

NOTICE IS HEREBY GIVEN that the Town of Bethlehem Parks and Recreation Department invites proposals for organizations that would like to run their programs and/or camps in the Town of Bethlehem parks for the year 2024.

Proposals will be received up to 3:00 p.m. on January 17, 2024, at which time such proposals will be opened and reviewed at the Town of Bethlehem Parks and Recreation Office, 261 Elm Avenue, Delmar, New York 12054. Proposals shall be delivered via mail or in person, in sealed envelopes addressed to Heather Maltby, Assistant Administrator, Town of Bethlehem Parks and Recreation Department, 261 Elm Avenue, Delmar, New York 12054. The proposals shall show on the face of the envelope the name and address of the organization and the subject of the proposal.

NOTE: EMAILED AND FAXED PROPOSALS WILL NOT BE ACCEPTED.

Dated: November 15, 2023

TOWN OF BETHLEHEM

- A. By submission of this proposal, each organization and each person signing on behalf of any organization certifies, and, in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief;
1. The prices/fees in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other organization or with any competitor; and,
 2. Unless otherwise required by law, the prices/fees which have been quoted in this proposal have not been knowingly disclosed by the organization and will not knowingly be disclosed by the organization prior to openings, directly or indirectly, to any other organization or to any competitor; and
 3. No attempt has been made or will be made by the organization to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restriction of competition.

Authorized Signature

Title

Organization Name

Proposal: “2024 Programs/Camps in the Town of Bethlehem”

Date of Proposal opening: January 17, 2024

GENERAL INFORMATION:

Proposals submitted shall remain in effect until either the organization withdraws its proposal in writing or a contract is awarded, whichever is first.

NOTE: 1

Organizations are advised that their proposals will be rejected if all pages contained in the proposal are not returned.

NOTE: 2

It is understood and agreed that whenever a proposal contains a statement that net payment shall be due within a period of time (as, for example, "net 30 days"), it shall be deemed only to mean that no discount from price shall be allowed for prompt payment and shall not in any event be construed as requiring payment in amounts greater than the stated prices or in any other manner than the ordinary process of town payments on contract.

INQUIRIES:

All inquiries relative to this proposal shall be addressed to:
Town of Bethlehem Parks and Recreation Department
261 Elm Avenue
Delmar, New York 12054
Telephone Number (518) 439-4955, option 7

PRICE: Price shall include all costs the organization charges to the participant for said program

FEES: Shall refer to the fees charged to the organization by the Bethlehem Parks and Recreation Department

REGISTRATION:

The organization will be responsible for taking their own program registrations. Enrollment rosters will be reported to the Bethlehem Parks and Recreation Department at the completion of the program/camp. Rosters submitted must include at minimum, the first name and last initial of the participants, no other identifying information is required. The Parks and Recreation Department will not share any roster information with any other organization. ***Please note the proposed program must be available to the general public at time of registration. Any program that requires a membership in order to enroll for the program will not be considered.**

METHOD OF AWARD:

We are committed to fostering diversity and supporting minority and women-owned businesses. As part of our evaluation process, we prioritize providing opportunities to organizations that align with these principles. Other criteria used in the evaluation process will be based on the applicant's qualifications, detail and quality of program provided, facility availability, and overall programming fit for the Town of Bethlehem.

CONTRACT PERIOD:

Shall be any day of the week between the dates of March 1- December 31, 2024. The Town of Bethlehem reserves the right to terminate this contract on 30 days written notice to the contractor.

EVALUATION OF PROPOSAL:

The Town of Bethlehem reserves the right to evaluate and/or reject all proposals in whole or in part, and to waive technicalities, irregularities and omissions, if, in its judgment, the best interest of the town will be served.

OFFICIAL PROPOSAL FORM:

Name of Program:

501-c3?: YES NO

Website:

Description of Program:

Community Benefit:

Ages of participants served:

Max enrollment:

Registration Process:

Inclement Weather Plan:

Location (name of park and facilities/fields requested):

Dates:

Time:

Price:

Fees charged to the organization by Town of Bethlehem: ***\$22.00 per enrollee***

Check here if requesting to use pool facility for program.

Please note additional pool fee: \$5.00 per enrollee per day

Regulated by the Albany County Department of Health? YES NO

Safety Plan? YES NO

Staff Background Checks? YES NO

Signature: _____

Title: _____

Date: _____

REFERENCE SHEET

All interested organizations will be required to complete this form providing three references of past performance. References should involve projects and/or service situations of similar size and scope to this proposal. References must have had dealings with the organization/program within the last thirty-six months. The Town reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the organization/party before the actual award of the contract. Completion of the reference form is required.

If references have been filed with the Town of Bethlehem during the last 12 months, it will not be necessary to complete this form. Indicate filing date on the line provided.

ORGANIZATION NAME _____

DATE FILED _____

Reference's Name _____

Address _____

Telephone _____ Contact Person _____

Reference's Name _____

Address _____

Telephone _____ Contact Person _____

Reference's Name _____

Address _____

Telephone _____ Contact Person _____

INFORMATION SHEET

NAME OF ORGANIZATION: _____

ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

TYPE OF ENTITY: Corp. _____ Partnership _____ Individual _____

If a non-publicly owned Corporation:

NAME OF CORPORATION: _____

List Principal Stockholders (holding over 5% of outstanding shares)

LIST OFFICERS: _____

LIST DIRECTORS: _____

DATE OF ORGANIZATION: _____

If A PARTNERSHIP - PARTNERS: _____

NAME OF PARTNERSHIP: _____

DATE OF ORGANIZATION: _____

*If the organization is conducted under an assumed name, a copy of the certificate filed under the New York State General Business Law must be attached.