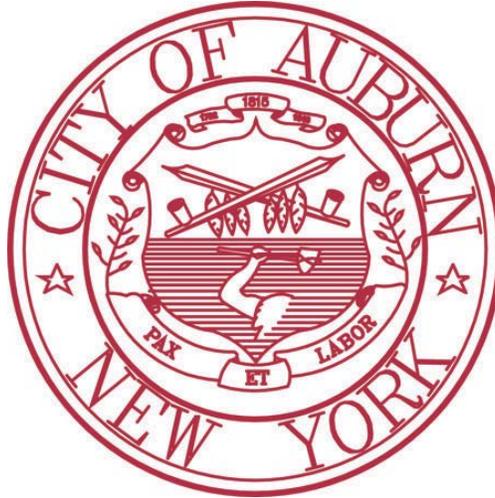


City of Auburn, New York



Request for Proposals

Taste NY Food, Beverage & Retail Market

**To be located at the:
NYS Equal Rights Heritage Center
25 South Street
Auburn, New York**

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City of Auburn, New York Request for Proposals for a Food, Beverage and Retail Market at the NYS Equal Rights Heritage Center

The City of Auburn, NY (the City) is seeking proposals to establish a new Taste NY food, beverage and retail market at the new NYS Equal Rights Heritage Center to be located at 25 South Street in Auburn, New York. The successful respondent (“Licensee”) will be completely responsible for the operation of this market in accordance with the terms and conditions set forth in this Request for Proposals (“RFP”) and the License subsequently issued by the City.

Goal of the RFP

This RFP will identify a private or nonprofit sector Licensee to establish and operate a new Taste NY-branded market at the NYS Equal Rights Heritage Center scheduled to open in October of 2018. Licensee shall be responsible for the initial outfitting, promotion, operation, routine maintenance and upkeep of the Licensed Premises in accordance with a license agreement, and a separate trademark license agreement with the New York State Department of Agriculture and Markets (collectively the “License Documents”). The License Document includes important provisions and restrictions that govern the use of the Taste NY trademark and brand, as well as sales guidelines that will govern the Licensee’s retail and food and beverage offerings at this market.

Taste NY promotes New York State food and beverages products at special events, tourism destinations, stores, cafes, and other locations throughout the state, introducing and making these products more readily available and recognizable to New York residents and tourists. The Taste NY Market at the NYS Equal Rights Heritage Center will exclusively sell and promote agricultural and other products that are grown, produced or processed in New York State. This can include food and beverages (including wine, beer, cider and spirits), as well as, limited non-food retail offerings. The scope of the Taste NY program is statewide, although it is expected that this concession will focus on products originating from Cayuga County and the Central NY and Finger Lakes regional producers.

Term of the License

The base term of the License shall commence on or about October 15, 2018 and conclude on October 31, 2019. Upon written agreement of the City and the Licensee, the term may be extended up to an additional two (2) years.

RFP Timetable

The following timetable is established for this RFP. This schedule is subject to change by the City and all such changes will be made through the issuance of Addenda to this RFP:

RFP Release Date: Tuesday, July 17, 2018

Letter of Intent. No later than Friday, August 10, 2018 by 3:00 pm, provide a letter of intent that includes a brief description of the respondent's qualifications, contact information for the main person to contact and a list of questions that you may have to gain more information about matters outlined in this RFP. **Questions must be submitted in writing as part of this letter of intent. Answers to questions will only be addressed in writing to all potential respondents via the release of a final addenda to this RFP.**

Final Addenda to RFP: to include answers to all questions will be issued by 3:00 pm on Tuesday, August 14, 2018. The Final Addenda to the RFP will be sent to the contact person you provide in your letter of intent.

Deadline for Proposals: 3:00 pm on Tuesday, August 21, 2018

Delivered to: "City of Auburn, NYS Equal Rights Heritage Center, Taste NY Market Proposal." Office of the City Clerk, City of Auburn, Memorial City Hall, 24 South St., Auburn, NY 13021

Notes

1. You are kindly requested not to initiate contact with any member of the NYS ERHC project team or staff of the City regarding this project, with the exception of designated contacts.
2. An overview of the NYS Equal Rights Heritage Center project site is strongly encouraged and may be arranged by calling Chuck Mason, City Clerk, at 315-255-4101 for an appointment.
3. All substantive questions regarding this RFP must be addressed in writing as part of your letter of intent to Chuck Mason, City Clerk, City of Auburn, NY, 24 South Street, Auburn, New York 13021 Email: cmason@auburnny.gov no later than August 10, 2018 at 3:00 pm. A written response as appropriate will be issued in the form of addenda to the RFP.
4. Official addenda issued by the City of Auburn shall be the only authorized method for communicating a clarification or modification of the timeline or terms of this RFP. Respondents may contact prior to submission of a proposal to verify receipt of the RFP and any issued addenda.
5. This RFP is not an offer or a binding commitment to contract on the part of the City of Auburn or the State of New York. The City of Auburn reserves the right to postpone or cancel this RFP or to reject all proposals if it determines that the best interests of the City will be served thereby. Conditional or qualified proposals may be rejected.
6. The City of Auburn shall not be liable for any costs, expenses, or losses, including without limitation, loss of business opportunities, claimed or incurred by any party in preparation of a proposal, or otherwise in connection with this RFP.
7. The City grants only a right to use the Licensed Premises in "as is/where is" condition and without warranty, subject to Licensee performing in accordance with the License Documents.

History & Background

Construction of the new NYS Equal Rights Heritage Center in downtown Auburn began in February 2018. As part of Governor Andrew Cuomo’s Central New York Upstate Revitalization Initiative, this investment of \$10 million has created over 100 construction jobs and once open will support and boost upstate New York’s tourism industry. The center is scheduled to open in late October 2018. The project will result in the following downtown revitalization investments:

- Construction of the new NYS Equal Rights Heritage Center that will have 3 main components: ~I Love NY Equal Rights Heritage Tourism Promotion Center; a Taste NY Market; and a local visitor information center for Auburn, Cayuga County and the region.
- Downtown Auburn improvements to include reconstruction of Lincoln Street to increase pedestrian safety and accessibility at the William Street and South Street intersections designed to make a strong pedestrian connection between downtown and the historic district.
- Security and signage upgrades to the site and the downtown parking garage.
- The facility will house the offices of the Cayuga County Office of Tourism, the Auburn Downtown Business Improvement District and the Auburn Historic & Cultural Sites Commission.

The space earmarked for a new Taste NY facility is located in the front, northwest corner of the middle section of the heritage center. The space is approximately 550 sq. ft. and is most suited to a custom “grab & go” food and retail store.

Issues Critical to the RFP

1. The Licensed Premises are currently under construction within the new NYS ERHC with completion currently targeted prior to the end of October 2018. There are furnishings and equipment in the Licensed Premises that will include shelving, storage cabinets, retail refrigerated display, and a point of sale counter display for merchandising and/or other visual information shall be limited to these furnishings, as the space is continuous with the exhibition space. A wall hung video monitor/screen is provided for Taste NY video content. Note that this space is not conducive to food or beverage preparation and there is no water supply other than in the adjacent restrooms. Licensee will be solely responsible to comply with all relevant state, city and county licenses and building and fire codes, as necessary to operate the market in accordance with its proposal and the License Documents.
2. Licensee is expected to develop and operate a quality business consistent with existing and future NYS ERHC operations that enhances and complements the Taste NY brand and principles. The operation is expected to be attractive in content, presentation and price point. The City’s intent is to grant Licensee discretion in achieving this goal, subject to compliance with the License Documents. Food offerings must include a variety of healthy food options including healthy beverage options other than soft drinks, including water and juices.

Similarly, Licensee is expected to comply with the Taste NY retail guidelines in the trademark license annexed as Exhibit “A”

3. Sale of alcoholic beverages produced in New York is possible but not required. There may be multiple liquor licensing options available to an interested party and all proposals are encouraged. However, the City prefers that the Licensee be organized and licensed by the New York State Liquor Authority (“NYSLA”) to operate as a branch office of a farm winery, brewery, or cider mill, so that the Licensed Premises may offer sales of food, coffee, and alcohol on and off-premises. A farm beverage manufacturer branch office license permits on and off-premises sales of New York State beer, wine, cider and spirits, as well as food items, coffee, etc. Farm beverage manufacturer branch offices cannot share a common entrance/exit with another business; however Licensee will be the only business operating in the NYS ERHC. Interested parties are responsible for contacting and undertaking due diligence with NYSLA, NYS Ag & Markets and/or the Health Department regarding any liquor licensing, food service and related issues.
4. The Licensed Premises are adjacent to a public patio/picnic space that will be designated by the City to allow alcohol consumption purchased on premise during certain hours. However, concession patrons will not be permitted to walk with an open container from the concession space through public areas and onto the patio, but may consume alcohol on the patio space or buy containers (bottled beer, wine, growlers, etc.) from the concession and carry them to the designated patio for consumption.
5. The Licensed Premises are adjacent to an outside lawn (on the west) and courtyard (on the east) that will be designated by the City to allow for special events that fit within the theme of the NYS ERHC. Such events include festivals, farmer’s markets, concerts, movies, lectures, art shows, craft shows, etc. The Taste NY Market operator is strongly encouraged to be a participant and/or organizer of such special events.
6. The facilities subject to this RFP are under the jurisdiction of the City of Auburn. The City of Auburn reserves the right to conduct special events and programs at the NYS ERHC without interference by Licensee. Licensee’s right to operate the market is subordinate to the City’s jurisdiction and operation of the NYS ERHC.
7. In addition to the trademark requirements of Taste NY, Licensee may be required to adhere to or utilize the City’s standardized design style, format or template for all advertisements to promote a consistent image for the NYS ERHC.

Summary of Financial Requirements of Licensee

1. A **minimum** annual license fee of \$3,000. must be offered. Additional fee offers are encouraged.
2. The cost of establishing, equipping and outfitting the Licensed Premises beyond what is provided by the City is the sole responsibility of the Licensee. Installation of any and all

additional equipment and furnishings must have the written approval of the City prior to installation.

3. In its sole discretion, the City may require a performance bond or other security in an amount equal to Licensee's annual financial obligations under the License documents.
4. All costs of electricity and other utility services shall be billed by and paid directly to the City.
5. All costs of insurance. The Licensee shall maintain public liability insurance for the premises with a minimum limit of one million dollars per occurrence naming the City of Auburn as additional insured thereon, and the Licensee agrees to indemnify and hold harmless the City against any losses sustained on account of any and all negligence by the Licensee, its agents or employees for the premises to be occupied by the Licensee.

Taste NY Requirements

1. Licensee will be required to execute and abide by the requirements of the aforementioned Taste NY Trademark License Agreement.
2. Appropriate food and beverage products for retail include Snacks/grab-n-go items such as chips, crackers, cookies, pretzels, nuts, chocolate products, etc.; Beverages such as flavored milks, drinkable yogurts, locally recognized sodas and juice products; Dairy items such as cheese, yogurt, milk, ice cream etc.; Grocery/pantry items such as pasta, jams/jellies/preserves, sauces, salsas, pickled products, maple and honey products, herbs and spices, condiments, packaged tea/coffee and flours/grains, etc. These foods must be grown and/or processed in New York and labeled as such. Note that this space is not conducive to food or beverage preparation and there is no water supply other than in the adjacent restrooms.
3. No less than 80-percent of the floor space shall be dedicated to the sale of New York grown or produced food and beverage products. New York made or branded products such as textiles and craft gift items such as candles, wool products, wood products, beauty products, etc. are appropriate and must also be produced in New York State. Products from NYS ERHC, the brand of the City of Auburn Historic and Cultural Sites Commission sites, or the official merchandise of the Auburn Doubledays baseball team are subject to approval by the City.
4. Signage and colors used within the retail space shall be consistent with the Taste NY brand guidelines.
5. Use of the logo outside of the defined retail space and on brochures or other written material shall be prohibited, unless prior written approval is obtained from the NYS Department of Agriculture and Markets.

Operational Requirements

1. Licensee shall operate the Licensed Premises between the hours of 10:00 am to 5:00 pm, Tuesday through Sunday per week. Seasonal hours of operation will expand to seven days per week from May through October and may include morning hours and evening hours to be determined by the facility manager and the City.
2. No exclusivity shall be given to any distributor or other company providing products.
3. Product offerings shall be rotated routinely, to the extent practicable, in order to maximize product offerings and participation in the Taste NY program.
4. Companies who self-distribute must be eligible to be sold if they meet purchasing requirements.
5. The Licensee will provide monthly updates to the New York State Department of Agriculture and Markets- Taste NY program on the gross sales of NY food and beverage products, customer numbers, top ten selling items and a list of New York Food companies sold by Licensee.
6. **Use and display the Taste NY logo in any advertising or promotional materials only after approval by the NYS Department of Ag & Markets.**

Form of Written Proposals

All proposals responding to this RFP shall be in writing and shall include all required attachments and certifications. All parties shall use the Cover Page included with the RFP that shall be completely filled out **in ink**. The proposal and required forms must be signed by an officer or authorized agent of the proposing party and submitted in a sealed envelope clearly marked: **“City of Auburn, NYS Equal Rights Heritage Center, Taste NY Market Proposal.”** All proposals must offer License Fees in accordance with the minimum financial requirements. All fee offers shall be made using the Proposal Form included with this RFP. The License Fee offer, once accepted by the City, shall be binding upon Licensee.

Failure to submit a proposal by the time and at the place described herein, or failure to comply with any of the requirements set forth in this RFP, or modification of the Personal/Business/Organization Information Notification Form may result in disqualification of a proposal from consideration.

Forms and Documents For Submission

All proposals should contain the following:

1. A fully completed and properly executed Cover Page for this RFP.
2. A complete written description of the substance of the proposal, including the following information:
 - A. A detailed business plan complete with proposed days and hours of operation, proposed staffing and sample product listing with pricing information.
 - B. A maintenance and operation plan that provides a detailed approach to the improvement, maintenance and operation of the Licensed Premises.
3. Resumes and/or career summaries demonstrating the relevant background, education, and experience of all key participants.
4. Three (3) copies of the proposal and all attachments. **Original signatures are required on all copies.**
5. A duly completed and verified Personal/Business/Organization Information Notification Form, together with a current certified or verified financial statement (ex. Tax return or statement of equity) and/or other commercially reliable written evidence of the party’s credit, financial standing and capacity to perform in accordance with the terms of the License.

Additional Demonstrative Materials

Parties are *strongly encouraged* to provide as much additional material and detail as possible to completely describe and demonstrate the proposal including, but not limited to, a *pro-forma* revenue and expense projection for the initial term of the License that identifies and accounts for

anticipated revenue sources and business opportunities sought, and all costs and expenses projected to be incurred by Licensee. A sample *pro forma* is included for reference, on page 11 of this RFP.

Modification or Withdrawal of Proposals

Proposals shall be firm and not revocable for a period of sixty (60) days unless withdrawn as provided herein. Modification or withdrawal of a proposal must be in writing, dated and signed by the signatory to the original proposal submission. The modification or withdrawal must be submitted in a sealed envelope clearly marked “**Modification [or Withdrawal] of the City of Auburn, NYS Equal Rights Heritage Center, Taste NY Market Proposal Submitted by [Proposer’s Name]**” and will not be considered unless actually received by the City prior to the time of the scheduled bid opening.

The City reserves the right to reject any proposal that is incomplete or non-responsive, that purports to alter any required terms or conditions of this RFP, or that contains any other irregularities.

Award of the License

The License will be awarded to the responsible party who best demonstrates relevant experience and expertise; who, upon evaluation of all proposals received, best responds to this RFP; who offers the best value to the City of Auburn; and who, in the judgment of the City of Auburn, will best serve the public interest. The City of Auburn reserves the right to reject any and all proposals, and to waive technicalities, irregularities and omissions or solicit new proposals if, in the City’s judgment, the best interests of the City will be served thereby.

Evaluation Criteria

Parties should carefully review the goals and requirements of this RFP, including all License Documents, Attachments and Addenda. All parties who submit a conforming written proposal may be required to make a formal presentation of their qualifications and experience and elaborate on the substance and assumptions of their proposal. Formal presentations, if required, will be scheduled within twenty (20) business days following the receipt of proposals. The formal presentations will assist the City in evaluating written proposals (excluding financial components) against the criteria listed below.

All proposals will be evaluated on criteria that will include the following:

- A. Background and past performance on similar ventures and other projects (10 points).
- B. Proposed operation plan including days and hours of operation, maintenance plan, product listing, proposed staffing plan and proposed programming plan (30 points).

- C. Public image and promotion plans (20 points).
- D. Appropriateness of the proposal to the NYS Equal Rights Heritage Center setting (30 points).
- E. License fee. Parties are required to respond with an annual License fee offer for term of the License as expressed on the Proposal Form (10 points).

The five areas listed above (A-E) shall be evaluated by a City of Auburn Review Panel. The responsible proposer with the highest total score will be awarded the license upon successful negotiation with the City of a License Agreement. In the event that the scoring results in a tie, the License will be awarded to the firm with the highest aggregate scores in Categories A through D.

Respondents not selected will be offered an opportunity to be debriefed by the City regarding the reasons why the proposal was not selected for award.

Freedom of Information Law

The City of Auburn is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the City (Public Officers Law, Sections 87 and 89). Individuals or firms that submit proposals to the City may request that the City except all or part of such proposals from public disclosure, pursuant to Section 87(2)(d) of the Public Officers Law, on the grounds that the proposal contains trade secrets, proprietary information, or that the information, if disclosed, would cause substantial injury to the competitive position of the individual or firm submitting the information. Such exception may extend to information contained in the request itself, if public disclosure would defeat the purpose for which the exception is sought. The request for an exception must be in writing and state, in detail, the specific reasons for the requested exception. It must also specify the proposal or portions thereof, for which the exception is requested. If the City grants the request for exception from disclosure, the City shall keep such proposal or portion thereof in a secure place.

Exhibit A
Licensing Agreement

Licensing Agreement

PLEASE READ THE FOLLOWING AGREEMENT TERMS CAREFULLY BEFORE USING THE Taste NY™ LOGO. USE OF THIS LOGO IS EXPRESSLY SUBJECT TO AND CONDITIONED ON YOUR AGREEMENT TO THESE TERMS.

The New York State Department of Agriculture and Markets grants a nonexclusive, nontransferable license to use the Taste NY™ logo in accordance with the following conditions:

1. Authorized Users may use the Taste NY™ logo in articles or other publicity materials, solely for the purpose of referring to the Taste NY™ program.
2. Authorized Users may use the Taste NY™ logo to support the Taste NY™ program, and for the purpose of promoting products to their customers and to the general public.
3. Authorized Users agree not to revise or alter the Taste NY™ logo in any way.
4. Authorized Users agree to obtain prior approval from Agriculture and Markets for use of the Taste NY™ logo in any advertising or promotional material.
5. Authorized Users agree to use and display the Taste NY™ logo in a format approved by Agriculture and Markets and in accordance with brand guidelines.
6. Use of the Taste NY™ logo does not imply approval or endorsement of products or services.
7. Authorized Users agree that the Taste NY™ logo is proprietary to Agriculture and Markets and that Agriculture and Markets maintains all rights, title, and interest thereto including, without limitation, all intellectual property and other proprietary rights. By entering into this nonexclusive license, the Authorized Users do not attain any interest in the logo.
8. Authorized Users agree not to use the Taste NY™ logo in any manner likely to confuse, mislead, or deceive the public, or to be adverse to the best interests of Agriculture and Markets or the State of New York.
9. Authorized Users agree not to use the Taste NY™ logo in any offensive manner, including but not limited to, its use on pornographic and/or slanderous Web sites.
10. Authorized Users agree not to register or file applications to register the Taste NY™ logo or name substantially similar thereto.
11. Agriculture and Markets reserves the right to alter or amend these conditions at any time and without notice to any Authorized User's.
12. Agriculture and Markets reserves the right to terminate this license agreement at any time for any reason, at its sole discretion. Upon receipt of written notice of termination from Agriculture and Markets, Authorized Users agree to immediately cease any and all further use of the Taste NY™ logo.
13. Agriculture and Markets reserves the right to request the amount of revenue generated from sales of all products sold under the Taste NY brand. This includes but is not limited to events, on premise sales and vending machines.

Business Name: _____

Intended Logo Usage (print, web publication, advertising, etc.): _____

Your Name (print), and Title: _____

Signature: _____ Date: _____

Address: _____

Tel. #: _____ Email: _____

(BASED UPON A 3 YEAR INITIAL CONTRACT TERM)

Year	Y1 2019	Y2 2020	Y3 2021	Three Year Total
Projected Gross Receipts				
Food, Beverage and Retail	\$	\$	\$	\$
Less: Cost of Good Sold	<\$ >	<\$ >	<\$ >	<\$ >
Gross Profit	\$	\$	\$	\$
Expenses				
Wages and Salaries	\$	\$	\$	\$
Taxes	\$	\$	\$	\$
Licenses and Fees	\$	\$	\$	\$
Advertising	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Workers Compensation	\$	\$	\$	\$
Maintenance and Repairs	\$	\$	\$	\$
Uniforms and Linen	\$	\$	\$	\$
Electricity	\$	\$	\$	\$
Other Utilities	\$	\$	\$	\$
Telephone	\$	\$	\$	\$
Office Expenses	\$	\$	\$	\$
Postage	\$	\$	\$	\$
Computers/Data Processing	\$	\$	\$	\$
Depreciation	\$	\$	\$	\$
Miscellaneous Expenses	\$	\$	\$	\$
Flat fee	\$	\$	\$	\$
Other	\$	\$	\$	\$
Other	\$	\$	\$	\$
Total Expenditures	\$	\$	\$	\$
Net profit	\$	\$	\$	\$

- o This is a sample *pro forma* only and is included to demonstrate the type of information the City is requesting through this RFP process.
- o Use of this form is optional, however provision of a *pro forma* as part of your proposal is *strongly recommended*.
- o Add or delete items as appropriate to the proposed operation.
- o Revenue numbers are projected figures based upon your business plan, historical sales and projected annual growth.

Cover Page

City of Auburn, NYS Equal Rights Heritage Center, Taste NY Market Proposal.

This “NYS ERHC Taste NY Market Proposal Cover Page” must be the first page on the entire proposal responding to this Request for Proposals. All proposals responding to this RFP shall be in writing and shall include all required attachments and certifications. Failure to submit proposals on or before the time and at the place described herein; or failure to comply with any of the requirements set forth in this RFP; or modification of the Proposal Form may result in disqualification of a proposal from consideration. The City reserves the right to request additional information or clarification so as to be able to fully evaluate proposals.

Forms and Document Submission Checklist

Pursuant to the instructions in the RFP, all proposals should contain the following:

1. [] A completed and properly executed Cover Page for this RFP. Proposals that are not properly signed and dated may be rejected.
2. [] A copy of the Proposal Letter of Intent that was submitted on August 10, 2018.
3. [] A complete written description of the substance of the proposal, including the following components:
 - a) [] A detailed business plan including, but not limited to, a *pro-forma* revenue and expense projection for the term of the License. A sample *pro forma* is included on page 11 of this RFP.
 - b) [] A detailed maintenance and operation plan that provides a comprehensive approach to the improvement, maintenance and operation of the market facilities and any special events.
4. [] Resumes and/or career statements of principal members of the Licensee’s firm or organization, project team and all key participants.
5. [] Provide three (3) references for your firm or project team that can attest to the performance and quality of work provided by your firm for projects similar to the scope of services identified Part A. Provide contact information for each of the references, including a current telephone number, address, and email address.
6. [] Three (3) complete copies of the proposal and all attachments. **Original signatures are required on all copies.**

Main Contact (Print) : _____

Signature: _____ Date: _____

Firm Name: _____

Address: _____

Email Address: _____

Personal/Business/Organization Information Notification:

The information will be used to determine the reliability and capacity of the Proposer to perform the work required in the proposal. If the information is not complete, the proposal may not be considered. This information may be disclosed pursuant to the provisions of the Freedom of Information Act.

(USE ADDITIONAL SHEETS IF NECESSARY TO FULLY ANSWER THE FOLLOWING QUESTIONS)

Date: _____

1. Legal Name: _____

2. Address of Place of Business: _____

3. Mailing Address (if different): _____

Federal I.D. No. or Social Security No.: _____

Telephone: _____

Facsimile: _____

E-mail: _____

4. The proposer is a (check one): ___ Sole proprietorship; ___ Partnership; ___ Corporation;
___ Not for Profit Corporation

___ Other (*please describe*):

- If a corporation please include a certificate of incorporation.
- For all businesses, please include verification of your authorization to conduct business in the state of New York.

5. As an attachment to this form, describe any training or experience that qualifies the Proposer for providing the services called for in this License. Provide relevant dates, locations, company names, revenues earned, etc. Provide any other information, which would be appropriate or helpful in determining the Proposers capacity and reliability to perform these services.

All Proposers must answer questions 6 and 7. However, if the Proposer is a new business formed to respond to this RFP, the questions should be answered for each owner, principal or officer of the business.

6. Has the Proposer ever had a bond or surety canceled or forfeited, or a license or permit issued by New York State or the State of New Jersey terminated?

Yes ____ No ____ If YES, state the name of bonding agency (if a bond), date, amount of bond and reason for such cancellation or forfeiture; or details regarding the termination (if a license or permit).

7. Has the Proposer, during the past seven (7) years filed for bankruptcy, or been declared bankrupt?

Yes ____ No ____

If **YES**, state date, court jurisdiction, amount of liabilities and amount of assets:

The undersigned hereby certifies and affirms that the foregoing statements and all information provided to the City of Auburn is complete, true and accurate. The City of Auburn reserves the right to disqualify any proposal and/or terminate any license if it is determined that information was intentionally omitted or falsified.

By signing this proposal, the bidder(s) hereby give permission to the City of Auburn, New York to proceed with financial as well as credit and background checks as deemed necessary and prudent by the City to protect the the City's interest.

DATE

SIGNATURE

TITLE

FINANCIAL PROPOSAL/BID FORM

City of Auburn, NYS Equal Rights Heritage Center, Taste NY Market Request For Proposals

THE CITY OF AUBURN RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

To Whom It May Concern:

1. Pursuant to and in compliance with the instructions, conditions and terms set forth in the attached Request for Proposals (“RFP”), License documents and the proposal submitted by the undersigned, the undersigned hereby offers to pay the City of Auburn, New York as consideration and compensation for a license and for the privilege of performing pursuant to the license described above:

A) For the privilege of performing pursuant to the foregoing, the undersigned shall pay to the City of Auburn a license fee equal to a flat annual fee as follows:

\$ _____ dollars
(numerals) (words)

(Minimum: \$3,000.00 flat annual fee)

Use this space for any additional proposal:

Date: _____ SIGNED: _____

Title/Company Name: _____

Street Address: _____
