

# BOROUGH OF FRANKLIN

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## *Request for Proposal*

### **CARNIVAL SERVICES 2021**

Borough of Franklin is interested in obtaining a carnival company to provide services for the Borough's carnival in 2021. Award decision will be made after interviews owner/site manager and key personnel with qualified carnival companies, which will include a site walk through.

The location of the carnival is Franklin Avenue and LaBance Drive (for GPS: use 15 Cork Hill Road), Franklin, NJ 07416 otherwise known as "Franklin Pond and Recreation Area."

The event will be held and any weeks on the following days from June 1-October 1, 2021.

- Carnival days and hours will be:
  - Thursday, 6:00PM to 10:00PM
  - Friday, 6:00PM-10:00PM
  - Saturday, 2:00PM-10:00PM
  - Sunday, 2:00PM-8:00PM
  - Rain/weather delays or early or emergency closure times will be decided mutually with Carnival Company and Franklin Borough Recreation Committee or the Mayor and/or Police Chief.
  - Any extensions or changes in operating hours need to be mutually agreed upon.
- Vendor must be present and manage all operations throughout the carnival week.
- The duration of contract will be for one year. If the Borough intends to cancel the contract, it may do so without cause and in writing no later than 60 days prior to scheduled event.
- Vendor must be a full-service company – providing rides, staffing, concessions, marketing, posters, tickets/wristbands, pre-sale vouchers.
  - Any arrangements made with another carnival company to provide rides or amusements need to be agreed upon by Franklin Borough. Those rides must meet all the same requirements with the New Jersey Department of Community Affairs, and a list of rides must be provided for insurance purposes.
- Franklin Recreation Committee reserves the right to contract with other entertainment vendors which must be agreed upon by the carnival vendor.
- Vendor must have required insurance coverage and provide a Hold Harmless Agreement.
- Vendor must have been in business for at least five (5) years.
- Vendor must provide five (5) references.
- Vendor must have an excellent safety history.
- Vendor must provide all paperwork, fees, forms, etc. as required by the State of New Jersey to the appropriate bureaus and/or departments.
- Vendor must provide all paperwork, fees, forms, etc. as required by the Borough of Franklin to the appropriate bureaus and/or departments.

#### **DELIVERIES:**

- Supplies must be received when the event is not open to the public.

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### **STAFFING:**

- Owner/Site Manager must stay on-site during operating hours.
- Must designate at least 1 supervisor/point of contact to respond immediately to Franklin Borough Recreation Committee/Police Dept issues. Cell phone or radio contact.
- Any and all decisions related to changes to the contract during the event must be made collaboratively between Franklin Borough Recreation Committee and the carnival company.
- All staff vehicles must be parked in designated lot. Vehicles must be subject to background checks to be done by the Franklin Borough Police Department.
- Vendor must provide a listing of employees to be submitted two (2) weeks prior to event for background check to be done by Franklin Borough Police Department.
- Staff must be in uniform and able to communicate clearly with a supervisor or representative from the Borough.
- Staff must be professional and courteous at all times. No profanity of any kind. (No inappropriate interaction with patrons/children. Any inappropriate actions will be handled immediately by Franklin Borough Police, including removal of offending employee from premises.)
- Staff must abide by all Franklin Borough Police and park regulations during event (no alcohol/drugs in park, traffic/parking policies, etc.)
- Vendor must provide sufficient staff to safely operate all rides, amusements and food services. Staff **MUST** secure all ride participants in each ride, every time.
- All rides must be fully staffed at all times, every day. Failure to open on time, or have all rides properly staffed and open on time will result in \$500.00/ day penalty.

### **OWNER/SITE MANAGER REQUIREMENTS:**

- Owner/Site Manager must attend planning meetings with Borough officials, including a site walk through two weeks prior to event.
- Owner must agree to not put any rides, or equipment along the vehicle access ways that would impede emergency services and Borough staff or would result in unsafe attendee congestion. Owner must abide by layout requirements established at the site walk through. Delivery date of rides must be coordinated with the Borough Recreation Comm.
- Owner/Site Manager must be able to communicate by email to review event layout diagrams, handle various issues as they arise. Response within 24 hours of contact.
- Owner/Site Manager must be able to be reached immediately to resolve issues as they arise before, during and after event.

### **TICKET SALES:**

- Vendor must provide at least 1 ticket booth (preferably 2) on site. As well as one (1) properly staffed wristband redemption tables to be staffed by Franklin Recreation volunteers
- Vendor must be able to process credit card payments. (ATM machine exclusive to and provided by Franklin Borough Recreation Committee.)
- Vendor must provide reports on ride revenue at a mutually agreed upon schedule.
- Franklin Borough Recreation Committee will advertise any/all pre-sale discounts on the Borough's website and the vendor may also promote pre-sales. Tickets for all day ride

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wristbands may be purchased in advance of the event or through the carnival company. Any discount will only apply prior to the start of the event.

- Promotional Events – Tricky Trays, Science Fair prizes, Non-Profit Organization auction events, etc.
- Start-up ticket/revenue report (form) will be provided to the Borough one hour prior to start time each night. If no form is available the Borough will provide.
- Franklin Borough Police Department rewards to children observed to be “doing something good.”
- Non-profit organization request for special needs situations
- Incentives for volunteer event staffing for Franklin Borough Recreation Committee.
- Resolving customer service complaints, adjustments, etc.
- A staff person/rep from the company, should be available to oversee cash out each night.

### **RIDES:**

- All rides must be licensed and inspected by the DCA of the State of New Jersey.
- Vendor must arrange for on-site inspections by the State of New Jersey.
- No more than two (2) rides to be out-of-service upon inspection and must be fully functional and re-inspected within twenty-four (24) hours.
- Vendor must submit a detailed listing (can be from website, or photos) of all rides at least three (3) weeks prior to event week.
- Vendor must provide 12-15 rides of the following types/age ranges or equivalent (at a mutually agreed upon ratio):
  - Spectacular Rides - target audience: Teens (ages 11+)
  - Height requirement: 52” (approximately 42” min. with a paid adult)
  - Major Rides – target audience: School Age children (ages 6-11) Height requirement: approximately 42” min., unless with a paid adult
  - Kiddie Rides – target Audience: Young Children (ages 4-7) Height requirement: approximately 36” minimum, unless with a paid adult
  - Toddler Rides - Target Audience: Toddlers (ages 1.5 – 4) Height requirement: 30” minimum, unless with a paid adult
- Only Family friendly music provided at/around rides and games – no offensive language or content. No excessively loud sirens or sounds, since the carnival area backs onto a residential neighborhood.

### **ELECTRIC/POWER SUPPLY:**

- Vendor must provide generator(s) to power all attractions.
- Vendor must meet all State of New Jersey electric code requirements for electric service (including cable sizes, cable covers or protective mats in pedestrian walk areas, etc.)

### **NOISE REGULATIONS:**

- Vendor must comply with the Borough of Franklin Noise Ordinance Chapter 184.
- No music or excessive lighting during set-up/tear down before 8:00AM and after 10:00PM.

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### **SANITATION:**

- Litter needs to be picked up/monitored.
- All refuse must be bagged and brought to the on-site dumpster/garbage truck.
- All cardboard packaging must be flattened and tied in bundles for recycling.
- Trash and recycling cans must be emptied regularly to prevent spillage/litter.
- Site must be maintained and continuously cleaned each day.

### **BATHROOM FACILITIES:**

- Vendor must pay all costs associated with staff portable toilets, servicing, RV clean-outs, food vendor gray water discharge/clean-outs.
- Vendor must pay 50% of the public toilet costs (2 handicap accessible units, 8 regular units – all with hand sanitizer dispensers). (Approximate cost \$350)

### **WATER:**

- A fire hydrant with potable water will be made available for food service.
- If a water tanker must be brought in, Vendor must provide 100% or more of the cost of the water tanker services.
- Vendor must provide all necessary distribution equipment, etc.
- Vendor must assist Franklin Borough Recreation Committee food vendors in accessing water distribution system, if needed, etc.

### **SERVICES PROVIDED TO BOROUGH:**

- Vendor will provide the following services at NO cost to the Borough:
  - Advance sale wristband vouchers/tickets.
  - All necessary documents including (but not limited to) permits, insurance certificates, hold harmless agreements, fees to operate, etc.
  - Daily attendance estimates and ride revenue reports are to be provided to and reviewed by Franklin Borough Recreation Committee. (If applicable, daily review of on line ticket sales.)
- Vendor will provide the following revenue to the Borough:
  - At least 25% of all carnival ride revenue, including All-Day Ride wristband pre-sale.
  - 50% of the cost of public use portable toilets.
  - 100% of the cost of the water tanker for concessions (if a tanker is needed).
  - If needed, any additions with have to be mutually agreed upon.

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