

**TOWN OF GLASTONBURY
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE
RPGL 2024-16**

DUE DATE AND TIME: Wednesday January 10, 2024 11 A.M

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 January 4, 2024 at 10 A.M.

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

Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the Request for Proposal (RFP) title "**RPGL-2024-16 Boathouse Catering**". 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://vendorsupport.gobonfire.com/hc/en-us/articles/6830871161239-Vendor-Registration>

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

Gina J. Consiglio
Purchasing Agent

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SECTION I - GENERAL INFORMATION

Purpose

The Town of Glastonbury is seeking to contract with three to six (3-6) Approved Caterers to provide a range of menu options and event coordination for clients renting 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, hosting about 100 events annually.

The Boathouse is situated on the picturesque grounds of Riverfront Park. The first floor of the Boathouse is used for boat storage and serves 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 standing receptions, or 120 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 accepts event bookings year-round, on any day and time, pending availability (see [Check Availability | Glastonbury Boathouse](#)) 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.

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.
8. The Town will provide kitchen appliances. The Town does not guarantee immediate resolution for issues with the appliances beyond our control, such as, but not limited to; malfunction, acts of god, natural disaster, power outages, etc.

Fees

The fees payable to the Town by Approved Caterers shall be comprised of an annual \$1,000 payment plus a minimum 10% commission of gross revenues earned from all events, before tax. The \$1,000 shall be payable by Jan 31 annually. 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 an alternative commission structure for consideration by the Town, but lower fees/commission rates will not be considered.

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 10th 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. Multiple offenses can result in a termination of contract for any potential newly scheduled events booked after the offense.

The Town will provide kitchen appliances. The Town does not guarantee immediate resolution for issues with the appliances beyond our control, such as, but not limited to; malfunction, acts of god, natural disaster, power outages, etc.

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 and breakdown 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 six 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 (additional fees apply). 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. This includes set-up of chairs for outdoor wedding ceremonies. Event set-up must be approved by the Town, in accordance with the Fire Marshall regulations. The Town will not accept rental deliveries placed by caterers and/or clients. The Town will coordinate rental of tables and chairs, if necessary, at the client's expense. All 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 in designated areas.
- Providing bar service by properly trained servers who are informed of the Boathouse alcohol service policies at all times.
- 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, the Town does not guarantee that the appliances will be free from defect during an event (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 2024 for services that commence on a date to be determined by 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 Caterer.

SITE INSPECTION

An optional pre-proposal tour and site inspection is scheduled for January 4, 2024 10 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 outlined in this RFP, and that 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://glastonburyct.bonfirehub.com/>, under the RFP title “***RPGL-2024-16 Boathouse Catering***”. 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://vendorsupport.gobonfire.com/hc/en-us/articles/6830871161239-Vendor-Registration>

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

1. Proposal Response as per the requirements herein

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.**

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 food service and liquor licenses. 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 list 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 your partnership with the Boathouse, and vision for maintaining the Boathouse's status 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. Development of promotional materials
 - c. Internal and external staff assigned to managing your marketing efforts
 - d. Current and planned advertising platforms – e.g. website, social media, paid advertising, etc.
 - e. Integration of the Boathouse venue with your own marketing materials
 - f. Demographics and target markets.
 - g. Types of events and frequency (per week/month/year) expected.
 - h. Proposed opportunities to help increase banquet hall use during off-peak times, such as winter and holidays.
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.glastonburyct.gov/ethics

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. Administrative questions should be directed to, Purchasing Agent by email at purchasing@glastonbury-ct.gov. All questions, answers and/or addenda, as applicable will be posted on the Town's website at www.glastonburyct.gov/RFP. **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.

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 and cross-promotional marketing opportunities. 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.

Publicize RFP	December 21, 2023
Optional Pre-Proposal Meeting	January 4, 2024
RFP Due Date	January 10, 2024 11 A.M
Interviews with Top Respondents	Week of January 22, 2024
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
- 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 # 2024-16

DATE ADVERTISED: December 21, 2023

**DATE/TIME January 10, 2024 11 AM
DUE:**

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: _____

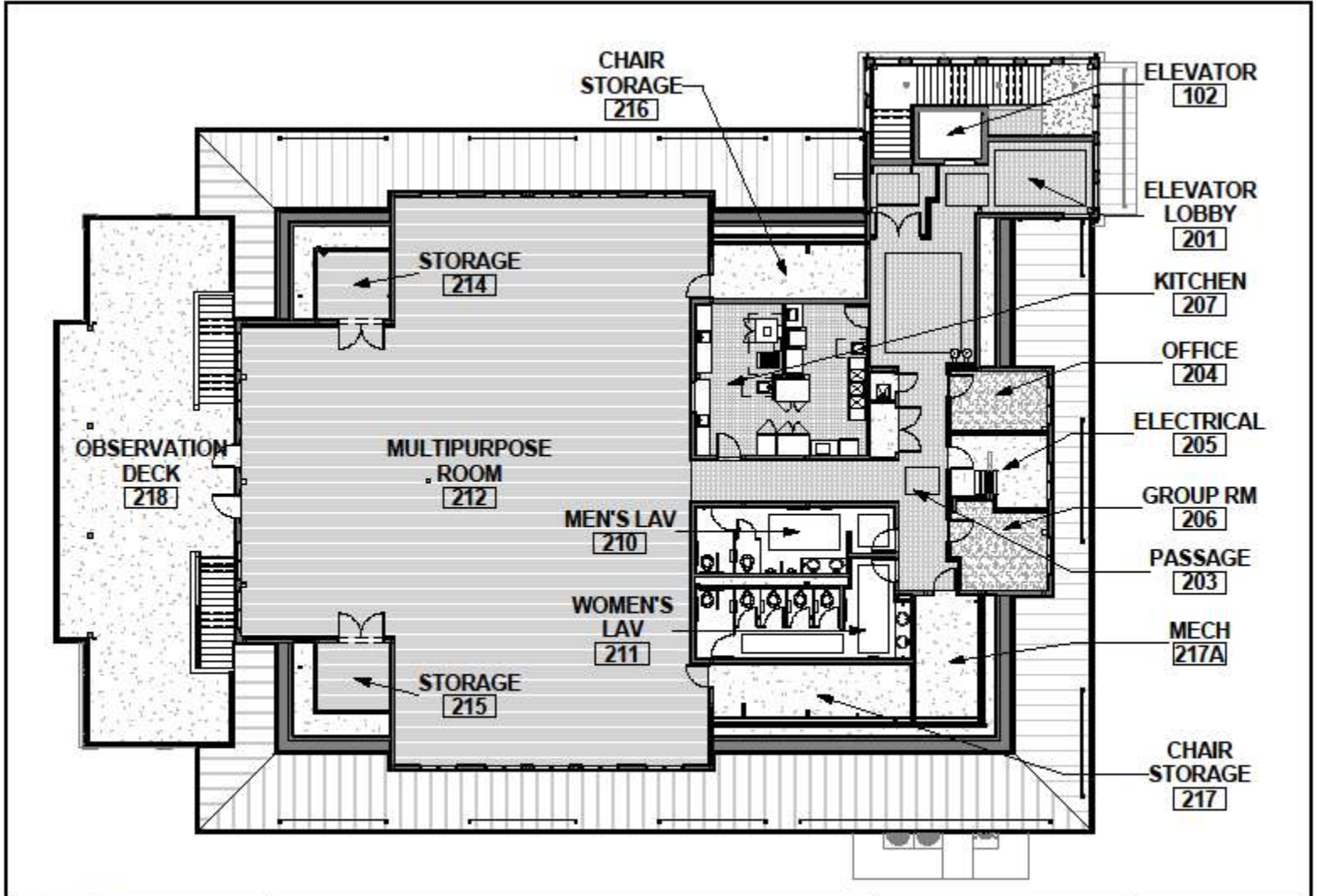
By (SIGNATURE): _____


Address: _____

Telephone Number: _____

ATTACHMENT C

FLOOR PLAN



 NCA NORTHEAST COLLABORATIVE ARCHITECTS	GLASTONBURY BOATHOUSE	DATE: 09/12/14	A4
		SCALE: 1/16" = 1'-0"	

ATTACHMENT D
BOATHOUSE INVENTORY

Kitchen Inventory

Microwave Oven
Dishwasher (with 12 Dish Racks)
Chest Freezer
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

15 Round Tables - 72''
12 Long Tables - 72''
For banquet hall, 100 white resin folding chairs in downstairs storage for outdoor ceremonies OR
150 white resin folding chairs
10 Adjustable Height Round Cocktail Tables – 30''
2 High Chairs
Podium