip
	County
Bidder's Signature:	
Title:	Printed or Typed Name:
Phone : () - ext ()	Date:
Fax : () - ext ()	
E-mail Address:	Designated Contact:

CONTRACT SCOPE

OBJECTIVE

The Saratoga Farmers Market Association intends to rent a facility to conduct the Winter Farmers Market. The Winter Farmers Market is conducted Saturdays 9:00 AM to 1:00 PM the first week of November to the last week of April.

GENERAL INFORMATION

The Saratoga Farmers Market Association is receptive to innovative compensation proposals including market members product exchange, cooperative promotion proposals, Saratoga Farmers Market member demonstrations or other services in lieu of payment that may benefit schools or other entities

Specific Requirements are listed below but should no offers meeting the Associations' listed requirements be offered the association reserves the right to accept offers.

Bidders submitting proposals in response to this RFP are advised that all bid submissions will undergo an initial review for completeness. This will be a Pass or Fail review. In order for bids to be evaluated they must be complete. ALL required information, SIGNATURES, MUST BE INCLUDED.

After an initial review of offers, final review of facilities may include a site visit by designated Saratoga Farmers Market representative(s).

NOTE Proposals must be received prior to the bid opening date of September 13, 2013 at 6:00 PM.

SPECIFIC REQUIREMENTS:

The requirements listed below are considered ideal for the market requirements, but venues offering exceptions will be considered

Facility Requirements:

Location – Within The Saratoga Springs city limits.

Area Requirements – 4000 square feet of market space to accommodate approximately 35 vendors. (Larger facilities will be considered). A single large space is preferable but consideration will be given to several linked spaces.

Outside marketing space suitable for seasonal marketing is desired.

Access Requirements – Ground Level entrance for loading with hand trucks by farmer's market vendors is desirable and handicap accessible for farmers market customers.

Access Hours – 8:00 AM to 2:00 PM market days (Every Saturday)

Parking – Parking for approximately fifty (50) customer and thirty five (35) vendor vehicles is desired.

Heat – The facility shall be heated to sixty degrees (60) approximately two hours prior and one hour after market and during market hours.

Lighting – Interior lighting required to NYS building code standards of facility prior use.

Restroom Facilities – Toilet and hand wash facility required for market customers and vendors.

Electrical Service – Required 120V, 60 Hz. At limited locations

Facility Cleanliness: The facility shall be broom clean prior to each market. The Saratoga Farmers Market Association will leave the facility broom clean after each market event.

Bidder Submittal Information:

Location of Facility: _____

Cost per Market Date: \$ _____

Facility Size: _____ Square Feet

Largest Single Space Size: _____ Square Feet

Facility Use Restrictions (if any): _____

Exceptions To Listed Specific requirements: (Attach additional sheets if necessary)

Additional Information: _____

The End