

**TOWN OF GLASTONBURY  
PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE  
RPGL-2015-10**

The Town of Glastonbury is accepting proposals from qualified individuals or firms to provide catering services at The Glastonbury Boathouse, 252 Welles Street, Glastonbury.

There will be an optional pre-proposal meeting held at The Glastonbury Boathouse, 252 Welles Street, Glastonbury, CT 06033 on **October 28, 2014 at 10:00 am**.

Interested firms should request the proposal instructions and details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033, or via the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).

Responses to the Proposal must be submitted to the Purchasing Agent no later than **November 19, 2014 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone  
Purchasing Agent

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## SECTION I - GENERAL INFORMATION

### Purpose

The Town of Glastonbury will begin accepting bookings of private events at its new facility, The Glastonbury Boathouse (“Boathouse”) at Riverfront Park on or about December 2014. The Town is seeking to contract with several (3-5) Approved Caterers to provide a range of menu options for guests at the venue, while also providing additional revenue to the Town. The intent of this RFP is to award a three (3) year contract term, with the opportunity for renewal upon mutual agreement to the selected Approved Caterers whose proposals best conform to this RFP and which are deemed to be in the Town’s best interest.

### Background

Phase II of the Town of Glastonbury Riverfront Park opened for public use on September 27, 2014. Located in the heart of Glastonbury on banks of the Connecticut River, the park includes a public boat launch, children’s playground, playing fields, scenic fountain and the Boathouse. Featuring panoramic views of the Connecticut River and an elegant banquet hall, the Boathouse is sure to become one of Connecticut’s premier event venues.

The first floor of the Boathouse will be used for boat storage and as headquarters of the Glastonbury High School Crew Teams. The second floor is reserved for private event rentals and includes the following spaces:

1. Banquet Hall – Capacity of 150 for seated dinner with dance floor, 300 for classroom style meeting. (See **Attachment C** for floor plan)
2. Caterer’s kitchen (See **Attachment D** for inventory)
3. Covered Observation Deck
4. Private Room for bridal party/event host
5. Restrooms
6. Elevator

The facility also has an outdoor area for tented events, and a lower patio including a covered pavilion for wedding ceremonies. Catering and bar services will be limited to the Banquet Hall, Observation Deck and designated tent areas.

The Town will accept event bookings year-round, at any day and time, pending availability (see **Attachment E** for available rental spaces and pricing.) All event bookings shall be made directly between the client and the Town. As there are many other activities that take place in Riverfront Park, there may be blackout dates for Boathouse Events. Town staff will do their best to ensure that there are no major conflicts when booking events and to ensure adequate parking. Caterers and clients must be aware of the shared use of the park and parking lot. Options for the provision of valet parking and/or offsite parking with a shuttle will be considered when parking demand exceeds capacity.

## **SECTION II- SCOPE OF WORK**

### **Caterer's Services**

1. Provide catering services and bartending services for events at the Boathouse as requested.
2. Provide high-quality and diverse menu options for a variety of price points.
3. Provide the appropriate staffing for events.
4. Coordinate rentals of linens, table settings, etc.
5. Set-up and break-down of events (including tables and chairs.)
6. Maintain cleanliness of the facility during and after events.

### **Fees**

The fees payable to the Town by Approved Caterers shall be comprised of a one-time \$500 payment, plus a minimum of 6% gross revenues of all food and beverage (including alcohol) revenues. Caterers may offer a higher percentage than 6%. Although the percentage offer will be considered in the overall selection process, it will not be the sole determining factor. The \$500 shall be payable on the date that the contract commences. Percentage of gross revenues will be payable on a monthly basis. Approved Caterers will pay a security deposit of \$2,000 at the commencement of the contract and are required to maintain a security deposit of \$2,000 throughout the term of the contract.

By 5:00 p.m. on the fifth business day of the month, Approved Caterers will submit to the Town copies of the final client contract and invoice for each event held at the Boathouse within the previous calendar month. The client contract and invoice shall serve as documentation to support the percentage of gross revenues submitted as payment to the Town; payment shall be submitted with the documentation. The Town reserves the right to conduct additional audit procedures on Approved Caterers.

### **Operations and Maintenance**

Approved Caterers shall maintain the cleanliness of catering areas throughout events and return catering areas to the Town in the same condition as upon arrival. The Approved Caterer shall keep the catering area free of litter, trash and debris at all times during events. All trash shall be removed from the Boathouse in suitable containers by the Approved Caterer; this includes any requirements for recycling in compliance with state and local regulations. The kitchen must be thoroughly cleaned at event close, including sinks and drains. The Town shall have the right to conduct inspections of the catering area at any time to determine whether

Approved Caterers have preserved the maintenance and cleanliness of the catering area. The Town will inspect the catering area at the beginning and end of an event. Any cleaning and maintenance costs identified will be deducted from the Approved Caterer's security deposit. Each Approved Caterer is required to maintain a security deposit balance of \$2,000 and to pay any cleaning and maintenance costs that exceed the security deposit balance.

**Designated Hours of Operations are 7:00 a.m. – 12:00 a.m., Sunday – Saturday.**

Event hours will be coordinated to allow caterers ample time for set up/breakdown, clean up in between or following events.

**Considerations**

In selecting the Approved Caterers, the following will be taken into consideration: The ability, capacity or skill of the Caterer to perform the contract or provide the service required; whether the Caterer can perform the contract or provide the services promptly or within the time specified; the character, reputation, experience, and efficiency of the Caterer; the quality of performance of previous contracts or services; the quality and availability of the supplies and equipment necessary to perform the contract.

Only Approved Caterers will be permitted to provide food and beverage service at the Boathouse. The Town intends to designate not more than five Approved Caterers.

The Town reserves the right to waive the foregoing exclusive catering requirement in the event that "ethnic" or "Kosher" foods cannot be provided by any of the Approved Caterers, or as deemed in the Town's best interest. In the event that a non-Approved Caterer is required, the renter will be required to pay an additional fee to the Town. Non-approved caterers may also be utilized in the event that the Approved Caterers are not available for a particular event or date. Any non-approved caterer shall comply with all requirements herein and in addition shall be required to submit a copy of their menu for review by the Glastonbury Health Department. This review shall include compliance with the onsite kitchen equipment to ensure the safe preparation, holding and service for the specific food.

Dates must be booked directly between the client and the Town. The Town will provide the client with the list of Approved Caterers. The client must inform the Town of their chosen Caterer no less than 60 days prior to event. The Town will confirm the booking with the Caterer detailing event hours and set-up time. Caterers on the premises outside of these hours may be subject to financial penalties, including but not limited to a fine of \$500 and forfeiture of security deposit. The Town is not responsible for items left on the premises by the Caterer, vendors, the client, or the general public.

Approved Caterers shall be responsible for the complete set-up and break-down of event, including tables and chairs owned by the Town and stored at the facility, and rental items. Event set-up must adhere to floor plans provided by the Town, in accordance with Fire Marshall regulations. Rentals should be delivered at the start of the event and picked up at the close of

their event, unless the Town is able to accommodate other arrangements. Special requests for early drop-off or overnight storage must be made with the Town at least two weeks in advance, and are not guaranteed. The Town of Glastonbury takes no responsibility for items left at the facility for rental/event use. Town staff will not sign delivery/pickup paperwork. Approved Caterers agree to return all Town equipment to the appropriate storage, and to remove all Caterer/rental equipment at close of the event.

Approved Caterers shall prepare and serve food only in designated areas.

The Approved Caterer shall employ and maintain sufficient staff to properly and adequately serve the client at all times.

Approved Caterers shall require that their employees wear uniform work clothing with Approved Caterer's identification thereon. Work clothing shall be subject to the prior written approval of the Town and shall be kept neat and presentable at all times.

The Town reserves the right to require the Approved Caterer to remove any employee from working in the Boathouse who is displaying improper or disorderly conduct.

The Approved Caterer shall dispense all food and beverages in or on suitable containers or plates.

The Approved Caterer shall not install any permanent equipment or appliances in the catering area. Rental equipment/appliances or any advertising matter will require written Town approval.

Each Approved Caterer shall, throughout the term of its contract, maintain on file with the Town a current selection of menus and pricing. The Approved Caterer may change menus and/or pricing at any time, but must first submit proposed revisions to the Town for approval. Menu substitutions shall be subject to an additional review and approval by the Town of Glastonbury Health Department to ensure the safe preparation, holding and service for the proposed food changes. The Caterer can and should be able to create custom menus outside of these offerings at the client's request.

The Approved Caterer is expected to provide all necessary equipment, staff, and incidentals required to successfully execute the contract. Approved Caterers shall be solely responsible for the procurement and cost of all supplies and consumable items required for the meal preparation and service. The Town will provide kitchen appliances (see **Attachment D**), restroom supplies, and other building supplies (i.e. replacement light bulbs.) Any equipment or appliance rentals must be approved by the Town.

At all times during the term of the contract, the Approved Caterer shall:

- Maintain at no expense to the Town all required State, Town and other permits and licenses; including business, restaurant and liquor license; and any health related permits or licenses in compliance with any applicable Town Ordinances.
- Provide the following information annually for review by the Town of Glastonbury Health Department:
  - A copy of the food service license from the caterer's town of origin
  - The caterer's last two inspection reports.
  - Copies of Qualified Food Operator (QFO) certificates for two staff members.
- A current Certificate of Insurance on file with the Town maintaining: Worker's Compensation, Comprehensive Liability and Property Damage insurance in appropriate amounts, including liquor liability, naming the Town as additional insured. (Refer to Insurance section of this document.)
- Be responsible for the payment of all taxes applicable to the Catering operations. The percent of gross revenues due to the Town shall be based upon the Caterer's gross sales prior to the payment of any taxes.

Approved Caterer must provide evidence of above items.

The Town reserves the right at any time, for cause, to terminate the contract of an Approved Caterer.

### **SECTION III – SUBMISSION OF PROPOSAL**

#### **MINIMUM REQUIREMENTS**

- Respondent will be licensed by the State of Connecticut to perform the work required and involved.
- Respondent shall have an assigned manager to oversee this work and act as liaison to the Town.
- Respondent shall demonstrate sufficient staff resources to perform the work.
- Respondent shall have a minimum of 3 to 5 years of demonstrated experience in catering for a diverse portfolio of clients and events.

#### **TERM OF SERVICE**

The selected firm will be expected to commence services within ten (10) days of contract execution or on such other schedule as mutually agreed to with the Town. An initial term of not less than three (3) years is contemplated with the option to extend by mutual agreement between the Town and the Approved Caterer. The Town will, however, consider other terms proposed by the Respondent.

## SITE INSPECTION

An optional pre-proposal tour and site inspection is scheduled for **October 28, 2014 at 10:00 a.m.** at the Boathouse, 252 Welles Street, Glastonbury, CT 06033. Respondents are strongly encouraged to attend.

## PROPOSAL INSTRUCTIONS

By submitting a proposal you represent that you have thoroughly examined and become familiar with the Scope of Work outline in this RFP and you are capable of performing the work to meet the Town's objectives.

All firms are required to submit 1 (one) **clearly marked original** and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, and 2155 Main Street, Glastonbury, CT 06033 by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR PROPOSAL  
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE  
RPGL-2015-10  
November 19, 2014  
Time – 11:00 AM**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

1. Table of Contents, to include clear identification of the material provided by section and number.
2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name and telephone number of person(s) to be contacted for further information or clarification.
4. Copy of State of Connecticut license to perform the work required and involved, if required.



5. A background statement including a description of relevant experience of the firm/individual submitting the proposal. Include regular volume of events, size/type of events, venues, etc. Name of assigned project manager and a list of staff members who would be involved with the catering services including their assigned roles and a description of their background and experience.
6. Respondent shall provide a list of 3-5 references of similar catering assignments (both past and current) successfully completed with the last five (5) years with the contact name, address and telephone number of the owners' representative in each assignment.
7. A listing of any business partners, subcontractors, or pertinent industry relationships that will be used to provide services, ie. rentals, bartending , bakery, etc.
8. A listing of venues where you regularly provide catering services, and any current or previous venues where you had exclusive catering rights.
9. Proposed percentage payment or revenue sharing arrangements with the Town.
10. Proposed menu options and pricing for the following (Please explain pricing strategy):
  - Plated Wedding Dinner
  - Buffet Wedding Dinner
  - Buffet Dinner (non-wedding)
  - Lunch Buffet
  - Hors D'oeuvres
  - Bar (Full Open Bar, Open Beer/Wine Bar, Cash Bar – include brands)
  - Breakfast and "coffee and..."
11. Brief inventory of owned catering supplies (i.e. glassware, plates, flatware, coffee urns, etc.)
12. Description of legal actions filed for or against the Caterer within the last three years, including bankruptcy filings.
13. Estimated time frame from award to contract that would be required to begin operations.
14. Describe your company's current/ongoing marketing strategy including advertisements, promotional events, web/social media, etc.
15. Proposed marketing plan for rental of the Boathouse, and vision for establishing the Boathouse as a premier event venue. Outline your plan and timeline for the marketing of the new venue. Including specifics regarding:

- a. The role of third parties, such as the Glastonbury Chamber of Commerce, referral sources, and other area connections.
  - b. Any promotional events you would propose to launch the venue.
  - c. Development of printed promotional materials
  - d. Advertising
  - e. Website development
  - f. Integration of the Boathouse venue with your own marketing materials
  - g. Demographics and target markets.
16. Describe any similar previous experience with developing, promoting, or managing venues for which you were a preferred Caterer.
17. Describe how you will support promotional events held at the Boathouse, or contribute to promotional events and efforts.
18. Describe how many events per week/month/year that would you expect to cater at the Boathouse, and what type of events and how you plan to integrate these events with other activities that may be going on in the park at the same time.
19. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
20. Proposal Response Form (**ATTACHMENT A**).
21. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
22. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal

23. The Respondent agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful Respondent.
24. Statement of Non-Collusion (**ATTACHMENT B**).
25. Any technical questions regarding this RFP shall be made in writing and directed to Kristen Michaels, Event and Banquet Facility Manager, via e-mail at [kristen.michaels@glastonbury-ct.gov](mailto:kristen.michaels@glastonbury-ct.gov). Administrative questions should be directed to Mary Visone, Purchasing Agent at 860-752-7588 or by email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov).

All questions, answers and/or addenda, as applicable will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

Note: Responses to requests for more specific contract information that is contained in the RFP shall be limited to information that is available to all offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

26. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

## EVALUATION CRITERIA

- The Town of Glastonbury shall select the most responsible and responsive proposals which are determined by the Town to be the best suited and most advantageous to the Town on the basis of the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFP. The following factors will be considered by the Town when evaluating proposals:
  - Licensed by the State of Connecticut to perform the work required and involved.
  - Experience and proposal of individual/firm, including experience in diverse catering services; and demonstrated sufficient staff resources to perform the work.
  - Quality, diversity, and suitability of proposed menus and services offered by the Caterer for Boathouse events; including those that are subcontracted.
  - Proposed percentage payment to the Town.
  - References
  - Proposed marketing plan and timeframe for beginning operations.
  - Responsiveness and completeness of the proposal response.
  - Understanding of project scope.

## SELECTION PROCESS

- This Request for Proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for any additional services, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.
- A Town Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in the RFP. The Committee will then short list the specific firms whose statements best meet all criteria required and may conduct interviews with these firms. Upon completion of all interviews, the Selection Committee will forward to

the Town Manager, a list of firms recommended for further consideration. Interviews are at the option of the Selection Committee and may or may not be conducted.

- Based on the results of the interview process, the Town Manager or his designee will review the Scope of Services, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.

**TIMELINE**

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

<b>Publicize RFP</b>	<b>October 20, 2014</b>
<b>Optional Pre-Proposal Meeting</b>	<b>October 28, 2014 at 10:00 AM</b>
<b>RFP Due Date</b>	<b>November 19, 2014 at 11:00 AM</b>
<b>Shortlist of Submittals Received</b>	<b>November 25, 2014</b>
<b>Interviews with Top Respondents</b>	<b>TBD</b>
<b>Contract Effective Date</b>	<b>TBD</b>

**INSURANCE**

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the contract the following insurance coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability, Liquor Liability, and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers Approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer’s Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal

- and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided

4) Umbrella (Excess Liability):

- \$1,000,000 Occurrence/\$1,000,000 Aggregate

5) Liquor Liability:

- \$1,000,000 Occurrence/\$1,000,000 Aggregate

The limits and coverage listed above are minimums and additional limits and/or coverage may be required by the Town depending on the event.

The Respondent shall direct its Insurer to provide original, completed Certificates of Insurance to the Town prior to issuance of contract. The awarded Respondent(s) will be responsible to provide written notice to the Town 30 days prior to cancellation of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability, Liquor Liability, and Auto Liability policies and Waiver of Subrogation on the General Liability policy, Auto Liability and Workers Compensation policies. The Respondent shall provide the Town copies of any such insurance policies upon request.

### **Indemnification**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

**ATTACHMENT A  
PROPOSAL RESPONSE PAGE**

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL**

**RPGL # 2015-10**

**DATE ADVERTISED Oct. 20, 2014**

**DATE/TIME DUE Nov. 19, 2014 @ 11 AM**

**NAME OF PROPOSAL**

**CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE**

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_

It is the responsibility of the respondent to check the Town’s website for any Addenda before submitting the proposal.

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury’s Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

\_\_\_\_\_  
**Type or Print Name of Individual**

\_\_\_\_\_  
**Doing Business as (Trade Name)**

\_\_\_\_\_  
**Signature of Individual**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number / Fax Number**

\_\_\_\_\_  
**E-Mail Address**

\_\_\_\_\_  
**SS # or TIN#**

(Seal – If proposal is by a Corporation)

Attest

**ATTACHMENT B**

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE  
RPGL-2015-10**

**NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

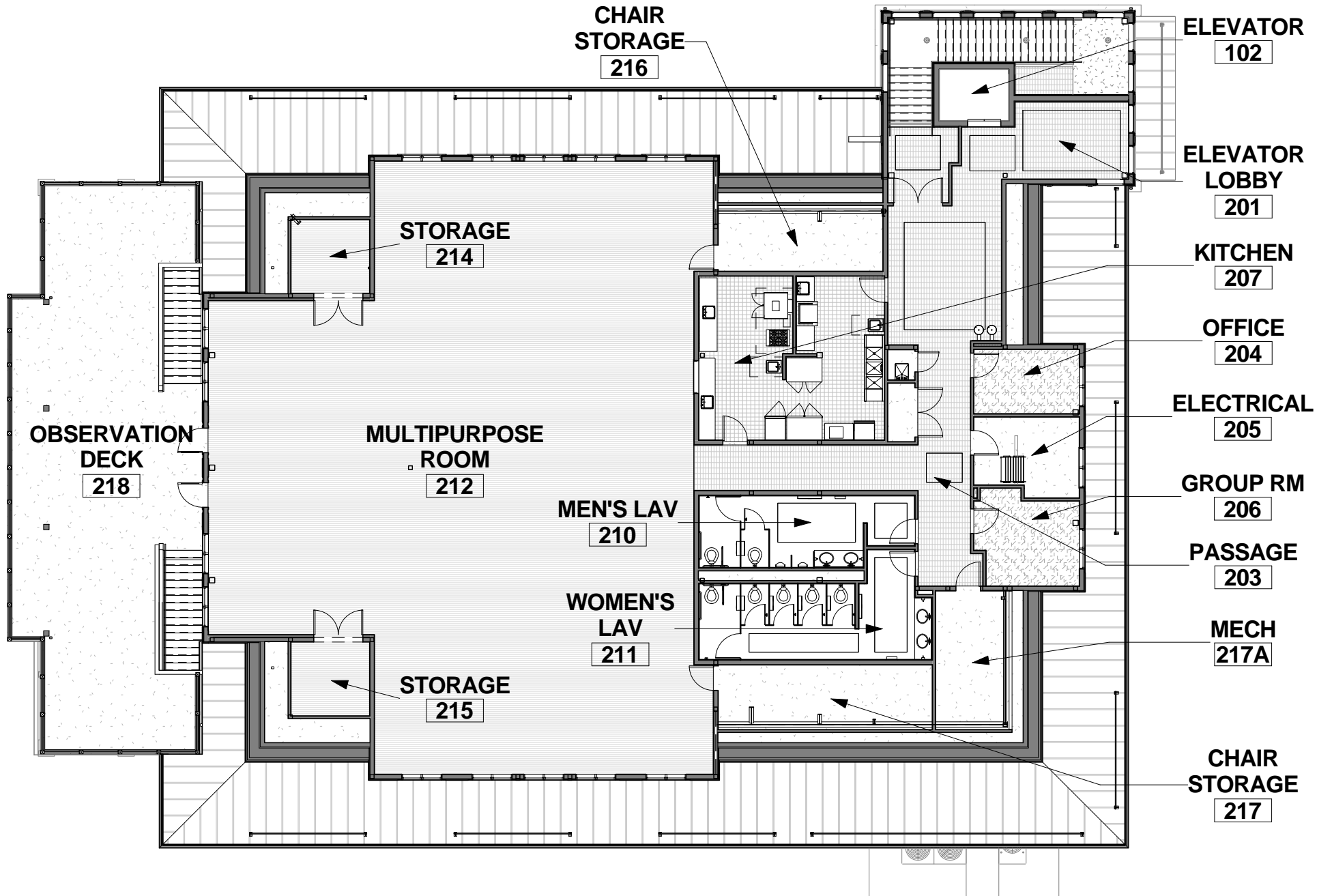
Address: \_\_\_\_\_

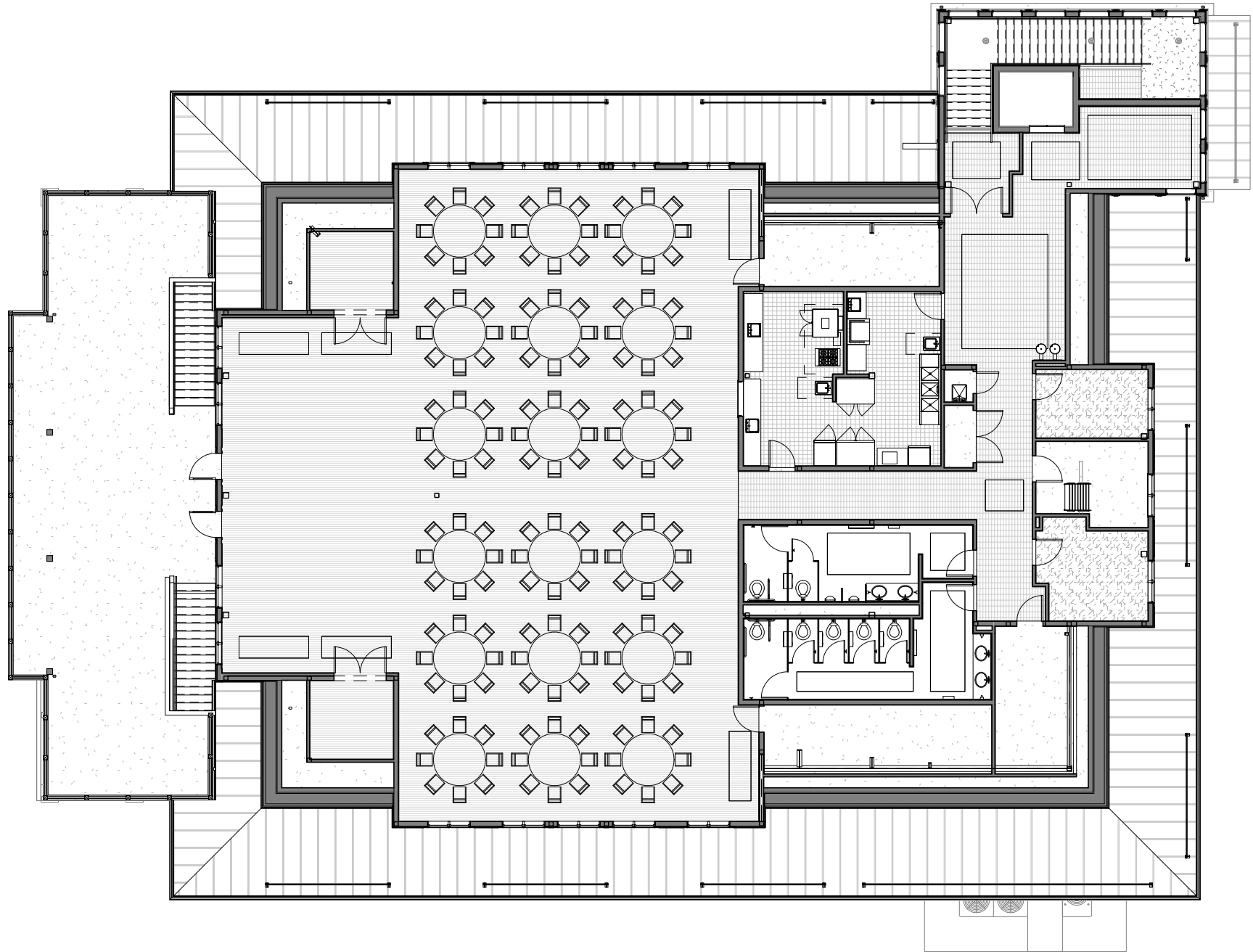
\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_







NORTHEAST  
COLLABORATIVE  
ARCHITECTS

# GLASTONBURY BOATHOUSE

DATE: 09/18/14

SCALE: 1/16" = 1'-0"

# A3

**The Glastonbury Boathouse  
Kitchen Inventory**

Microwave Oven  
Dishwasher (with 12 Dish Racks)  
Reach-In Freezer (1 Section)  
Reach-In Refrigerator (2 sections)  
Warming Cabinet (2 sections - hold 8 trays each)  
Convection Oven  
24" Range with 4 Open Burners  
Ice Machine  
2 Single Compartment Sinks  
1 Triple Compartment Sink  
2 Pre-Rinse Faucets  
2 Hand Washing Stations

**GLASTONBURY BOATHOUSE  
PRICING MODEL  
July 22, 2014**

Monday-Friday 7:00 a.m. – 4:00 p.m.	<b><u>Monday-Thursday</u></b> \$675 (4 hours) \$900 (6 hours) \$150 (extra hour)	<b><u>Friday</u></b> \$675 (4 hours) \$900 (6 hours) \$150 (extra hour)
4:00 p.m. – midnight	<b><u>Monday-Thursday</u></b> \$1,125 (4 hours) \$1,575 (6 hours) \$200 (extra hour)	<b><u>Friday</u></b> \$1,350 (4 hours) \$1,800 (6 hours) \$200 (extra hour)
Saturday/Sunday/Holiday	\$2,850 (4 hours) \$3,850 (6 hours) \$300 (extra hour)	
Outdoor Tent (space rental)	\$750	

Miscellaneous Charges  
(Market Rates as applicable)

- Additional set-up – estimated \$75/hour
- Insurance – per Insurance Agent of Record
- Ceremony/rehearsal – estimated \$125/hour
- Security deposit – estimated \$500 subject to event
- Non-approved caterer – estimated \$500-\$750 subject to event and relationship to “lost” commission
- Other – as applicable to market

Miscellaneous

- Room rental rates increase 5%-10% for events to be held January 1, 2016 or later
- Holiday rate - New Year's Eve \$5,000 (until 1:00 a.m.)
- Reservations for 2 hour events on Saturdays, Sundays and holidays only available 60 days or less prior to event

Note: For the Event/Banquet/Meeting Facility, the Town Manager is hereby authorized to adjust the pricing model for the January 1<sup>st</sup> to March 31<sup>st</sup> period, short booking window events of less than 60 days and reservations for less than 4 hours, as applicable, to recognize market conditions.