

**BOROUGH OF KEYPORT
REQUEST FOR PROPOSALS
Recreation Program Services**

The Borough of Keyport is soliciting proposals for the following programs and activities:

- Yoga Classes at Waterfront Park
- Pilates Classes at Waterfront Park
- Tai Chi Classes at Waterfront Park
- Zumba Classes at Waterfront Park
- Chess Club Instruction
- Community Historical Presentations/Discussions
- Other youth or adult programs

The Borough invites individuals with specialized skills focused on benefiting the community and engaging positive participation to submit proposals for other programs and activities.

Proposals must include the following

1. Type of program/activity to be provided.
2. Frequency & duration of proposed program/activity: day(s) of the week, start time, duration, start and end date; and preferred day & dates.
3. Proposed address/location of service (e.g. waterfront lawn, promenade, etc.)
4. Maximum number of participants per session.
5. Rain policy. For outdoor events it is preferred to have a rain date or extension of service if weather postponements occur.
6. Proposed fee structure with the consideration that we are offering this as a service to the community at a low or reasonable cost.
7. Proposed curriculum if applicable.
8. Proposed marketing plan.
9. Brief statement of related experience and qualifications providing the proposed program/activity together with the number and names of staff.
10. Three (3) professional references.

All proposed programs and activities shall be conducted in accordance with the following:

- Proposed program/activity shall be open to all residents of the Borough of Keyport.
- Proposed program/activity shall begin no earlier than June 15, 2022 and shall not continue past November 1, 2022.

- A New Jersey Business Registration Certificate (BRC); proof of Workers Compensation insurance, if applicable, and a certificate of insurance which names the Borough of Keyport as an additional insured will be required prior to the commencement of any program or activity.
- Fingerprint/criminal history record checks, at the expense of the provider, are required for all personnel.
- All programs/activities shall be provided under the direction of the Borough Administrator.
- The Borough of Keyport reserves the right to decline or discontinue any program for any reason.

Submit proposals no later than 11:00 AM on May 27, 2022 to:

**Borough Clerk
70 West Front Street
Keyport, NJ 07735**

All inquiries should be directed to the Borough Administrator by email to administrator@keyportonline.com