

City of Plattsburgh Request for Proposals

Concession Stand Vendor for 2026 Summer Season

The City of Plattsburgh proposes to enter into a license agreement with a commercial tenant for the use of **City Hall Place Vendor Space** (building map attached as Exhibit A) located at 17 City Hall Place, Plattsburgh NY. The license shall be for a **concession stand vendor** to be outlined in a license agreement between the City and the tenant. The City is seeking proposals from experienced operators for this concession.

The City of Plattsburgh seeks to enter into a license agreement with a term of one season, approximately May 24th to November 1st, 2026 with an option to renew the lease for a second season. Vendor requirements are listed below (Exhibit B).

Licensee Fee

In consideration of such a license, the City shall require a **minimum** license fee of two thousand dollars (\$2,000) per season. This license fee does not include cost of electricity or garbage removal which is the responsibility of the licensee. The City will provide water and sewer to the facility. Vendors shall include with their proposal the seasonal license fee they are prepared to offer the City for the use of the space with the understanding that no proposed license fee below \$2,000 will be considered by the City. A vendor's proposed license fee shall be an important consideration during the City's determination of which proposal provides the best overall value to the City.

Additional Fees/Costs

Tenants have the option for a seating area that would be at an additional cost per each parklet. Any additional updates needed to upfit the space, not currently listed in this proposal, would be at the expense of the tenant and must obtain prior approval from the Community Development Office. Tenant agrees to leave the current mural located on the back of the building as is.

Proposal Requirements

Interested parties shall include in their proposal what products and services they will provide, any prior, relevant experience they have in operating similar businesses, the dates they expect to be able to operate their business, including the number of operating days per week, during the 2025 summer season, and any other information pertinent to their proposal.

Full terms of the license will be documented in an agreement to be entered into between the City of Plattsburgh and the respondent whose proposal is deemed to be best aligned with the interests of the City. Proposals must be submitted via email to Andrew Durrin at durrina@cityofplattsburgh-ny.gov

All proposals must be submitted no later than May 5th, 2026 by 2:00pm.

Details about the Space:

- Size of Vendor Space: 17ft by 5ft
- Water hookup with small sink and water heater
- Electrical Hook Ups and Power: 5 basic outlets (120volt) and 1 240 volt outlet
- Other Amenities: The use of one bathroom for employees only (Not open for public use) as well as the use of a small storage area.
- Tenants are permitted to make cosmetic upgrades to the exterior and interior of the space with prior approval of the City and at the tenant's own expense.

Requirements of Vendors (upon award of the RFP):

- A certificate of insurance must be submitted to the City listing the City as additionally insured
- A valid Clinton County health department food permit must be submitted to the City
- Vendor must submit copy of Certificate of Authority to City
- Vendors are prohibited from selling alcoholic beverages or cannabis products
- Vendors should not sell any products that directly compete with products being sold by restaurants located on City Hall Place.
- Vendors must contain operations within the concession stand; seating is permitted in compliance with City code and regulations.

