



**BOROUGH OF MATAWAN**  
**OFFICE OF THE BOROUGH ADMINISTRATOR**

**BOROUGH OF MATAWAN**  
**NOTICE OF OPPORTUNITY TO SUBMIT INFORMAL QUOTES**  
**FOR A HOT DOG CART CONCESSION 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 operate a **hot dog cart concession** at or near Lake Lefferts during the 2025 season.

This concession is intended to enhance the public enjoyment of Lake Lefferts and offer a convenient, family-friendly amenity to residents and visitors. The Borough anticipates entering into a concession agreement that does not exceed the bid threshold as established by law.

---

SCOPE OF OPPORTUNITY:

- **Desired 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:** Seasonal (Spring–Fall 2025), with potential for renewal, and expansion. Some blackout dates and times may apply due to Borough events and construction, and will be addressed in a formal agreement with the successful vendor.
- **Product Scope:** Hot dogs, snacks, non-alcoholic beverages, and related offerings.

---

REQUIREMENTS:

Vendor must be fully insured, hold all necessary food handling permits, and comply with all licensure, health, and safety regulations.

---

SUBMISSION REQUIREMENTS:

Interested vendors are invited to submit:

- A brief business overview and relevant experience
- Proposed menu and pricing
- Photos or description of the cart, wagon, truck, or similar setup

- Proof of insurance and applicable licenses/permits, or a statement of intent to obtain them upon award in a timely manner
- Proposed operating days and hours
- Any relevant references

---

EVALUATION CRITERIA:

Submissions will be evaluated based on the following weighted criteria:

<b>Evaluation Category</b>	<b>Weight</b>
Quality and presentation of submission	25%
Menu variety and pricing	20%
Experience and references	20%
Compliance with health/safety regulations	15%
Community connection and local presence	20%

---

DEADLINE FOR SUBMISSION:

All quotes and supporting materials must be submitted electronically to:

**Ryan L. Michelson, MPA**

Business Administrator

Email: [ryan.michelson@matawanborough.com](mailto:ryan.michelson@matawanborough.com)

**Deadline for submission: May 2, 2025 by 11:00 AM.**

---

**The Borough of Matawan reserves the right to reject any and all submissions and to waive any informality or technicality in the interest of the Borough.**