



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 Ice Cream Concessions Summer Concerts on the Green Bid #2014-10**

**Event:** Summer Concerts on the Green

**Event Type:** Free Family Concerts

**Dates:** **Thursdays**, 6:00p.m., June 26 - July 24, 2014 (Rain dates: July 31 & Aug 7)

(On July 24- The International Food Festival will occur in conjunction with the concert, therefore other food vendors and 1 other ice cream vendor will be allowed to vend on the green at this event.)

**Location:** Town Green, Colchester, CT

**Expected Participation:** 700-1,000 per concert

### **Contact Information:**

Cheryl Hancin, Recreation Manager  
Colchester Parks & Recreation  
(860) 537-7295  
(888) 468-6093 (fax)  
RecManager@colchesterct.gov  
[www.colchesterct.gov](http://www.colchesterct.gov)

### **Requirements of Awarded Concessionaire**

- Concessionaire must be present and operational at each concert from 5:30pm-8:00pm
- Concessionaire must provide
  - 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
- The selected concessionaire will remit at least \$125/concert to the Town
- Access to electricity will be provided by the Town

### **Award**

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

- Availability for concert dates and rain dates
- Proposed Bid Amount per concert

- References
- Experience of the concessionaire

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 Ice Cream Concessions – Bid #2014-10”**, to: First Selectman, Town of Colchester, 127 Norwich Avenue, Colchester, CT 06415. Bids must be received **by Friday May 23, 2014 at 2:00pm**, at which point the bids will be opened in Suite 201 of Colchester Town Hall. Questions should be directed to Cheryl Hancin, Recreation Manager of Parks & Recreation, at (860) 537-7295 or RecManager@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.

**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.

**TOWN OF COLCHESTER  
SUMMER CONCERT ICE CREAM CONCESSIONS  
Bid #2014-10**

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

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

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

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

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

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

**Per Concert Bid Amount (at least \$125): \$** \_\_\_\_\_

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 ice cream concessions on the following Thursday dates (please check):

\_\_\_ June 26    \_\_\_ July 3        \_\_\_ July 10    \_\_\_ July 17    \_\_\_ July 24    \_\_\_

Rain Dates:    \_\_\_ July 31        \_\_\_ Aug. 7

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

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

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