



Creating Community Through People, Parks and Programs™  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | [www.colchesterct.gov](http://www.colchesterct.gov)

## Request for Proposals for Day Camp Lunches Bid #2014 - 09

**Event:** Day Camp Lunches

**Dates:** Mon. – Fri. June 23 – August 15, 2014 (except Friday's)

**Location:** Recreation Complex, Colchester, CT

**Expected Participation:** 20-50 per day

### Contact Information:

Anita Pizzutiello, Recreation Supervisor  
Colchester Parks & Recreation  
(860) 537-7236  
(888) 468-6093 (fax)  
apizzutiello@colchesterct.gov  
[www.colchesterct.gov](http://www.colchesterct.gov)

### Requirements of Awarded Restaurant

- Restaurant must:
  - Pick up lunch orders at the RecPlex or JJIS on rainy days by 9:45 a.m. each day.
  - Restaurant will receive cash/check payment for orders when the orders are placed.
  - Each lunch order will be bagged individually with either the order form stapled to the bag OR the campers/staff name and grade clearly labeled on each bag.
  - Lunch orders will be delivered to Rec Plex or JJIS on rainy days no later than 11:45 a.m.
  - All drinks will be cold.
  - This lunch program will be offered Monday thru Friday, June 23 – August 15 with the exception of field trip days which are mostly Fridays.
  - With each lunch we are looking for a sandwich option or salad option and each lunch will have a piece of fruit, small bag of chips, cookie and a drink.
  - A menu/order form must accompany proposal
  - Certificate of liability insurance, listing the Town as additional insured
  - Signed liability waiver indemnifying the Town
  - Proof of worker's compensation insurance
  - Food service permit
  - Three (3) references for previous similar work

## **Award**

Criteria for selection will include, but is not necessarily limited to:

- Options and details provided
- Proposed Bid Amount per lunch
- References
- Experience of the restaurant

The Board of Selectmen (BOS) is the awarding authority and may make an award in the best interests of the Town of Colchester. The BOS reserves the right to award individual dates to different concessionaires.

## **Instructions to Bidder**

Submit all required documentation, along with the attached form, in a sealed envelope marked **“Proposal for Camp Lunches – Bid #2014-09”**, to: First Selectman, Town of Colchester, 127 Norwich Avenue, Colchester, CT 06415. Bids must be received by **Monday, May 19, 2014 at 12:00pm**, at which point the bids will be opened publicly in Suite 201 of Colchester Town Hall. Questions should be directed to Anita Pizzutiello, Recreation Supervisor, at (860) 537-7236 or [apizzutiello@colchesterct.gov](mailto:apizzutiello@colchesterct.gov)

## **Insurance Requirements**

The vendor shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured for liability coverage, must be submitted at the time of award.

### **A. Comprehensive General Liability**

Limits of Liability:

Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

- includes coverage for:

- Products/Completed Operations.
- Contractual Insurance.
- Broad Form Property Damage.
- Independent Contractors.
- Personal Injury.
- Premises-Operations.

### **B. Worker's Compensation and Employer's Liability**

Worker's compensation - Statutory

Employer's Liability - \$500,000.

The Town of Colchester shall be listed as additional insured on Comprehensive General Liability policies. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

### **Terms of Agreement**

The Contractor shall perform through August 15, 2014, unless this Agreement is sooner terminated by mutual consent of the parties or by default or failure of the contractor to keep its covenants and agreements or otherwise fail to perform as required. This agreement may be extended until August 22, 2015, if by August 15, 2014, the parties both agree in writing to the extension.

### **Alternative Proposals**

Bidders may submit alternate proposals giving details of all variations from terms of proposal. Consideration may be given to such differences provided such action is considered to be in the best interest of the Town.

### **Right of Rejection**

The Town of Colchester reserves the right to reject any or all bids, waive any irregularities, and accept the bid deemed to be in the Town's best interest.

**SUMMER DAY CAMP LUNCHES**  
**Bid #2014 - 09**

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

Contact: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Per Lunch Bid Amount: \$** \_\_\_\_\_

The following items are included with this application:

- Proof of Insurance (or ability to obtain insurance if awarded the contract)
- Worker's Comp Certificate (or appropriate waiver)
- Food service permit (or ability to obtain if awarded the contract)
- Three (3) references

I attest that I am available to provide lunches at day camp from June 23 – August 15, 2014 (except Friday's).

Authorized by (please print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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