

Borough of Matawan
201 Broad Street, Matawan New Jersey 07747



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**NOTICE OF OPPORTUNITY TO SUBMIT INFORMAL QUOTES
FOR A COMBINATION BAIT, TACKLE, AND SNACK VENDING MACHINE
AT LAKE LEFFERTS**

Pursuant to **N.J. Admin. Code § 5:34-9.4**, the Borough of Matawan is seeking informal quotes from qualified vendors to install, operate, and maintain a combination vending machine offering bait, tackle, and snack items at or near Lake Lefferts.

This concession opportunity is intended to enhance recreational fishing activities and improve convenience for residents and visitors while also generating revenue to the Borough.

The Borough anticipates entering into a concession agreement that does not exceed the bid threshold as established by law.

SCOPE OF OPPORTUNITY:

- **Location:** Designated area at or near Lake Lefferts, to be determined in coordination with the Borough Administrator, Department of Public Works, and Recreation Department
- **Duration:** One (1) year with potential for renewal and expansion
- **Equipment:** Installation, operation, stocking, and maintenance of a combination vending machine capable of dispensing:
 - Bait (where permitted)
 - Fishing tackle and accessories
 - Pre-packaged snacks and non-alcoholic beverages
- **Utilities:** Vendor shall specify any electrical or other utility needs

REQUIREMENTS:

Vendor must:

- Be fully insured and provide proof of general liability insurance
- Comply with all applicable federal, state, and local regulations
- Obtain and maintain all required licenses and permits, including:
 - Monmouth County Health Department approvals (if applicable)
 - Any required food vending or handling licenses
 - Any NJDEP or local permits related to bait sales, if applicable
- Ensure all food and snack items comply with applicable health and safety standards
- Maintain the vending machine in a clean, sanitary, safe, and operable condition at all times
- Be responsible for restocking, servicing, and repairs

REVENUE SHARE REQUIREMENT:

- Proposals must include a revenue-sharing component payable to the Borough
 - Vendors shall propose either:
 - A percentage of gross sales, and/or
 - A minimum annual or monthly guaranteed payment, or a combination of both
 - The Borough reserves the right to audit sales records to verify revenue reporting
 - Failure to include a revenue-sharing proposal may result in disqualification
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SUBMISSION REQUIREMENTS:

Interested vendors are invited to submit:

- A brief business overview and relevant experience
- Description and specifications of the proposed combination vending machine
- Product list and pricing structure
- Proposed revenue-sharing structure with the Borough (required)
- Proposed service and maintenance schedule
- Proof of insurance and applicable licenses/permits, or a statement of intent to obtain them upon award
- Any relevant references

EVALUATION CRITERIA:

Submissions will be evaluated based on the following weighted criteria:

Evaluation Category	Weight
Quality and completeness of submission	25%
Experience and references	20%
Product offering and pricing	15%
Maintenance and service plan	15%
Revenue to the Borough / financial benefit	25%

DEADLINE FOR SUBMISSION:

Applicants must submit one (1) original hard copy and one (1) electronic copy of their proposal in a sealed envelope addressed to the Municipal Clerk of the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747, and received on or before Friday, May 8, 2026, at or before 11:00 AM.

The Borough shall not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit, or for submissions delivered to an incorrect location.

Deadline for submission: Friday, May 8, 2026, by 11:00 AM.