

# Request for Proposal #13PSX0018

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## CATERING SERVICES FOR HARKNESS MEMORIAL STATE PARK AND ROCKY NECK STATE PARK LOCATED IN CONNECTICUT

Contract Specialist: **Ann Simeone**

Date Issued: **18 December 2013**

Due Date: **27 January 2014**

**Department of Administrative Services**



## TABLE OF CONTENTS

<b>GUIDE TO ELECTRONIC PROPOSAL SUBMISSIONS</b>	<b>3</b>
<b>SCOPE OF SERVICES</b>	<b>6</b>
<b>OVERVIEW</b>	<b>7</b>
<b>OVERVIEW</b>	<b>7</b>
<b>INSTRUCTIONS TO PROPOSERS</b>	<b>7</b>
<b>PRODUCT AND/OR SERVICE SPECIFICATIONS</b>	<b>9</b>
<b>“THE MANSION”</b>	<b>9</b>
<b>THE ELLIE MITCHELL PAVILION</b>	<b>10</b>
<b>REGULATIONS OF DEPARTMENT OF ENERGY AND</b>	<b>11</b>
<b>ENVIRONMENTAL PROTECTION</b>	<b>11</b>
<b>PROPOSAL REQUIREMENTS</b>	<b>24</b>
<b>SELECTION CRITERIA</b>	<b>26</b>
<b>SUBMITTAL REQUIREMENTS</b>	<b>26</b>
<b>ATTACHMENT 1 - SAMPLE CONTRACT</b>	<b>27</b>

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# Request for Proposals (RFP)

## CATERING SERVICES FOR HARKNESS MEMORIAL STATE PARK AND ROCKY NECK STATE PARK LOCATED IN CONNECTICUT

### Guide to Electronic Proposal Submissions

#### 1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Services that all Companies create a Business Network (BizNet) Account and add your company profile in the BizNet system. Companies are responsible for maintaining company information as updates occur. Please Note: If you are certified through the Supplier Diversity or the Pre-Qualification Program, you have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select CT Procurement and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc...).

Existing Companies Needing to Update Their Information: Login to BizNet and select CT Procurement and Company Information.

If you are having difficulty connecting to your account or downloading/uploading forms, please call DAS/Procurement Services at 860-713-5095.

#### 2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Services' goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Services began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies can submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change rather than completing them with each proposal submittal. Companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

#### **Instructions for Uploading Affidavits and Non-Discrimination Forms:**

**Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:**

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

**THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

**CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

**3. New Revised Process – Online Proposal Responses**

Any proposal posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to the opening date and time. Late submissions will not be accepted. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Signature Page (RFP-26)
- Employment Information Form (DAS-45) – Fillable Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Vendor Authorization Guidelines (DAS-28)

Proper Vendor Authorization must be provided for the person signing the proposal. Additionally, when electronically signing the SP-26, insure that the person electronically signing is the same person named in the vendor authorization as the person legally authorized to bind the company. Failure to do so may result in rejection of your proposal. See the instructions and sample forms at the following link:

[http://das.ct.gov/Purchase/Info/Vendor\\_Authorization\\_and\\_Guidance\\_081106.pdf](http://das.ct.gov/Purchase/Info/Vendor_Authorization_and_Guidance_081106.pdf).

- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services
- Contract Exhibit C – SEEC Form 11

#### **4. Insurance Accord Certificates**

Contractor is responsible for maintaining their BizNet account with new and/or updated insurance information.

Documentation will need to be uploaded to your BizNet account evidencing that the state is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation is available through the DAS Website under “DAS Business Friendly Initiatives” at the following website: <http://das.ct.gov/cr1.aspx?page=371>

***Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.***

## Scope of Services

### This RFP is being offered in two parts –

- Augmenting Catering Services for Harkness Memorial State Park in Waterford, Connecticut for which there is a current Contract Award in place– reference link: [http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=10559](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10559) . This RFP solicitation is to supplement the current contract with a target of 3 additional Contractors providing for catering services with minor specification changes (from contract in place). This Contract (the “Contract”) will stand independently should the current Contractor’s not participate, however, those Contractor’s listed on Contract Award 11PSX0154 are invited to participate in this RFP.

*\*And/Or*

- Catering Services for Rocky Neck State Park in Niantic (Town of East Lyme), Connecticut. This location is new to the DAS Procurement Services Division and no Contract Award is in place to reference. The State seeks to develop a list of 6 Contractors to provide for catering services to serve clients at the Pavilion.

Both locations require the Contractor to maintain a Food Service License/Registration and have an off-premise liquor license in the name of their company/corporation. If the Contractor does not have an off-premise liquor license, the proposer is asked to provide subcontractor information with liquor license/permit with RFP reply. Any change in subcontractor(s) during the term of the Contract will be accordance with Section 4 in the “Proposal Requirements” (following pages).

\*In RFP reply, Proposers shall designate whether they wish to participate in both sites or define which site they wish to be considered for (ex., just Harkness, just Rocky Neck, or both Harkness and Rocky Neck) and must attend those mandatory site inspection(s) and meeting(s) detailed in “Instructions to Proposers.”

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## Catering Services for Harkness Memorial State Park in Waterford, Connecticut

### Overview

The State of Connecticut reopened Eolia, the Mansion at Harkness Memorial State Park in Waterford CT, June 19<sup>th</sup> of 1998. Since that time, the Mansion has welcomed the public for tours and been the setting for weddings and meetings. The building is surrounded by sweeping lawns, formal gardens and has Long Island Sound as a backdrop. The Mansion and grounds were left to the State in 1950 by Mrs. Edward Harkness and are enjoyed by thousands year round.

The current Contract Award which expires December 31, 2017, may be viewed by clicking the following link:

[http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=10559](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10559)

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## Catering Services for Rocky Neck State Park in Niantic (Town of East Lyme), Connecticut

### Overview

The State of Connecticut has made the second floor level of the Historic Ellie Mitchell Pavilion at Rocky Neck State Park available for rent for wedding receptions and other functions for over two decades. Given the historic nature of the building, and the need for vendors to have a thorough understanding of the requirements of use and care of the building and grounds, the State seeks to develop a list of approved Contractors to serve clients at the Pavilion.

### Instructions to Proposers

#### 1. Proposal Schedule

RELEASE OF RFP:	Date:	18 December 2013
MANDATORY PRE-PROPOSAL MEETING AND SITE INSPECTION:	Date:	<b>*7 January 2014</b> at 10:00 a.m. Eastern Time for Harkness and 1:00 p.m. Eastern Time for Rocky Neck  <b>*8 January 2014</b> (same schedule for locations) should inclement weather determine rescheduling. Proposers are advised to check the DAS website for such notification

	Location:	Eolia Mansion @ Harkness Memorial State Park (See Section #2 below) 275 Great Neck Road Waterford, CT  Rocky Neck State Park (See Section #2 below) 244 West Main Street (Rte. 156) East Lyme, CT
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RECEIPT OF QUESTIONS:	Date:	15 January 2014, by noon Eastern Time
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ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	17 January 2014
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RFP DUE DATE:	Date:	27 January 2014 at 2:00 pm Eastern Time
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**2. Mandatory Pre-Proposal Meeting Requirements**

This RFP contains a mandatory pre-proposal meeting requirement. Proposers who are interested in responding to this RFP must attend the meeting at the specified date/location listed below:

January 7, 2014 at 10:00 a.m.  
 Eolia Mansion @  
 Harkness Memorial State Park

Enter the Park "Main Entrance" there is no guard this time of the year.

275 Great Neck Road  
 Waterford, CT

January 7, 2014 at 1:00 p.m.  
 Rocky Neck State Park

Enter park and proceed past ticket booth. Follow signs to Beach (approximately 1 mile). Turn left at sign reading: West Beach; Bathhouse, Concession, Park Office. Park in paved lot, walk up to Bathhouses and enter the tower building in this complex. We will meet here at the park main office

244 West Main Street  
 (Rte. 156)  
 East Lyme, CT

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the RFP process. Vendors will not be admitted to state buildings without a valid photo ID. Failure to attend this meeting will result in the rejection of your RFP.



The state will not be responsible for reiteration of the items discussed at the pre-proposal meeting to companies and their representatives who did not attend the meeting. Furthermore, those proposers who do not attend the meeting waive their right to protest for inaccuracies in their RFP based upon omissions and non-compliance due to information discussed at the pre-proposal meeting.

3. **Questions:**

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section I, "Proposal Schedule" and must be directed to the Contract Specialist, Ann Simeone via email: ann.simeone@ct.gov.

4. **Communications**

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Ann Simeone via email: ann.simeone@ct.gov.

5. **Solicitation Submission**

Solicitations shall be submitted online by the RFP due date and time only. Proposers must upload their solicitation submission to their BizNet Account.

**Product and/or Service Specifications**

**"The Mansion"**

On behalf of the Department of Energy and Environmental Protection (DEEP), it is the intent of this Request for Proposal (RFP) and resulting contract award to establish a list of contracted Contractors who can offer catering services to clients (including private parties and All Using Agencies) renting the Eolia Mansion at Harkness Memorial State Park in Waterford, Connecticut ("The Mansion") for weddings, fetes, corporate events, etc. Once an event is booked, the renters, State Agency, Town, Municipality or Not for Profit can choose from the Contract of awarded vendors and will deal directly with the chosen Contractor for services and pricing. Payment for catering shall be made directly to the contracted caterer.

- Eolia can accommodate 150 guests on the first floor
- Exclusive use of the first floor of the Mansion is available between March 1<sup>st</sup> and December 23<sup>rd</sup>
- March 1 to the Friday before Memorial Day, events may take place after 8:00 a.m.
- Starting Memorial Day weekend through Labor Day weekend, events may take place after 5:00 p.m.
- After Labor Day through December 23<sup>rd</sup>, events may take place after 8:00 a.m.

See complete reference to timeframes under "**Section 23-4-10. Availability of premises**"

It is important to note there are no working appliances, i.e. no commercial kitchen. There are upgraded electrical services and power strips, working sinks and abundant floor space to set up workstations. There is a service courtyard off the kitchen that Contractors have used to set up a cook tent. The building and grounds will be available for inspection during the mandatory pre-bid meeting.

The Park has the following furniture that can be used:

20(60")round tables  
6 (48") round tables  
4 (36") round tables  
10 (30") round tables  
13 (36"x96") rectangular tables  
5(30"x96") rectangular tables  
2(30"x72) rectangular tables  
7(36"x72") rectangular tables  
4(30"x60") serpentine tables  
155 banquet chairs (Chivari style, non-wood finish, white, padded seat),  
35 white folding chairs

Furniture and tent is included in the rental fee.

## The Ellie Mitchell Pavilion

On behalf of the Department of Energy and Environmental Protection (DEEP), it is the intent of this Request for Proposal (RFP) and resulting contract award to establish a list of contracted Contractors who can offer catering services to clients (including private parties and All Using Agencies events) renting the hall at The Ellie Mitchell Pavilion at Rocky Neck State Park in Niantic, Connecticut for weddings or corporate events. Once an event is booked, the renters, State Agency, Town, Municipality or Not For Profit can choose from the Contract's list of awarded vendors and will deal directly with the chosen Contractor for their services and pricing. Payment for catering shall be made directly to the contracted caterer.

- The Pavilion can accommodate a maximum of 300 guests on the second floor, with fee schedules divided into two tiers, dependent upon number of guests.
- Exclusive use of the second floor of the Pavilion is available after the Memorial Day holiday and up until Columbus day.
- Setup for Weekday (Monday through Thursday) events are limited to begin no earlier than 8:00 a.m. or no later than 4:00 p.m. for a standard 7.5 hour rental period.
- Setup for Weekend events (Fridays, Saturdays and Sundays) are limited to begin no earlier than 3:00pm or no later than 4:30 p.m. for a standard 7.5 hour rental period.

See complete reference to timeframes under **"SECTION 23-4-10. AVAILABILITY OF PREMISES"**

It is important to note there are no working appliances, i.e. no commercial kitchen. There are upgraded electrical outlets, working sinks, and abundant floor space to set up workstations. There is a concrete slab outside the rear door on the ground floor that Contractors are required to use to perform any cooking over which a caterer's cook tent no larger than 12' X 12' may be erected.

The building and grounds will be available for inspection during the mandatory pre-bid meeting.

The Park has the following furniture that can be used on the rental floor only:

50 (60")round tables  
8 (36") round tables, (four 28" high, and four 40" high)  
12 (36"x96") rectangular tables  
315 banquet chairs (dark brown metal folding)

## **REGULATIONS OF DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**

**Sections 23-4-7 through 23-4-22, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:**

### **Section 23-4-7. Applicability**

Sections 23-4-7 through 23-4-22, inclusive, govern the rental of facilities at Harkness Memorial State Park, Rocky Neck State Park, Fort Trumbull State Park, Gillette Castle State Park and Putnam Memorial State Park. Violation of any provision of such sections shall be deemed an infraction and shall be punishable by a fine of up to \$90 or by such higher fine as may be provided by law.

### **Section 23-4-8. Definitions**

For the purposes of sections 23-4-7 through 23-4-22 inclusive:

- (1) "Alcoholic beverage" means an alcoholic beverage as defined by section 30-1 of the general statutes;
- (2) "Amphitheatre" means the open area with bench seating, south-west of the mansion at Harkness Memorial State Park;
- (3) "Columbus Day" means the second Monday in October;
- (4) "Commissioner" means the Commissioner of Environmental Protection or the Commissioner's representative;
- (5) "Conference Center" means the building west and north of the fort at Fort Trumbull State Park;
- (6) "Contractor" means a person retained, whether or not for compensation, by a renter in connection with an event, including but not limited to a caterer, bartender, photographer, musician, florist, or entertainer;
- (7) "Department" means the Department of Energy and Environmental Protection;
- (8) "Event" means a social, cultural, or business function, including but not limited to a party, reception, fund raiser, concert, conference or seminar. An event includes the primary event activity as well as set-up and take-down;
- (9) "Fort" means the lower level interior courtyard excluding rooms on the western side and the rampart at Fort Trumbull State Park;
- (10) "FT Visitor Center" means the building west and south of the Fort;
- (11) "GC Visitors' Center" means the orientation room, central hall and veranda of the Visitors' Center at Gillette Castle State Park;
- (12) "Individual Rooms" means any one or more of the rooms of the Mansion;
- (13) "Mansion" means the first floor, bride's room and the south courtyard tent of the Mansion at Harkness Memorial State Park;
- (14) "Memorial Day" means the last Monday of May;
- (15) "Park" means Harkness Memorial State Park, Rocky Neck State Park, Fort

Trumbull State Park, Gillette Castle State Park or Putnam Memorial State Park in the context of sections 23-4-7 through 23-4-22, inclusive, of the Regulations of Connecticut State Agencies;

(16) "Park Supervisor" means the Department employee stationed at the Park who has ultimate responsibility at that Park for operations thereof;

(17) "Pavilion" means the second floor of the Ellie Mitchell Pavilion at Rocky Neck State Park;

(18) "Pergola" means the arbor and tea room structure at the north end of the west garden of the Mansion;

(19) "Person" means person as defined by section 22a-2 of the general statutes;

(20) "PM Visitor's Center" means the historic building and visitors' center at Putnam Memorial State Park;

(21) "Premises" means the Mansion, the Amphitheatre, the Pergola, any of the Individual Rooms, the Pavilion, the Fort, Conference Center, FT Visitor Center, South Lawn or GC Visitors' Center and Veranda, and PM Visitor's Center and all structures and appurtenances thereof;

(22) "Primary event activity" or "primary activity" means the endeavor or endeavors which are the event's principal purpose and excludes set-up and take-down;

(23) "Rampart" means the upper tier of the Fort;

(24) "Rental or "rent" means the occupation, for the fees and under the conditions specified in Sections 23-4-7 through 23-4-22, inclusive, of any of the premises (a) for the purpose of holding an event, and (b) the exclusion of all persons other than the renter, his guests, his contractors, and representatives of the Department;

(25) "Renter" means a person who rents, as that term is defined in this section;

(26) "Set-up" means activities conducted in preparation for the primary event activity, including but not limited to: food preparation, decoration with flowers or other items, setting up of tables and chairs, and delivery of equipment and supplies;

(27) "South Lawn" means the lawn area south of the Fort;

(28) "Take-down" means activities associated with cleaning up after the primary event activity, including but not limited to removing supplies and equipment, cleaning the premises, and removing waste generated by the event; and

(29) "Terrace" means the outdoor area adjacent to and on the southwest side of Gillette Castle.

#### **Section 23-4-9. Facilities available for rental**

(a) At Harkness Memorial State Park, the Mansion, Individual Rooms, and Amphitheatre may be rented singly or in combination for an event.

(b) At Rocky Neck State Park, the Pavilion may be rented for an event.

(c) At Fort Trumbull State Park, the South Lawn, Conference Center and Visitor Center may be rented singly or in combination with the Fort for an event.

(d) At Gillette Castle State Park, only the Visitors' Center and the Veranda may be rented for an event. The Terrace may be rented for ceremonies only.

(e) At Putnam Memorial State Park, the Pavilion may be rented for an event.

## **Section 23-4-10. Availability of premises**

### **(a) Harkness Memorial State Park:**

- (1) Except as provided in subdivision (2) of this subsection, from March 1 through December 23, the Mansion, Pergola, and Amphitheatre may be rented for an event Tuesday through Sunday between 10:00 a.m. and midnight.
- (2) From Memorial Day through Columbus Day and on any day when the Mansion is open for public tours, an event may begin no earlier than 3:00 p.m. and the primary activity of such event may begin no earlier than 5:00 p.m.
- (3) Except as provided in subdivision (4) of this subsection, from March 1 through the Thursday preceding Memorial Day and from the day after Columbus Day through December 23, the Individual Rooms may be rented for a meeting, seminar or conference on Tuesday through Friday between 8:00 a.m. and 4:00 p.m.
- (4) A guest may not enter the rented premises until the primary event activity is scheduled to begin.

### **(b) Rocky Neck State Park:**

- (1) From Memorial Day through Columbus Day, the Pavilion may be rented for an event any day of the week until midnight, provided that (A) on Monday through Thursday an event may begin no earlier than 8:00 a.m. and the primary activity of such event may begin no earlier than 10:00 a.m., and (B) on Friday through Sunday such an event may begin no earlier than 3:00 p.m. and the primary activity of such an event may begin no earlier than 5:00 p.m.

### **(c) Fort Trumbull State Park:**

- (1) The Fort and South Lawn may only be rented on days when the facility is open for public visitation. From Columbus Day through Memorial Day, the South Lawn and Fort are not available for rental. The curfew at the park is 11:00 p.m.
- (2) The FT Visitor Center and the Conference Center are available for rental, year round. From Columbus Day to Memorial Day, the buildings are not available for rental on Saturdays and Sundays;
- (3) The Fort, South Lawn, FT Visitor Center and Conference are not available for rental on state or national holidays;
- (4) A guest may not enter the rented premises until the event activity is scheduled to begin.

### **(d) Gillette Castle State Park:**

- (1) The GC Visitors' Center is available for rental, year round. From Columbus Day to Memorial Day, the building is closed on Mondays. Events may not begin prior to 5:00 p.m. and they must conclude by 11:00 p.m.
- (2) A guest may not enter the rented premises until the primary event activity is scheduled to begin.
- (3) From June through September, excluding holiday weekends, the terrace is available for wedding ceremonies on Saturdays at 10:00 a.m. or 5:30 p.m. for a period of one-half hour.
- (4) The building is not available for rental on state or national holidays.

**(e) Putnam Memorial State Park:**

- (1) The PM Pavilion is available for rental, year round. Events must conclude by 11:00 p.m.
- (2) The pavilion is not available for rental on state or national holidays.
- (f) The renter shall be liable for the failure of any guest or contractor to vacate the rented premises by the time the event is scheduled to end.

**Section 23-4-11. Rental fees**

Rental fees for events will be in effect until December 31, 2006. Starting in January 2007 and every three years thereafter, rental rates will be evaluated by the Commissioner. Based on the Consumer Price Index (CPI) of the previous 3 year period and rates at similar facilities within the southeastern and western Connecticut regions, the fees will be adjusted to reflect the current market. At no time will the rates increase by more than 3.3% in a given year or 10% for the next 3 year period. The fees will be rounded to the nearest \$50 increment. Rental fees shall be charged as follows:

**(a) The Mansion:**

- (1) First floor and bride's room and south courtyard tent for an event scheduled to last up to 7 ½ hours shall cost \$4,200, provided that if the applicable contract between the Commissioner and renter provides for the event to last longer than 7 ½ hours, the rental fee shall include the \$4,200 fee for the first 7 ½ hours plus \$700 for each hour or fraction thereof thereafter until the scheduled end of the event.
- (2) First floor, south courtyard tent, Amphitheatre, or Pergola, for an event scheduled on Tuesday, Wednesday, or Thursday to last for up to 6 ½ hours and scheduled to end no later than 11:00 p.m. shall cost \$3,100.
- (3) For each hour or fraction thereof beyond the time an event is scheduled the renter shall pay an additional fee of \$1,000. Additionally, the Commissioner may be entitled to any damages or other amounts by virtue of the renter's failure, or that of his guests or contractors, to vacate the rented premises by the scheduled end of the event.

**(b) The Amphitheatre:**

- (1) For every unit of two hours or fraction thereof the cost shall be \$300, provided that if the Amphitheatre is used during an event for which the Mansion has been rented, there is no rental fee for the first two hours of such use.
- (2) For each hour or fraction thereof beyond the time an event is scheduled to last and in addition to any damages or other amounts to which the Commissioner may lawfully be entitled by virtue of the renter's failure, or that of his guests or contractors, to vacate the rented premises by the scheduled end of the event, an additional cost of \$350 shall be assessed.

**(c) The Pergola:**

- (1) The Pergola may be rented only in conjunction with an event at the Mansion and then only for a period of no longer than two hours beginning at the scheduled commencement of such event.

- (2) For an event scheduled to last up to two hours the cost shall be \$400.
- (3) For each hour or fraction thereof beyond two hours; any damages or other amounts to which the Commissioner may lawfully be entitled by virtue of the renter's failure, or that of his guests or contractors, to vacate the Pergola by the scheduled end of the event, an additional amount of \$400 shall be assessed.

**(d) Individual Rooms:**

(1) Music Room: For an event scheduled to last up to four hours, the fee shall be \$450, provided that if the applicable contract between the Commissioner and renter provides that the event will last longer than four hours, the rental fee shall be the applicable amount plus, for each hour or fraction thereof beyond four hours until the scheduled end of the event.

(2) Dining Room: For an event scheduled to last up to four hours, the fee shall be \$350 provided that if the applicable contract between the Commissioner and renter provides that the event will last longer than four hours, the rental fee shall be the applicable amount plus, for each hour or fraction thereof beyond four hours until the scheduled end of the event, \$80.

(3) Breakfast Room: For an event scheduled to last up to four hours, the fee shall be \$300, provided that if the applicable contract between the Commissioner and renter provides that the event will last longer than four hours, the rental fee shall be the applicable amount plus, for each hour or fraction thereof beyond four hours until the scheduled end of the event, \$70.

(4) For each hour or fraction thereof beyond the time an event is scheduled to last, a further fee of \$500 shall be assessed. This amount is in addition to any damages or other amounts to which the Commissioner may lawfully be entitled by virtue of the renter's failure, or that of his guests or contractors, to vacate the rented premises by the scheduled end of the event, \$500.

**(e) The Pavilion:**

(1) For an event of 250 people or less scheduled to last up to 7 ½ hours, the fee shall be \$2,400, provided that if the applicable contract between the Commissioner and renter provides that the event will last more than 7 ½ hours, the rental fee shall be the applicable sum plus \$575 for each hour or fraction thereof until the scheduled end of the event.

(2) For an event of over 250 people scheduled to last up to 7 ½ hours, the fee shall be \$3,800, provided that if the applicable contract between the Commissioner and renter states that the event will last more than 7 ½ hours, the rental fee shall be the initial sum plus \$675 for each hour or fraction thereof until the scheduled end of the event.

(3) For each hour or fraction thereof beyond the time an event is scheduled to last: In addition to any damages and other amounts to which the Commissioner may lawfully be entitled by virtue of the renter's failure, or that of his guests or contractors, to vacate the rented

premises by the scheduled end of the event, an additional \$750 fee shall be applicable.

**(f) The Fort:**

(1)The courtyard of the Fort and the Rampart may only be rented in conjunction with an event on the South Lawn, the Conference Center or the FT Visitor Center for a maximum of 2 hours. A fee of \$1,320 shall be applicable, however, if the contract between the Commissioner and renter provides that the event will last more than 2 hours, the rental fee shall be the initial fee plus for each hour or fraction of an hour thereafter until the scheduled end of the event, an additional \$650. Under no circumstances shall the Fort be rented for more than 4 hours.

(2)The South Lawn may be rented for an event scheduled to last up to 7 ½ hours for a fee of \$3,300. If the applicable contract between the Commissioner and renter provided that the event last more than 7 ½ hours, the rental fee shall be the initial sum plus \$650 for each hour or fraction thereof until the scheduled end of the event.

(i)The renter is responsible for providing sanitary facilities for the event; the quantity and location of the units shall be coordinated with the park supervisor.

(3) The fee for the Conference Center for an event scheduled to last no more than 4 hours, for a non-profit organization that is eligible for or complies with section 501(C)(3) of the Internal Revenue Code, shall be \$110. The fee for an individual, a for-profit organization or company for an event scheduled to last no more than 4 hours shall be \$550. The rental fee for each hour or fraction thereof beyond the time an event is scheduled to last shall be the original fee plus \$140 for each hour or fraction thereof until the scheduled end of the event. No alcohol shall be served. A guided tour of the Fort with the rental is an additional \$110.

(4) The fee at the FT Visitor Center for an event scheduled to last no more than 4 hours is \$1,100. A guided tour of the fort with the rental is an additional \$275. In addition to any damages and other amounts to which the Commissioner may lawfully be entitled by virtue of the renter's failure, or that of his guests or contractors, to vacate the premises by the scheduled end of the event, for each hour or fraction thereof beyond the time an event is scheduled to last an additional fee of \$575 shall be assessed.

**(g) GC Visitors' Center:**

(1)The rental for the GC Visitors' Center for an event scheduled to last no more than 4 hours is \$1,600. For each hour or fraction thereof until the scheduled end of the event, an additional fee of \$400 shall be assessed.

(2) The fee for the GC Visitors' Center for an event scheduled to last no more than 4 hours on a weekday morning for a non-profit organization, which is eligible for or complies with section 501(C)(3)



of the Internal Revenue Code, is \$300. The fee for an individual, a for-profit organization or company for an event scheduled to last no more than 4 hours is \$550. For each hour or fraction thereof until the scheduled end of the event, a fee of \$140 shall be assessed. The group is responsible for set-up and cleaning. No alcohol shall be served.

(3)The terrace is available for one-half (1/2) hour for ceremonies. The fee for use of the terrace is \$225.

(4)In addition to any damages and other amounts to which the Commissioner may lawfully be entitled by virtue of the renter's failure or that of his guests or contractors to vacate the rented premises by the scheduled end of the event, a fee of \$500 shall be assessed.

**(h) PM Pavilion:**

(1) The fee to rent the Pavilion for an event scheduled to last no more than 4 hours, for a non-profit organization, that is eligible for or complies with section 501(C)(3) of the Internal Revenue Code, is \$110. The fee for an individual, a for-profit organization or company for an event scheduled to last no more than 4 hours is \$550. The rental fee shall be applicable plus for each hour or fraction thereof until the scheduled end of the event, a fee of \$140 shall be assessed.

**Section 23-4-12. Parking**

The rental fees specified in Section 23-4-11 covers parking in the Park's parking lot by the renter and his or her guests and contractors.

**Section 23-4-13. Maximum occupancy**

The maximum allowable number of individuals, excluding contractors and Department personnel, who may be present on the rented premises in connection with an event, is as follows:

- (a) The Mansion, regardless whether the Amphitheatre, Pergola, or Individual Rooms are rented in connection with an event in the Mansion: 150
- (b) The Amphitheatre: 125
- (c) The Pergola: 150
- (d) Breakfast Room: 30
- (e) Dining Room: 40
- (f) Music Room: 80
- (g) The Pavilion: 425
- (h)The Fort: Maximum based on what is rented in conjunction with the Fort.

**Section 23-4-14. Applications for rentals; cancellations; insurance**

(a) An application for rental shall be made on a form furnished by the Commissioner and shall provide all of the information requested therein. The Commissioner shall not process an application that does not contain all such requested information.

(b) For each date that the premises in question is available for rental under Section 23-4-10, the Commissioner shall process completed applications in the order in which they are received. The Commissioner may deny an application because the premises that the applicant wants to rent have already been rented or because the application is inconsistent with any provision of Sections 23-4-7 through 23-4-22, inclusive.

(c) If the Commissioner approves an application, it shall be deemed granted on the date approved. An application approved by the Commissioner shall, with any approval deemed necessary by the Attorney General, be a binding contract between the applicant and the Commissioner. After the Commissioner has approved an application, the parties may amend its provisions in any manner not inconsistent with Sections 23-4-7 through 23-4-22, inclusive, or with any other pertinent law.

(d) The Commissioner shall not approve an application for rental unless it is accompanied by a certified check, a bank check or other means approved by the Commissioner, payable to the Department in the amount of 50 per cent of the rental fee specified in Section 23-4-11.

(e) Sixty days before a scheduled event, the renter shall deliver to the Department a certified check, a bank check or other means approved by the Commissioner, in the amount of (1) 50 per cent of such rental fee plus (2) \$500 to constitute security against damage to the rented premises or other portion of the Park resulting from the event. If the renter fails to deliver payment in accordance with this subsection the Department shall cancel the scheduled event and the renter shall not be entitled to a refund of any fees already paid.

(f) If the renter cancels the rental in writing no later than 180 days before the scheduled event, the Department will return to the canceling renter 100 per cent of that portion of the rental fee which he or she has paid, less \$200 for processing, and 100 per cent of any security against damage which he or she has paid. If the renter cancels the rental later than 180 days before the scheduled event, the Department will return to him or her 100 percent of any security against damage, which he or she has paid. If the Commissioner cancels the rental under Subsection 23-4-17 or for any other reason authorized by law, the Department will return to the renter 100 percent any damage deposit he or she has paid.

#### **Section 23-4-15. Liabilities; commissioner's remedies**

(a) Nothing in Sections 23-4-7 through 23-4-22, inclusive, shall affect any obligation imposed by law on a renter to obtain any authorizations for activities in connection with an event, including without limitation a special use license under Section 23-11 of the General Statutes.

(b) By renting any of the premises, the renter agrees to, and shall, indemnify and save harmless the State of Connecticut and the Department of Energy and Environmental Protection from any and all claims, damages, losses, litigation, or expenses arising out of any injury, including death, or claims, damages, losses, litigation, or expenses arising out of any injury,

including death, or damage to property resulting from any act, omission, or neglect of the renter or any of his guests or contractors.

(c) From the security against damage deposit paid under Section 23-4-14(f) the Commissioner may retain the following:

- (1) Any amount to cover damage resulting from the event to the rented premises or other portion of the park;
- (2) An amount to cover the rental fee specified under Section 23-4-11;
- (3) An amount to cover the Department's costs if the renter fails to restore the rented premises and any other portion of the Park affected by the event to their condition immediately prior to such event, or to undertake any other action required by Sections 23-4-7 through 23-4-22.

(d) Before making a claim under the renter's or caterer's insurance policy for costs identified in subsection (c) of this section, the Commissioner shall retain amounts from, as applicable, the renter's or caterer's security against damage in accordance with such subsection. If such security does not fully cover such costs, the Commissioner shall, at his discretion, make a claim under said policy or take appropriate legal action.

(e) Nothing in Sections 23-4-7 through 23-4-22 shall, unless otherwise provided therein, affect any rights or privileges of the Commissioner or members of the public. The remedies provided to the Commissioner under said sections are cumulative with any other remedies to which he is lawfully entitled.

#### **Section 23-4-16. Use of caterers' tents**

(a) For the purpose of food preparation during an event, a caterer may install a tent in the service area of the Mansion, Pavilion or PM Pavilion (max. 144 square feet). Tents are not allowed at the GC Visitors' Center. At Fort Trumbull State Park, a tent (maximum 200 square feet) may be set up outside of the fort proper. Such a tent may not be installed unless the location, date and time of its installation and removal has been approved by the Park Supervisor.

(b) No truck or other vehicle shall be driven or parked on the Mansion's lawn in connection with installation or removal of a tent or delivery of supplies.

(c) Except as provided in this section and section 23-4-21 (d) and 23-4-21(e), no tents may be installed in connection with an event at the Park.

#### **Section 23-4-17. Catering**

(a) For any event at the Mansion or GC Visitors' Center where food is served, the renter shall retain a caterer to provide the food; such caterer shall be one that is listed on the Department's list of approved caterers.

(b) A renter may not retain a caterer in connection with an event at the Pavilion, Fort or PM Pavilion unless, no later than 120 days before such event, the renter submits for the Commissioner's approval the name,

address, and the phone number of such caterer and, if appropriate, the name of such caterer's contact person. The Commissioner may disapprove such caterer if the caterer has previously been retained for an event in either Park and at that time did not fully comply with the requirements of this section, did not restore the Kitchen, all areas where food or beverages were served, and any other areas of the rented premises or Park utilized by the caterer to their condition immediately prior to the event, or in any other way failed to demonstrate competence or regard for legal requirements.

(c) No later than 90 days before an event, the caterer thereof shall deliver to the Commissioner a certificate of insurance executed by an insurance company licensed in Connecticut, stating that the caterer carries both

(1) Commercial liability insurance including insurance for liquor liability, products and completed operations liability, contractual liability, and personal and advertising injury liability, providing for a total limit of \$1,000,000 for all damages arising out of bodily injury to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence; and stating further that, if such liability insurance is subject to an aggregate limit, the aggregate limit shall be no less than \$2,000,000; and stating further that such liability insurance policy names the State of Connecticut as an additional insured; and

(2) Worker's compensation insurance and employers' liability insurance as required by section 3-291 and 3-284 of the general statutes, respectively, providing for a total limit of not less than \$100,000 per occurrence, \$100,000 for disease per employee, and \$500,000 for disease in the aggregate; provided that a caterer need not obtain liquor liability insurance if alcoholic beverages, including wine, will not be served at the event. If the caterer does not comply with the requirements of this subsection, the Commissioner shall not allow food or beverages to be served at the event. By catering an event, the caterer agrees to, and shall, indemnify and hold the State of Connecticut and Department of Energy and Environmental Protection harmless from any and all claims, damages, losses, litigation, or expenses arising out of an injury, including death, or damage to property, resulting from any act, omission, or neglect of the caterer or any of his agents or contractors.

(d) If caterer fails to comply with the requirements of subsection (c) of this section, the Commissioner may cancel the subject event.

(e) The caterer is required to have a liquor permit issued pursuant to section 30-37j of the Connecticut General Statutes.

(f) The caterer shall assure that:

(1) The only type of food warmer used within the rented premises is an electric warmer or a Sterno warmer, and the only type of food cooker or warmer used out-of-doors is propane or electric stove or an

outdoor gas or charcoal grill. At Fort Trumbull, a charcoal grill may not be used in the confines of the Fort;

- (2) By the end of the event.
  - (A) all waste generated by the event is properly disposed of;
  - (B) all equipment and supplies brought into the premises in connection with the event are removed; and
  - (C) the Kitchen, all areas where food or beverages were served, and any other areas of the rented premises or Park utilized by the caterer are restored to their condition immediately before the event;
- (3) Alcoholic beverages may only be served to guests by an individual under the control and supervision of the caterer or a licensed retailer;
- (4) Under no circumstance are guests allowed to serve an alcoholic beverages to themselves or any other individuals;
- (5) Kegs of beer are not present on the rented premises;
- (6) Alcoholic beverages are not served to any guest who appears to be intoxicated or who may be under 21 years of age and does not provide legal proof of age;
- (7) Alcoholic beverages served shall be free of charge, tipping a bartender or other server of alcoholic beverages is prohibited, and no bartender or other such server may solicit a tip; and
- (8) Service of alcoholic beverages will stop one-half (1/2) hour before the scheduled end of an event.

#### **Section 23-4-18. Photography**

- (a) Within the rented premises, at Harkness, photography may be conducted only in a room specifically rented for the event. No person may, without the approval and supervision of Department personnel, move any furnishing at Harkness for the purpose of photography.
- (b) Photography shall be allowed at the Harkness gardens during all times when the gardens are open to the public, provided that photography shall not interfere with the public's enjoyment of the gardens.

#### **Section 23-4-19. Music**

- (a) Musical instruments or other equipment for providing music during an event shall be delivered to the Park only with the approval of the Park Supervisor, and as soon as delivery is completed the vehicle(s) delivering such equipment shall either be parked in the parking lot or removed from the Park.
- (b) A musician or disc jockey retained in connection with an event shall supply any equipment or furnishings he or she needs, including tables, table coverings, and extension cords; all such equipment and furnishings shall be approved prior to scheduled date of the event by the Park Supervisor.
- (c) At an event at the Mansion during which sound is electronically or otherwise amplified, sound shall not be allowed to exceed, on the east side of the south courtyard, 95dBA at the location six feet west of the amplifying equipment or device, and on the west side of the south courtyard in the open loggia, 85dBA

at six feet east of the amplifying equipment or device. If the requirements of this subsection are violated, all sound amplification shall be terminated.

(d) Musicians or disc jockeys are allowed one-half (1/2) hour to vacate the premises at the end of an event. Failure to do so will result in damages as outlined in section 23-4-11.

#### **Section 23-4-20. Flowers and other decorations**

(a) No person shall use or allow the use of an open flame in a floral arrangement or other decoration at an event unless the flame is fully enclosed in a hurricane globe, chimney, or similar container.

(b) Every floral arrangement and other decoration at an event shall be freestanding and shall not be attached by glue, tape, staples, tacks, or any other means to any wall, light fixture, or other appurtenance or furnishing in the rented premises, provided that fabric used as a component of a decoration may, with the approval and supervision of Department personnel, be draped over an appurtenance or furnishing in the rented premises.

(c) Any container for flowers or plant used in the rented premises shall be watertight and shall, if placed upon or over an appurtenance or other furnishing in such premises, rest on or in a watertight material or object a size and configuration adequate to capture any plant matter and any dripping liquid.

#### **Section 23-4-21. Miscellaneous requirements**

(a) If the renter is an individual, he or she shall be present at the event from its scheduled commencement until its scheduled end. If the renter is other than an individual, such renter shall, no later than 60 days before the scheduled event, inform the Commissioner in writing of the name, title, and home and business telephone numbers of an employee or other agent designated by such renter as responsible for assuring compliance with the provisions of Sections 23-4-7 through 23-4-22; and such designee shall be present at the event from its scheduled commencement until its scheduled end.

(b) No person may smoke in the rented premises.

(c) No person may throw birdseed, confetti, rice, glitter or silly string at the rented premises.

(d) In connection with an event, no tent other than a caterer's tent may be used at Rocky Neck State Park and no tent other than the caterer's tent and the south courtyard tent may be used at Harkness Memorial State Park.

(e) No tents shall be allowed at the GC Visitors' Center or terrace at Gillette Castle State Park. In connection with an event at Fort Trumbull, no tent shall be allowed in the interior of the Fort. Tents may be erected on the south lawn with authorization of the park supervisor. At Putnam Memorial State Park, a caterer's tent (144 square foot maximum) may be set up on the west side of the building only; no other tent will be allowed.

(1) Tents may be set up on the day of the event and shall be removed by the end of the following business day.

(f) If alcoholic beverages are to be consumed during an event at Rocky Neck State Park, Fort Trumbull State Park or Putnam Memorial State Park but the renter has not retained a caterer to provide food, the following requirements shall apply:

(1) The renter shall employ a bartender or other server to serve alcoholic beverages.

(2) No later than 90 days before the event, the renter shall deliver to the Commissioner a valid certificate of insurance demonstrating that the renter is insured for liquor liability in the amount per individual of \$750,000 and per occurrence of \$1,500,000. If the renter does not comply with the requirements of this subsection, the Commissioner shall not allow alcoholic beverages to be served at the event and may cancel the event.

(3) No guest shall bring an alcoholic beverage into the Pavilion, the Mansion, the Fort, Conference Center, FT Visitor Center, GC Visitors' Center or PM Pavilion.

**Section 23-4-22. Renter's responsibilities**

In connection with an event, the renter shall assure that all provisions of Sections 23-4-7 through 23-4-22 are complied with. This section shall not relieve any other person of his or her obligations under such sections.

## Proposal Requirements

### 1. Contract Period

The State intends that this contract shall be in effect **Date of Contract Approved by the Office of the Attorney General through** December 31, 2017.

DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.

### 2. Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political sub-divisions of the State (towns and municipalities), schools, and not-for-profit organizations.

### 3. P-Card (Purchasing MasterCard Credit Card)

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the Mastercard. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall charge to the State's MasterCard only upon acceptance of goods or rendering of services.

The Contractor shall capture and provide to their merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

### 4. Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any State entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

**Contractor must provide the majority of services described in the specifications (see page 6 of 7).**



5. **Stability of Proposed Prices**

Any price offerings from proposers must be valid for a period of 120 days from the due date of the proposals.

6. **Amendment or Cancellation of the RFP**

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

7. **Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

8. **Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

9. **Proposer Demonstration of Proposed Services and or Products**

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

10. **Erroneous Awards**

DAS reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of DAS shall not constitute a breach of contract on the part of DAS since the contract with the initial proposer is deemed to be void and of no effect as if no contract ever existed between DAS and such proposer.

11. **Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

12. **Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

13. **Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the Contract.

#### 14. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

### Selection Criteria

#### Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process in this order of importance:

#### Harkness Memorial State Park, Waterford, CT

- Experience as full-service, off-site caterer (past or current) working cooperatively and in compliance with venue regulations under the direction of venue staff/experience working at historic properties/listing of similar events/Minimum of 3 References
- Ability to handle different types/sizes of events; demonstrated ability to handle specialized needs including vegetarian, ethnic, allergen, etc.
- Pricing (as of April 2013)/Sample menus; Creativity/Presentation/Photographs
- Reliability/Availability; Staffing (full-service catering with key dedicated event managers/staff)

#### Rocky Neck State Park, Niantic (Town of East Lyme), CT

- Experience as full-service, off-site caterer (past or current) working cooperatively and in compliance with venue regulations under the direction of venue staff/experience working at historic properties/listing of similar events/Minimum of 3 References
- Reliability/Availability; Staffing (full-service catering with key dedicated event managers/staff)
- Ability to handle different types/sizes of events; demonstrated ability to handle specialized needs including vegetarian, ethnic, allergen, etc.
- Pricing (as of April 2013)/Sample menus; Creativity/Presentation/Photographs

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFP responses in whole or in part, and waive minor irregularities and omissions if the best interest of the State will be served.

### Submittal Requirements

Each submittal shall include the following detailed information, but not be limited to (**NOTE:** this is not the order of importance – see previous page Selection Criteria for each site regarding order of importance):

- Statement (in detail) of experience as full-service, off-site caterer working cooperatively and in compliance with venue regulations under the direction of venue staff/experience working at historic properties/listing of similar events/Minimum of 3 References
- Ability to handle (in detail) different types/sizes of events; demonstrated ability to handle specialized needs including vegetarian, ethnic, allergen, etc.
- Pricing (as of April 2013)/sample menus; creativity/presentation/photographs brochures and/or catalogs

- Examples of reliability/staff availability (calendar of multiple scenarios); list of staffing (full-service catering with key dedicated event managers/staff resumes/experience overview)
- Copy of catering license/catering liquor license or liquor proposal with copy of designated liquor backer (subcontractor) liquor license/Insurance documentation

After submissions are reviewed, the Department of Energy Environmental Protection (DEEP) Bureau of Outdoor Recreation - State Parks Division and the Department of Administrative Services (DAS) may conduct interviews of qualified firms prior to making its final selection. The final list of qualified firms will be used for the entire Contract period. Periodic reviews will be made to insure the quality and service is maintained at the desired level.

## **Attachment 1 - Sample Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposers whose proposals score highest. If, for whatever reason, DAS and the initial proposer s fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The Contract may include a liquidated damages clause at the discretion of the State.