

**TOWN OF GLASTONBURY  
PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE  
RPGL-2020-05**

**DUE DATE AND TIME: DECEMBER 11, 2019 by 11:00 AM**

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 **December 2, 2019 at 11:00 a.m.**

Interested individuals and firms should request the proposal instructions and details from the Office of the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033-6523 or via the Town's website [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Responses to the Proposal must be submitted to the Purchasing Agent no later than the time and date indicated above. **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 is seeking to contract with three to five (3-5) Approved Caterers to provide a range of menu options and event coordination for guests at The Glastonbury Boathouse, 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

The Glastonbury Boathouse has been in operation since May 1, 2015. In that time, the Boathouse has quickly established itself as one of the premier event and wedding venues in the Harford area. In 2018, 34 weddings and 57 other private events were held at the Boathouse. Currently, 52 weddings have been booked for 2019 and 48 for 2020.

The Boathouse is situated on the picturesque grounds of Riverfront Park. The first floor of the Boathouse is 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 a large waterfront patio on the park grounds for wedding ceremonies. Catering and bar services will be limited to the Banquet Hall and Observation Deck.

The Town will accept event bookings year-round, at any day and time, pending availability (see **Attachment E** for available rental spaces and current 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 event coordination services for all events, including wedding receptions and ceremonies.
3. Provide high-quality and diverse menu options for a variety of price points.
4. Provide the appropriate staffing for events.
5. Supply all necessary event equipment (i.e. linens, table settings, etc.)
6. Set-up and break-down of events (including tables and chairs.)
7. 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 commission payment of \$750\* payment per wedding event, and a minimum 6% commission of gross revenues earned from non-wedding events, before tax. The \$500 shall be payable on the date that the contract commences. Commission payments will be payable on a monthly basis. Gross revenues shall include all food and beverages including alcohol, labor/service fees, rentals, etc. 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. Caterers may propose alternative commission structure or revenue sharing arrangements for consideration by the Town.

\*Wedding commission shall be subject to an increase of up to 10% per year.

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 by 4:30 p.m. on the 10<sup>th</sup> of the month. The Town reserves the right to conduct periodic audit procedures on Approved Caterers. Caterers shall be required to provide accounting statements upon request.

## **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 promptly within the time specified; the character, reputation, experience, and efficiency of the Caterer; the quality of performance of previous contracts or services (including services provided to the Town of Glastonbury); the quality and availability of the supplies and equipment necessary to perform the contract.

Approved Caterers will be given the first opportunity to provide food and beverage services at the boathouse for non-weekday events. The Town intends to designate up to 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, in the event that Approved Caterers are not available for a particular event or date, or as deemed in the Town's best interest. Weekday meetings will not be exclusive to any of the Approved Caterers and clients shall be permitted to arrange for prepared foods and nonalcoholic beverages from others.

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 or caterer must inform the Town when catering services have been contracted no less than 60 days prior to event. The Town will confirm the booking with the Caterer detailing event hours, set-up time and clean-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.

At all times during the term of the contract, Approved Caterers shall be responsible for the following:

- 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 be approved by the Town, in accordance with the Fire Marshall regulations. Effective January 1, 2021, the Town will not accept rental deliveries placed by caterers and/or clients. The Town will coordinate rental of tables and chairs, if necessary. All other event equipment must be brought in and out by the caterers, within the rental hours. 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 other equipment brought in by the caterer at close of the event, unless the Town has authorized otherwise.
- Preparing and Serving food only in designated areas.
- Employment of sufficient staff to properly and adequately serve the client at all times.
- Ensuring that their employees wear uniform work clothing with the 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.
- Ensuring that their employees conduct themselves appropriately 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.
- Dispensing all food and beverages in or on suitable containers or plates.
- Not installing any permanent equipment or appliances in the catering area. Rental equipment/appliances or any advertising matter will require written Town approval.
- Maintaining on file with the Town, throughout the term of the contract, a current selection of menus and pricing (refer to Section III for menu requirements). The menus and/or pricing may change at any time following a review and approval by the Town. Menu substitutions shall also 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 shall be able to create custom menus outside of these offerings at the client's request.

- Providing all necessary equipment, staff, and incidentals required to successfully execute the contract; and 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 additional equipment or appliance rentals must be approved by the Town.
- Maintaining Qualified Food Operator (QFO) certificates for at least two full-time, supervisory staff members assigned to the Boathouse. A QFO must be staffed for the duration of each event.
- Maintaining 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.
- Providing 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 any staff members that will be responsible for overseeing food preparation at the facility (at least 2).
- Maintaining 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.)
- 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.
- Providing evidence of all of the 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

The Approved Caterer will:

- Be licensed by the State of Connecticut to perform the work required and involved.
- Have an assigned manager to oversee this work and act as liaison to the Town.
- Demonstrate sufficient staff resources to perform the work.
- Have a minimum of 5-7 years of demonstrated experience in catering for a diverse portfolio of clients and events.
- Have at least two Qualified Food Operator (QFO) members on staff.

### TERM OF SERVICE

Selected Caterers will be expected to execute a contract with the Town early in the first quarter of 2020 for services that commence on January 1, 2021. 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 Caterer.

### SITE INSPECTION

An optional pre-proposal tour and site inspection is scheduled for **December 2, 2019 at 11:00 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 with the Caterer's Company Name, Address and the following:

**SEALED REQUEST FOR PROPOSAL  
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE  
RPGL-2020-05  
DATE – December 11, 2019  
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. Copies of the last two inspection reports. Copies of QFO Certificates for a minimum of two full-time employees.
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. Caterer shall provide a list of 3-5 references of similar catering assignments (both past and current) successfully completed within the last five (5) years with the contact name, address and telephone number of the owners' representative in each assignment. These should preferably be assignments outside of the Glastonbury Boathouse. The Town reserves the right to contact these organizations regarding the services performed by the Caterer.
7. A listing of venues where you regularly provide catering services, and any current or previous venues where you had exclusive catering rights.
8. Proposed percentage payment or revenue sharing arrangements with the Town.
9. Proposed menu options and pricing for the following, assuming 150 people. Please include costs for table settings, labor, etc. Please explain pricing strategy and price per person:
  - Plated Wedding Dinner
  - Buffet Wedding Dinner
  - Buffet Dinner (non-wedding)
  - Brunch Buffet

- Lunch Buffet
  - Hors D’oeuvres
  - Bar (Full Open Bar, Open Beer/Wine Bar, Cash Bar)
  - Continental Breakfast
10. Brief inventory of owned catering supplies (i.e. glassware, plates, flatware, linens, etc.)
  11. Description of legal actions filed for or against the Caterer within the last three years, including bankruptcy filings.
  12. Describe your company’s current/ongoing marketing strategy including advertisements, promotional events, web/social media, etc.
  13. 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 marketing. Including specifics regarding:
    - a. The role of third parties, clients that you have relationships with, referral sources, and other area connections.
    - b. Any promotional events you would propose to launch.
    - 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.
    - h. Types of events and frequency (per week/month/year) expected.
  14. Describe any similar previous experience with developing, promoting, or managing venues for which you were a preferred Caterer.
  15. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
  16. Proposal Response Form (**ATTACHMENT A**).
  17. 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.
  18. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 8, 2013. 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 an Acknowledgement

Form prior to award. The Code of Ethics and the 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 the Bids & Proposals Icon which will bring you to the links for the Code of Ethics and the Acknowledgement Form.

19. 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.
20. Statement of Non-Collusion (**ATTACHMENT B**).
21. 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 offers 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.

22. 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.
  - Minimum of two full-time Qualified Food Operator (QFO) members on staff.
  - Experience and proposal of individual/firm, including experience in diverse catering services; and demonstrated sufficient staff resources to perform the work.
    - Minimum of 5-7 years of demonstrated experience in catering for a diverse portfolio of clients and events.
    - Any similar previous experience with developing, promoting, or managing venues for which the firm was a preferred Caterer.
    - Assigned manager to oversee this work and act as liaison to the Town.
    - Inventory of equipment available for event use.
  - Quality, diversity, and suitability of proposed menus and services offered by the Caterer for Boathouse events.
    - Menus priced to market including various price points.
    - Range of services offered either directly by the vendor or subcontracted (i.e. bartending, bakery, wedding planning, décor)
  - Proposed commission structure or revenue sharing arrangement with the Town.
  - Firm's marketing strategy and proposed marketing plan for rental of the Boathouse. Timeline for implementation. Types of events and frequency (per week/month/year) expected.
  - Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.

- Any exceptions taken to the RFP and other proposal submission requirements.

## 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>November 19, 2019</b>
<b>Optional Pre-Proposal Meeting</b>	<b>December 2, 2019 @ 11 AM</b>
<b>RFP Due Date</b>	<b>December 11, 2019 @ 11 AM</b>
<b>Interviews with Top Respondents</b>	<b>Week of January 13, 2020</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
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

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 in favor of the Town of Glastonbury and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

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 provide a Certificate of

Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage

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 or non-renewal 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. The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

### **Indemnification**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town of Glastonbury 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 # 2020-05**

**DATE ADVERTISED: Nov 19, 2019**

**DATE/TIME DUE: Dec 11, 2019 @ 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**

**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: \_\_\_\_\_

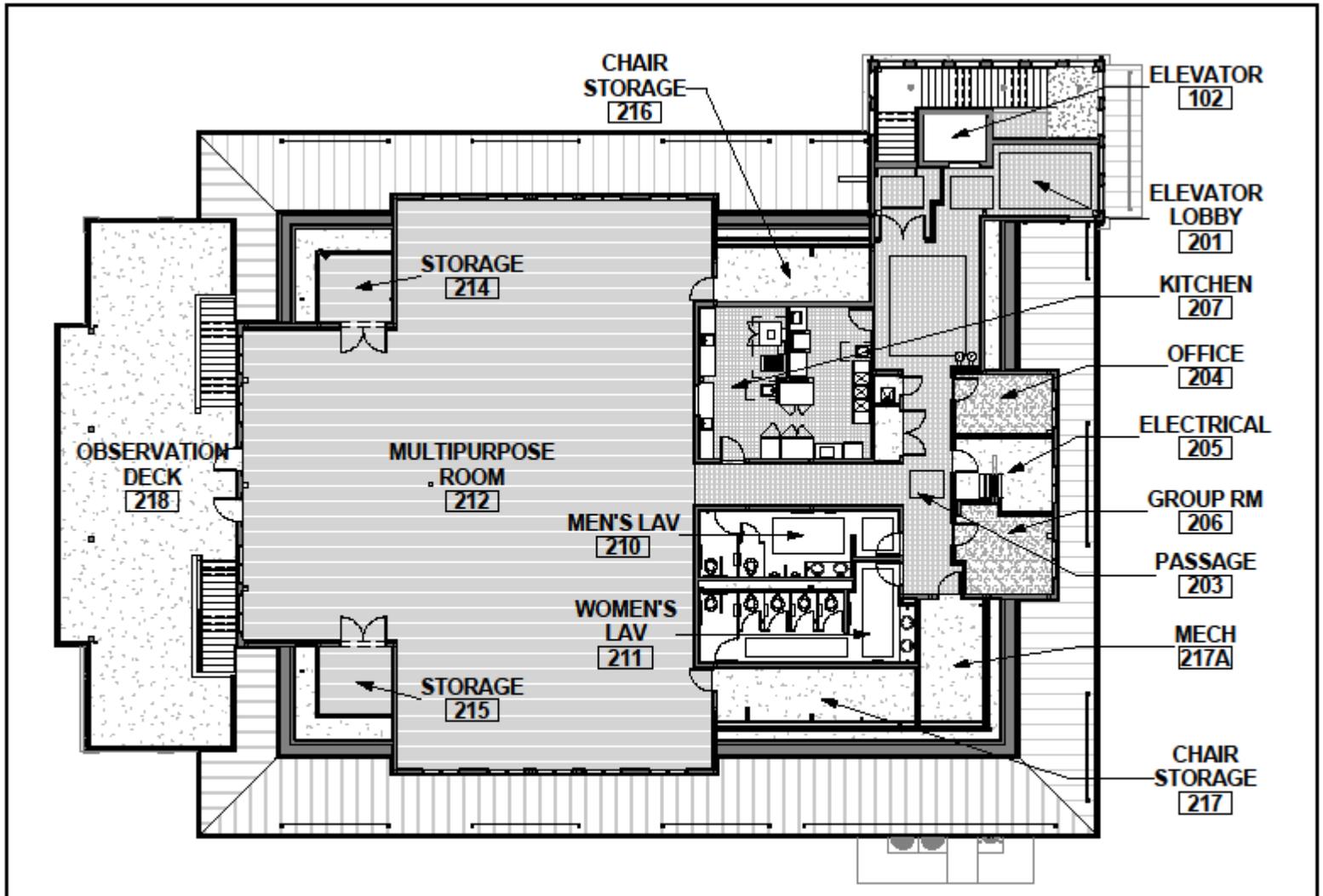
\_\_\_\_\_

\_\_\_\_\_

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

ATTACHMENT C

FLOOR PLAN



**ATTACHMENT D**

**BOATHOUSE INVENTORY**

**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 (2)  
24" Range with 4 Open Burners  
Ice Machine  
2 Single Compartment Sinks  
1 Triple Compartment Sink  
2 Pre-Rinse Faucets  
2 Hand Washing Stations

**Banquet Hall Inventory**

16 Round Tables - 72"  
12 Long Tables - 72"  
155 Banquet Chairs  
10 Adjustable Height Round Cocktail Tables – 30"

**ATTACHMENT E**

**RENTAL PRICING**  
 (As of Nov 15, 2019. Subject to change)



**FEES & CHARGES - Schedule A**

**VENUE RENTAL CHARGES**

	Monday-Friday 7:00AM – 4:00PM	Monday-Thursday 4:00PM-12:00AM	Friday 4:00PM-12:00AM
2 HOURS	N/A	\$800	\$1,100**
3 HOURS	N/A	\$1,050	\$1,450**
4 HOURS	\$675	\$1,250	\$1,800
5 HOURS	\$800	\$1,500	\$2,150
6 HOURS	\$900	\$1,750	\$2,500
EXTRA HOUR*	\$150	\$200	\$250

	Saturday & Holidays Including Sunday of Holiday Weekends***	Saturday Super Saver****	Sunday
2 HOURS	\$1,850**	N/A	\$900**
3 HOURS	\$2,600**	N/A	\$1,200**
4 HOURS	\$3,100	\$1,200	\$1,500
5 HOURS	\$3,700	\$1,440	\$1,800
6 HOURS	\$4,200	\$1,680	\$2,100
EXTRA HOUR*	\$300	\$200	\$200

\*Extra Hour for beyond 6 hours only.

\*\*Events of less than 4 hours on Friday evenings, Saturdays, Sundays and holidays are only available within 60 days or less.

\*\*\*Holidays rates apply for: New Year's Eve, New Year's Day, Easter, Memorial Day (Sun/Mon), Independence Day (and Sunday, when observed on Monday), Labor Day (Sun/Mon), Columbus Day (Sun/Mon), Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas.

\*\*\*\*Saturdays Jan 1-April 14 (excluding holidays). 4 hour minimum reservation required.

Weeknight and weekend rates may be reduced by 20% for events booked within 60 days or less, for events booked Dec 1 – April 14 (excluding Super Saver Saturdays), and for 501c3 non-profit organizations. The Town Manager reserves the right to adjust all pricing. Pricing valid until December 31, 2020.