

**TOWN OF GLASTONBURY
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
RENTAL EQUIPMENT PROVIDER FOR THE GLASTONBURY BOATHOUSE
RPGL-2021-09**

DUE DATE AND TIME: TUESDAY, NOVEMBER 17, 2020 BY 11:00 AM

The Town of Glastonbury is accepting proposals from qualified individuals or firms to provide event equipment rentals for 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 Wednesday, November 4, 2020 at 11:00 AM. Due to the current pandemic attendees must comply with social distancing guidelines and wear a mask at all times during the meeting.

Respondents wishing to submit a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title “*RPGL-2021-09 Rental Equipment Provider for the Glastonbury Boathouse*”. Respondents will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Interested individuals and firms should obtain the complete RFP and related information from the Town’s website at www.glastonbury-ct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

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 is seeking to contract with one or more vendors to be a preferred Event Rental Equipment Provider for the Glastonbury Boathouse for events booked after January 1, 2021. The intent of this RFP is to award a two (2) year contract term, with the opportunity for renewal upon mutual agreement, to the selected Approved Rental Provider(s) whose proposal best conforms 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 2019, 52 weddings and 47 other private events were held at the Boathouse.

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
3. Covered Observation Deck
4. Private Room for bridal party/event host
5. Restrooms
6. Passenger Elevator

The facility also has an outdoor patio 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, pending availability, including all holidays. Designated rental hours are 7:00 a.m. – 12:00 a.m., Sunday – Saturday, with set-up beginning as early as 5:00 a.m. and clean-up ending as late as 1:00 a.m. Facility rentals will be booked directly between the client and the Town.

SECTION II- SCOPE OF WORK

Rental Services

1. Provide a variety of table and chair options, and other specialty items as permitted by the Town (i.e. farm tables, ceremony arch, other event furnishings/decorative items)

2. Provide competitive pricing for Boathouse clients.
3. Provide delivery and pick-up of all rentals, including weekends and late evenings.

It is the intent of the Town to select to the extent possible, one firm to exclusively provide all event rentals. The Town does, however, reserve the right to award more than one contract should the Town deem that approach to be in its best interest.

Fees/Discounts

The fees payable to the Town by the Approved Rental Provider shall be comprised of a flat fee of \$3,500 per contract year, to be collected annually on January 1. Respondents may propose an alternate fee structure. In addition the Approved Rental Provider will pay a security deposit of \$1,000 at the commencement of the contract and are required to maintain a security deposit of \$1,000 throughout the term of the contract.

Considerations

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

Only the Approved Rental Provider(s) will be permitted to deliver rental equipment to the Boathouse.

The Town reserves the right to waive the exclusive agreement in the event that specialty items cannot be provided by the Approved Rental Provider, or as deemed in the Town's best interest. Non-approved Rental Providers may also be utilized in the event that the Approved Rental Provider does not have the desired items available for a particular event or date.

Facility rentals will be booked directly between the Client and the Town. The rental fee includes use of the facility's tables and chairs, however, most wedding clients tend to rent chairs. The Town will provide the client with the list of Approved Caterers. Caterers will be expected to supply and transport their own equipment (i.e. china, glassware, flatware, linens, etc.) The Rental Equipment Provider(s) will supply table and chair rentals for clients, and other specialty items as permitted by the Town. The Boathouse Event and Banquet Facility Manager will coordinate table and chair rentals on behalf of the client. The vendor(s) will only accept orders from the Boathouse staff, and not the client, as Boathouse staff will be responsible for scheduling deliveries and pickups, and will be levying additional charges to the client for staffing those hours. Payment will come directly from the client. Losses and damaged equipment are to be charged to the Client and not the Town.

Deliveries and pickups will need to take place immediately before and after the event for most weekend rentals. From May through October, there will be weddings almost every Friday and Saturday night, and some Sundays. The selected vendor(s) will be expected to accommodate the delivery timeframe as set by the Banquet and Facility Manager, and should set their pricing accordingly to accommodate weekend and late-night times. Vendors on the premises outside of the indicated hours may be subject to financial penalties, including but not limited to a fine of \$500 and forfeiture of security deposit. There may be exceptions if scheduling permits a weekday drop off and pickup, however, this is subject to availability and not guaranteed. The Town is not responsible for items left on the premises by the Rental Equipment Provider.

All rentals are to be delivered to the second level, with the exception of outdoor event equipment (i.e. ceremony chairs). Elevator padding must be installed prior to transporting any rentals in the elevator. Any damage to the facility by Approved Rental Provider will be assessed by the Town and deducted from the security deposit.

The Approved Rental Provider shall, throughout the term of its contract, maintain on file with the Town a current selection of products, services and pricing. Products, services and pricing may not change during the term of contract, with the exception of new items being added. All other proposed revisions must be submitted to the Town for approval at the time of contract renewal.

At all times during the term of the contract, the Approved Rental Provider(s) shall:

- Maintain at no expense to the Town all required State, Town and other permits and licenses.
- A current Certificate of Insurance on file with the Town maintaining: Worker's Compensation, Comprehensive Liability and Property Damage insurance in appropriate amounts, naming the Town as additional insured. (Refer to Insurance section of this document.)
- Be responsible for the payment of all applicable taxes for goods and services.

Approved Rental Provider(s) must provide evidence of above items.

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

SECTION III – SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- 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 demonstrate sufficient inventory to perform the work.
- Respondent shall have a minimum of 3 to 5 years of demonstrated successful experience in supplying event rentals.

TERM OF SERVICE

The selected firm will be expected to commence services on January 1, 2021. An initial term of not less than two (2) years is contemplated with the option to extend by mutual agreement between the Town and the Approved Rental Provider. The Town will, however, consider other terms proposed by the Respondent.

SITE INSPECTION

An optional pre-proposal tour and site inspection is scheduled for November 4, 2020, at 11:00 a.m. at the Boathouse, 252 Welles Street, Glastonbury, CT 06033. Respondents are strongly encouraged to attend. Due to the current pandemic attendees must comply with social distancing guidelines and wear a mask at all times during the meeting.

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.

Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title ***“RPGL-2021-09 Rental Equipment Provider for the Glastonbury Boathouse”***. Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response in ONE (1) consolidated pdf file which includes the following:

1. Proposal Response as per the requirements herein
2. Attachment A -Town of Glastonbury Response Page
3. Attachment B -Town of Glastonbury Non-Collusion Statement

RPGL-2021-09 – RENTAL PROVIDER FOR THE GLASTONBURY BOATHOUSE

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. 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 rental services including their assigned roles and a description of their background and experience.
5. Respondent shall provide a list of at least 3 references of similar 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.
6. A listing of venues where you regularly provide rental services, and any current or previous venues where you were the exclusive Rental Equipment Provider.
7. Complete table and chair rental inventory including prices, brands, approximate quantities, and photos (if able). Additional items beyond tables and chairs may be included, but are not required.
8. Delivery charges (including late nights/weekends), fuel charges, damage waivers, and any other charges that may be levied upon clients. Pricing is for the rental, delivery, set up, pick up and insurance of the items unless specified otherwise.
9. Regular hours of operation for both sales and deliveries/pickups. Please include any hours that would be off-limits for deliveries or pickups.
10. Describe how your company will handle last-minute requests/customer service issues including additional charges.
11. Proposed revenue sharing arrangements with the Town.

12. Description of legal actions filed for or against the vendor within the last three years, including bankruptcy filings.
13. Describe your company's current/ongoing marketing strategy including advertisements, promotional events, web/social media, etc.
14. Describe how you will support marketing of the Boathouse including support for Boathouse Promotional Events.
15. Describe any similar previous experience with marketing and/or supporting promotional efforts for venues for which you were a preferred vendor.
16. Describe any additional services that your firm provides that may be beneficial to clients of the Glastonbury Boathouse (i.e. decorating, entertainment).
17. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
18. Proposal Response Form (**ATTACHMENT A**).
19. 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.
20. 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 28, 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 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. 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**.
21. 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.

22. Statement of Non-Collusion (ATTACHMENT B).

23. 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. Administrative questions should be directed to Mary Visone, Purchasing Agent at 860-752-7588 or by email at purchasing@glastonbury-ct.gov.

24. All questions, answers and/or addenda, as applicable will be posted on the Town's website at 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.

25. 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.

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:
 - Experience and proposal of individual/firm.
 - Demonstrated sufficient staff resources to perform the work.
 - Quality, variety and suitability of rental items.
 - Pricing of rental equipment for Boathouse clients.
 - Ability to deliver/pick up at designated times.
 - Proposed marketing plan.

- Responsiveness and completeness of the proposal response.
- Understanding of project scope.

REFERENCES

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other municipal clients.

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.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

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.

Publicize RFP	Oct 30, 2020
Optional Pre-Proposal Meeting	Nov 4, 2020 at 11:00 a.m.
RFP Due Date	Nov 17, 2020 at 11:00 a.m.
Shortlist of Submittals Received	TBD
Interviews with Top Respondents	TBD
Contract Effective Date	TBD

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

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



BID / PROPOSAL NO: RPGL-2021-09 DATE DUE: 11/17/2020
DATE ADVERTISED: 10/30/2020 TIME DUE: 11:00 AM
NAME OF PROJECT: Rental Equipment Provider 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
RENTAL EQUIPMENT PROVIDER FOR THE GLASTONBURY BOATHOUSE**

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

TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
RENTAL EQUIPMENT PROVIDER FOR THE GLASTONBURY BOATHOUSE

FLOOR PLAN

