

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CONSERVATION AND RECREATION
REQUEST FOR PROPOSALS FOR
MOBILE FOOD CONCESSIONS – MULTIPLE LOCATIONS
RFP # DCR 2026 600**

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Introduction

The Massachusetts Department of Conservation and Recreation (hereinafter “DCR”), in accordance with Massachusetts General Laws c. 132A, §§2D and 7, c. 92, §§ 33 and 37; the rules and regulations promulgated thereunder, including those at Titles 302 and 304 of the Code of Massachusetts Regulations, and all other enabling powers, as amended, is offering the opportunity to qualified individuals, corporations or business entities, whether for-profit or non-profit (hereinafter “Proposer”) to **operate, manage and maintain a mobile food and beverage concession featuring food and drink options at one or more of the locations listed below** as set forth in this RFP.

Minimum proposal amounts are set forth in the Mobile Site List. The winning Proposer(s) will, in return for the opportunity to conduct its business within the parks, remit to DCR an amount provided in its Proposal response following the terms and conditions required in this Request for Proposal (hereinafter “RFP”), Permit Agreement. Proposers may submit proposals for one location or multiple locations. Multiple proposals for any one proposal site will be evaluated and scored by the evaluation committee.

The successful Proposer shall, at a minimum, provide an organized, accountable, efficient, safe, clean and professionally staffed and maintained mobile food operation serving the general public during a minimum operating season from Memorial Day weekend through Labor Day weekend, commencing upon receipt of a Permit, and submission of all required items to DCR (insurance, first year permit fee, etc.).

The term for the use authorized herein shall be for a period of five (5) seasons beginning in Spring of 2027 and expiring at the conclusion of the summer season of the agreed upon term.

DCR is committed to offering a variety of food and drink options by permitted concessions, to enhance the experience of park visitors. This RFP requires an obligation to park visitors and to the Commonwealth that products sold under the awarded permits will provide good value and high quality at all times.

DCR is soliciting competitive proposals pursuant to a determination that such a process best serves the interests of the Commonwealth, DCR and the general public. DCR has the right to accept or to reject any and all proposals, to withdraw or amend this RFP at any time, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the Proposer any proposal prior to acceptance, and to waive any formality, all as the DCR in its sole judgment may deem to be in its and the public best interest. The decision of the evaluation panel and the Commissioner of DCR is final.

Consistent with Massachusetts Executive Order No. 619, DCR requires the successful Proposers to adapt to practices that will reduce the use of single-use plastic bottles such as the sale of beverages in environmentally preferable packaging (i.e., paper cartons or aluminum cans). Please make sure your menu for these items in your proposal reflects the same.

Proposal Process

Overview

A Site Visit is mandatory. Proposals received will be evaluated by a panel of DCR staff. Interviews or questions posed to Proposers may be held by DCR staff. The panel will recommend acceptance of a proposal based upon the results of its evaluation of competitive and qualifying proposals. When the successful Proposer has been chosen, the list of winning Proposers will be posted. Upon receipt of all required items a Permit will be issued. Should the winning Proposer fail to meet the requirements of the RFP or any other related DCR requirements, DCR may accept the proposal to the next available Proposer or withdraw the opportunity at any site altogether.

Site Visits

Proposers must arrange a date and time for a site visit with park staff. If Proposers are unable to reach the contact person, please refer to the contact site list and they may send an email to dcr.permits@mass.gov to make a site visit arrangement. **All Proposers must prove that they have visited the site by obtaining and submitting with their proposal a signature on the site visit verification as shown in the Proposal Submission Form.** All proposals shall be deemed to be made with full knowledge and understanding of the existing premises condition. Site Visits must be completed before the submission of a proposal.

Presentations and Interviews

Following a review of the submitted mandated items and proposals that are timely and otherwise properly submitted, DCR may conduct interviews with Proposers or send questions to Proposers. Interviews may be held by phone, but in-person is preferred. The purpose of any interview will be to clarify proposals and evaluate the qualities, expertise and operational concepts of the Proposer's proposal. No additional proposal material will be accepted at interviews.

Correcting, Modifying or Withdrawing Proposals

Proposal documents may be corrected or modified at any time **prior to the proposal due date** when the proposal packages will be opened. Modifications should be submitted in writing, sealed and marked in the same manner as the original proposal package. If a Proposer wishes to withdraw they may do so prior to the issuance of a Permit.

Mandatory Terms and Conditions; Permit Issuance

To commence operations, the winning Proposer must receive and sign a duly issued Permit in the form attached and posted with the RFP. Thereafter, the DCR will draft and the parties will execute a Permit Agreement that is based on the Draft Permit Agreement attached to this RFP document as attached. and the successful Proposer will become a Permittee. All provisions, conditions and terms herein are obligatory and enforceable during the permit agreement drafting process.

Permit Compliance and Performance

The DCR will periodically review the performance of the Permittee to ensure permit compliance. If the Permittee is found to be noncompliant with any term or condition, the DCR may suspend operations and/or terminate the agreement.

RFP Proposal Schedule

Site Visits must be completed by	Before submission of any Proposal
Proposals are due by and to be sent via e-mail to dcr.permits@mass.gov	September 28, 2026, by 4:00 PM
Notice to apparent winning proposers	TBD
Deposits, Insurance Certificates and any other required documents due	within ten (10) business days of notice to apparent winning proposer(s)
Finalized Permit and Placard will be issued by	TBD

Conflict of Interest

Any Proposer that is currently providing goods or services to the DCR as a vendor, consultant, contractor or subcontractor, or in any other capacity, should disclose all projects or contracts that the Proposer is performing for or entered into with the DCR, and the Proposer's plan to address and resolve such conflicts of interest, if any. The DCR reserves the right, in its sole discretion, to request additional information from a Proposer on potential conflicts of interest and to limit or prohibit the participation of any Proposer due to any conflict of interest. To the extent that M.G.L. c. 268A may be applicable, the Proposers and their officers, agents and employees shall be fully responsible for ensuring their compliance with the requirements of said chapter 268A.

No Personal Liability

No staff or employee of the Commonwealth or DCR shall be charged personally by the Proposer with any liability under any term or provision of the RFP.

Description of the Premises and Applicable Information

The locations currently available and suitable for mobile food concession operations are listed on the **SITE CONCESSION LIST**. Each location will be separately referred to as the "Premises." **Please note that at pools, beaches and spray deck locations, proposers must offer swim diapers for a reasonable fee**

The applicable Park or Pool Supervisor or DCR Manager reserves the right to designate the specific concession location. The Permittee shall comply with all requests of authorized DCR staff concerning placement of the concession vehicles or carts. All proposals shall be deemed to be made with full knowledge and understanding of the existing Premises condition. Proposers will be required to assess their need for equipment as well as the proper set up, security, storage, cleaning and removal of such equipment considering other uses and users of the park. Proposers should consider the security of such equipment. DCR will not be responsible for damaged or stolen equipment. Concessionaires are required to dispose of their own trash and to refrain from using DCR receptacles for waste or trash generated by the concessionaire and its sales. Concessionaires are also required to assist DCR in keeping the park clean from all trash whether or not generated by the concession packaging. If using any utilities at the site the Permittee is responsible for paying for utilities if any are available.

All potential Proposers are hereby notified that weather may affect the Permittee's sales. From time to time, weather-related and maintenance circumstances may require movement of the concession or in extreme cases closure of the park or pool. In addition, DCR may schedule special events or facilities or, due to other extenuating circumstances, limit the use of the park or pool by the Permittee. Said weather-related, maintenance, or special event circumstances will not authorize the awarded Permittee to take, without prior notice and written approval by the Commissioner of DCR or the Director of Parks, abatement of funds due (in the form of monetary reduction, extensions of contract term, or other self-directed forms) for any particular period, season or year.

Submission Requirements for Proposal

All proposals shall be in writing, in a legible format. The Proposer shall include all materials listed in the following sections. Any missing documentation or requested information will result in a reduction of points in the Proposer's score.

Description of Entity and Related Experience

1. Completed and signed Certificate of Compliance with State Tax Laws and with Unemployment Compensation Contribution Requirements (attached at the end of this document); and any other proof of tax compliance and good standing currently available.
2. Completed and signed Version 2022 Commonwealth W-9 Form (attached at the end of this document).
3. Documentation from an insurance company or properly licensed broker, authorized to conduct business within the Commonwealth, specifying that the Proposer is qualified to meet and obtain the insurance requirements specified herein and/or a current insurance binder.
4. A Site Visit Verification signed by DCR staff, confirming that Proposer visited the Premises during the RFP period (See Site Visit Verification form below).
5. Proof of Serve Safe and Allergen Training.
6. A list of the names and addresses of all principals who have more than a one percent (1%) financial interest in the business entity.
7. A description and history of the related experience of the entity and of the principal parties.
 - a. Resumes or experience information of the principals.
 - b. Two (2) written business references from past clients or entities for which similar services have been provided (including contact names, addresses and phone numbers).
8. A list and comprehensive explanation of all job descriptions for all anticipated operating personnel and staff members. Proposer is responsible for obtaining background check information from the Massachusetts Criminal History and Sexual Offender Registry Boards.

Description of Services to be Provided

1. A detailed written description of the services to be offered, including menus and price lists that reflect a substantial selection of food and beverage choices, and including proposer will offer the sale of swim diapers for those concessions operating near a swimming pool locations, spray decks and beaches.
2. A written description of the overall vision of the concession and how it will enhance the visitors' experience (part 1); multiple interior and exterior photographs of any and all concession vehicles demonstrating appropriateness for the park environment (part 2); and proof of satisfactory sanitary conditions for each vehicle or cart (part 3).
3. An operating schedule, including the hours, days and weeks of operation, satisfying at least the minimum operating schedule and operating season as described herein.
4. Planned hours of attendance, visits, and staffing each location.
5. Proof of proposers detailed, comprehensive, and auditable cash management plan, including proof of bookkeeping system or support person.

Financial and Budget Information

1. A proposed budget, including all operating costs (including, but not limited to, itemization of costs for the permit fee, expenses, labor and materials) for the 5-year Permit period.

Compensation to the Commonwealth

1. Proposals which do not meet said minimum proposal may automatically be disqualified and rejected. **Proposers should list their proposed compensation to the Commonwealth on the Proposal Submission Form.**
2. Compensation to the Commonwealth as detailed in the Proposal Submission Form.

Rule for Winning Proposal and Evaluation Criteria

When formally evaluated by a DCR Proposal Evaluation Committee, the minimum number of points which are acceptable out of the possible 100 points is 50 points. The DCR will consider food offerings, monetary compensation, and overall service and presentation to the public.

Mandates	Range of Points
Description of Entity	0-15
Description of Services to be Provided	0-25
Financial, Budget	0-20
Compensation	0-40
Interviews	NO POINTS
Total Points 100	

Submission Information

Proposals must be delivered via e-mail to the following **EXACT Address:**
DCR.PERMITS@MASS.GOV

Please make sure your proposals have the following listed on them:

Department of Conservation and Recreation

ATTN: Director - RFP # DCR 2026 600

Proposals must be received at the above e-mail address by
4 p.m. September 28, 2026

Site Visit Sign Off

A visit to the Premises is **MANDATORY** for each Proposer during the proposal period. A site visit to the Premises should be arranged with the DCR Park Supervisor or District Manager. If Proposers cannot attend on any specified date, they must arrange an alternate date and time with DCR Staff. All Proposers must prove and certify that they have visited the site by obtaining and submitting the site visit verification with their proposal.

ATTACHMENT A – Certificate of Compliance

CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS AND WITH UNEMPLOYMENT COMPENSATION CONTRIBUTION REQUIREMENTS

Pursuant to Mass. Gen. Laws c. 62C, §49A and c. 151A §19A, I, _____

_____, authorized signatory for

_____ whose principal place of business is at

do hereby certify, under penalties of perjury, that _____

has, filed all state tax returns and paid all taxes as required by law and has complied with all state laws pertaining to contributions to the unemployment compensation fund and to payments in lieu of contributions.

The Business Organization Social Security Number or Federal Identification Number is

_____.

Signed under the penalties of perjury this _____ day of _____ 2026.

Signature: _____

Name and Title: _____

ATTACHMENT B – 2022 Form W-9 (use this year form only)

► Online instructions at: macomptroller.org/wp-content/uploads/instructions_w-9.pdf

1 Business name/Taxpayer (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name/dba, if different from above.	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) 	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on Page 4): Exempt payee code (if any): Exemption from FATCA reporting code (if any): <i>(Applies to accounts maintained outside the U.S.)</i>
5 Legal Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 Remittance Address (if different from Legal Address)	

Part I	Taxpayer Identification Number (TIN)
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Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, on Page 5. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, on Page 5.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number to Give the Requester* for guidelines on whose number to enter.

Social security number

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or

Employer identification number

		-							
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DUNS Number _____
Please confirm with the state agency if this is required for vendors receiving federal funds.

Unique Entity Identifier (SAM)
As of April 4, 2022, all vendors that receive federal grant funds must submit their Unique Entity Identifier registered in the System of Awards Management (SAM).

Part II	Certification
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Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You check the following box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, on page 5.

☐ Item 2 does not apply.

5. I am an active Commonwealth of Massachusetts state employee: (check one) ☐ Yes ☐ No

If yes, I certify compliance with the Massachusetts State Ethics Commission requirements at <https://www.mass.gov/ethics>.

Sign Here	Signature of U.S. person ▶	Date ▶