

SPECIFICATIONS FOR

***Lease of Beach Pavilion, Baywalk East, Beachway, Keansburg***

FOR THE

**BOROUGH OF KEANSBURG  
MONMOUTH COUNTY, NEW JERSEY**

**BOROUGH COUNCIL**

**Mayor George Hoff**

**Deputy Mayor Thomas Foley**

**Councilman James Cocuzza, Sr.**

**Councilman Sean Tonne**

**Councilman Michael Donaldson**

PREPARED BY:

***The Borough of Keansburg***

***29 Church Street***

***Keansburg, New Jersey 07734***

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**March, 2023**

# NOTICE TO BIDDERS

Notice is hereby given that sealed proposals will be received by the Borough of Keansburg, Monmouth County, New Jersey for The Borough of Keansburg, of

**Lease of Beach Pavilion, Baywalk East, Beachway, Keansburg**

and opened and read in public at the

**Keansburg Borough Hall,  
29 Church Street, Keansburg, New Jersey 07734  
on Wednesday, March 29, 2023 at 11:00 am local prevailing time.**

Specification Documents are on file in the Office of the Municipal Clerk, Borough of Keansburg, 29 Church Street, Keansburg, New Jersey 07734 and may be inspected by prospective bidders during business hours. Bidders will be furnished with a copy of the Specification Documents by the Borough Clerk upon proper notice. The Specification Documents will also be available for review on the Borough of Keansburg website: [www.keansburgnj.gov](http://www.keansburgnj.gov).

Proposals must be made on the Standard Proposal Forms in a manner designated in the Specification Documents, must be enclosed in sealed envelope bearing the name and address of the bidder and the name of the work on the outside: **"BID FOR LEASE AGREEMENT BEACH PAVILION, delivered to the Municipal Clerk's Office, Keansburg Borough Hall, 29 Church Street, Keansburg, New Jersey 07734, no later then Wednesday, March 29, 2023 at 11:00 am local prevailing time**

The Borough of Keansburg reserves the right to require a complete financial and experience statement from prospective bidders showing that they have satisfactorily supplied goods and/or services of the nature required before furnishing proposal forms or specifications, or before awarding the contract.

The right is also reserved to reject any or all bids or to waive any informality where such informality is not detrimental to the best interest of the Borough of Keansburg.

Bidders are required to comply with the current requirements of P.L. 1975, c127 NJAC 17:27 (Affirmative Action) and P.L. 1977, c.33 (Disclosure of Ownership). The successful bidder shall be required to comply with the provisions of the New Jersey Prevailing Wage Act, Chapter 150 of the Laws of 1963, effective January 1, 1964.

Bidders are required to comply with the requirements of P.L. 2004, C.57 (Business Registration). A copy of the bidder's Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue must be submitted with the proposal.

The Borough of Keansburg reserves the right to change the date and/or time of this bid opening in case of emergency or inclement weather. Any questions, please contact the Municipal Clerk's Office at 732-787-0215 x112.

**BY ORDER OF MAYOR AND COUNCIL OF THE BOROUGH OF KEANSBURG**

Thomas P. Cusick  
Municipal Clerk

**SPECIFICATIONS OF LEASE OF**

**KEANSBURG BEACH PAVILION  
1 BEACHWAY**

**2023**

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**Lease Property** Beach Pavilion, Baywalk East, Beachway, Keansburg.

North East corner of Main Street and Beachway

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**Leaser / Property Owner** The Borough of Keansburg  
29 Church Street  
Keansburg, NJ 07734

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**Facility**



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**Interior Space**

**Kitchen Space with Service Counter**

Includes Stove, Ansul Fire Suppression System, Refrigerator, Ice Machine and Prep Tables

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**Service/Stock Area**

Includes Wash Station and additional storage racks

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**Secondary Service Counter**

Service area only – no cooking equipment located in this area

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**Private Restroom**

Lavatory area separate from public use facilities

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**Storage Area**

Additional storage area with security gate

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**Shared Space**

Some sections of the building will be for the exclusive use of the Recreation Committee and Department of Public Works

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<b>Exterior Space</b>	<b>Women and Men’s Restroom</b>	Lavatory facilities access from exterior of Pavilion
	<b>Open Land – NOT available for Lessee use-</b>	Open land on North, East and South sides of the building are OFF LIMITS for Use
	<b>OPEN LAND – Usable</b>  <b>NOTE: This area is open for public use</b>	Open land directly West and to the front of the facility is available for use by Lessee and Lessee’s customers.  This area in NON-EXCLUSIVE and is available for use by the public
	<b>Picnic Tables and Picnic Area</b>	Lessee will have NON – EXCLUSIVE USE of the Picnic Tables and Picnic Area.  Members of the Public WILL ALSO have access to the Picnic Tables and Picnic Area and <b>need not be a patron</b> of the Lessee to use this public space.
<b>Lease Bid Lease Term Length</b>	<b>The successful Lessee may take possession of the facility on May 1, 2023</b>	Lessee is bidding for a one (1) year Lease Agreement for the Beach Pavilion Facility.  The Winning Bidder will also be allowed up to two (2) one-year consecutive renewals. These renewals are optional and may be rejected by either party.
	<b>The minimal bid rent / lease fee proposal acceptable is \$2,000 per month</b>  <b>NOTE: Monthly Rental Fees DOES INCLUDE Utilities</b>	Bidder’s are to bid on the amount of rental to be paid as note in the Lease Payment Schedule below
<b>Lease Payment Schedule</b>	<b>Rental Dues dates</b>	Rent shall be monthly, payable

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on:  
May 15, 2023  
June 15, 2023  
July 17, 2023 and  
August 15, 2023

If rental lease payment is not received as noted on the schedule above – Lessee will be considered in default.

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**Lease Security Deposit**

**Lessee will be required to make a security deposit**

Security Deposit will be equal to one and a half (1 ½) times the value of the successful lease/rent bid offer

Fee will be held in a municipal escrow account and will be returned to Lessee after a final inspection of premise at the end of the Lease Term

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**Lease Term**

This Lease period will Start on May 1<sup>st</sup> and End on October 14<sup>th</sup> of each year of Lease Agreement.

Lessee will accept the Pavilion in an “as is” condition.

Lessee will be expected to maintain and clean Borough owned equipment for the duration of the Lease Period

Lessee may bring necessary equipment to the facility as needed. Any equipment that requires new utility service, i.e. new gas line, new electrical service, *MUST* receive permission from the Borough *BEFORE* new utilities can be installed to the facility.

Facility must be left in a clean broom swept and mopped condition, including exterior area and restrooms.

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END OF LEASE CONDITION – Facility must be cleared of all non-Borough equipment at the end of the Lease season regardless if Lessee enters into the 2<sup>nd</sup> and 3<sup>rd</sup> year options.

An End-of-Lease Inspection of the Facility will take place to determine condition at end of lease. This inspection can be inspected to take place on or after October 14<sup>th</sup> of each lease year.

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**Lessee Permits**

**Mercantile License  
Board of Health License**

Lessee MUST comply with rules and regulations for Mercantile License and Board of Health.

Fees for Mercantile License and Board of Health License are to be waived.

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**On-Site Inspection for Bidders**

**Potential Bids will have an opportunity to inspect the facility PRIOR to submission of bids**

On-Site Inspections will be accommodated on:

Tuesday, March 14, 2023 at 10am

Tuesday, March 21, 2023 at 10am

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**Parking**

**Municipal Metered Lot**

The Successful Bidder will be given two (2) parking passes to accommodate parking in a Municipal Metered Lot

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**Pest Control**

The Borough will be responsible for contracting for pest control. Lessee MUST allow full access to Pest Control efforts.

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**Sanitation, Solid Waste and Recycling**

**Sanitation Schedule**

Solid Waste will follow the Monday / Thursday Schedule.

Recycling will be Wednesdays

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		Solid Waste will be picked up by the Department of Public Works
<b>Signage</b>	<b>Business and Advertising Signs</b>	<p>There will be <b>NO PERMANENT / TEMPORARY SIGNAGE PLACED ON THE BUILDING</b></p> <p>Lessee will welcome to make use of temporary pole style banners/flags on the leased grounds.</p> <p><b><i>ADVERTISEMENTS ON THE BAYWALK NOT ALLOWED</i></b></p>
<b>Security</b>	<b>Building Closure</b>	<p>The Lessee will be responsible to ensure that the facility is properly secured after each use.</p> <p>This will include the exterior bathroom areas when not in use by the Keansburg Recreation Committee for specified events.</p>
<b>Social Events</b>	<b>Anticipated Public Activities</b>	<p>Lessee will be aware of specific Special Events that will occur in the area of the Beach Pavilion.</p> <p>This shall include:</p> <p>Food Truck Festival May 20th</p> <p>Floatopia September 2nd</p> <p>Keansburg Day, September 30<sup>th</sup></p> <p>Movies on the Beach Tuesday nights in July and</p> <p>Beach Concerts Friday nights June 30<sup>th</sup> to September 1<sup>st</sup> (Rain Date)</p>



<b>Storage</b>	<b>Areas for the exclusive use by the Borough</b>	The Lessee will be made aware that certain areas of the facility will be for the exclusive use of the Borough of Keansburg.
<b>Sub-letting</b>	<b>Sublet Rule</b>	<p>The successful Lessee MUST have prior approval by the Borough <b>BEFORE</b> subleasing any portion of the rental space to any other entity.</p> <p>Subleasing will result in renegotiation of additional lease rental fees.</p>
<b>Succession</b>	<p>Provision is made that should the first Lessee decide not to continue the Lease Agreement for option years Two and Three, the Borough reserves the right to offer the terms of the successful lease agreement to the next responsible Bidder who had responded to the March 29, 2023 Notice to Bidders for the Lease of the Beach Pavilion.</p>	
<b>Walls</b>	<p>No holes may be placed in walls by staples, tacks, nails, etc. No tape, Velcro etc. may be used for decorations. Banner, balloons etc. may be used and tied. All allowable decorations shall be removed at the end of each business day.</p>	
<b>Restrooms</b>	<b>Exterior Public Bathrooms</b>	<p>Lessee will be responsible for the maintenance of the public restrooms during hours of operations</p> <p>The Borough of Keansburg will supply cleaning and restroom paper stock and soap</p>
<b>Weather</b>	<b>Weather related Closure</b>	<p>Lessee will be responsible to report to Ginger Rogan at 732-787-0215 x203 if the Lessee decides to close the Beach Pavilion due to inclement weather.</p>

# BIDDER'S SHEET

Keansburg Beach Pavilion Lease

**DUE BY SEALED BID**

11:00 AM LOCAL PREVAILING TIME – WEDNESDAY, MARCH 29, 2023

DELIVERED TO THE

KEANSBURG MUNICIPAL CLERK'S OFFICE

29 Church Street, Keansburg, NJ 07734

Name of Bidder:

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Bidder Address:

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Bidder City, State and Zip Code:

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Bidder Phone Number:

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Bidder's Proposed Monthly  
Rental Fee

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***Please check off days Lessee will be open for business at the Beach Pavilion Facility***

Proposed **Days** of Operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

***Please list the HOURS Lessee will be open for business at the Beach Pavilion Facility on each day indicated open for business***

Proposed **Hours** of Operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

In the case of two or more Bidders proposing the same Monthly Rental Fee, the first tie breaker will be determined by the days and hours of operation. The Bidder with the most days and hours of operation will be considered the winner of the Bid. If there is still a tie, only those Bidders will be asked to submit a revised Bid on Thursday, May 6, 2023.

Keansburg Beach Pavilion Lease

**DUE BY SEALED BID**

11:00 AM LOCAL PREVAILING TIME – WEDNESDAY, MARCH 29, 2023

DELIVERED TO THE

KEANSBURG MUNICIPAL CLERK'S OFFICE

29 Church Street, Keansburg, NJ 07734

## Mandatory Bid Items Checklist

*The following items MUST be included in the Sealed Bid at time of submission as noted above:*

<input type="checkbox"/>	Completed Bidder's Sheet
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<input type="checkbox"/>	Copy of New Jersey Business Registration Certificate
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*The following items MUST be submitted by Successful Bidder BEFORE May 1, 2023*

<input type="checkbox"/>	Copy of Certificate of Insurance (MUST INCLUDE GENERAL LIABILITY INSURANCE COVERAGE)
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<input type="checkbox"/>	Signed Lease Agreement
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<input type="checkbox"/>	Security Deposit for Lease
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