

MARCIA A. LECLERC
MAYOR

PURCHASING DEPARTMENT

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7271

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TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #20-03

RE: R.F.P. – Lease of 1450 Main Street, East Hartford, CT (Formerly
Tastebuds Banquet Hall)

Proposals will be received at the Office of the Purchasing Agent, Town Hall,
740 Main Street, East Hartford, Connecticut, 06108 until **11 A.M. ON
THURSDAY, JULY 18, 2019** at which time they will be publicly opened and
recorded.

There will be a **NON-MANDATORY** pre-bid meeting held at 1450 Main Street,
East Hartford, CT on **Wednesday, July 10, 2019 @ 10 a.m.**

Information and Specifications are available at the above office or on the
Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to
be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

TOWN OF EAST HARTFORD, CT.

STANDARD INSTRUCTIONS FOR PROPOSAL

1. Sealed proposals will be received by the Purchasing Agent until the date and time specified on the title sheet. Proposals received later than the date and time specified will not be considered and will be returned unopened. **Proposals will not be accepted via fax or e-mail.**
2. All proposals will be opened and recorded and are subject to public inspection. Firms may be present or be represented at all openings.
3. Municipalities are exempt from any sales, excise or federal taxes. Fees must be exclusive of taxes and will be so construed.
4. The Town of East Hartford reserves the right to reject any or all proposals or any part of any or all proposals and to waive any informality when such action is in the best interest of the town and also reserves the right to extend an awarded proposal by mutual consent and negotiate any terms, conditions and prices if it is in the best interest of the town.
5. Firms should familiarize themselves with the items and/or conditions set forth in the Request for Proposal specifications. Failure to be informed will not be accepted as an excuse from fulfillment of the requirements.
6. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after an award if not part of the original proposal terms.
7. For professional services - a selected town committee will evaluate all responses and make a recommendation to the Mayor. **If deemed necessary** by the committee, an interview may be required as part of the selection process.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

TOWN OF EAST HARTFORD
REQUEST FOR PROPOSALS
FOR THE LEASE OF 1450 MAIN STREET
(FORMERLY TASTEBUDS BANQUET HALL)

BID #20-03

All interested parties are invited to submit proposals for the lease of the former Tastebuds Banquet Hall, located in the historic former Second North School at 1450 Main Street in East Hartford, Connecticut. Proposals shall take into account all restrictions and guidelines set forth by the Town if they are to be considered. A pre-proposal walk through of the building will take place on July 10th, 2019 at 10:00 a.m.

Proposals (three hard copies and one electronic) will be received at the office of the Purchasing Agent, 740 Main Street, East Hartford, Connecticut, until July 18th, 2019 at 11:00 A.M. Questions should be submitted in writing to Michelle Enman, Purchasing Officer at menman@easthartfordct.gov by July 12th, 2019. Responses will be provided in writing July 15th, 2019. Addendums, if required will be published on the town website.

The building constructed as Second North School, is located on the easterly side of Main Street, just north of the center of East Hartford, on a parcel of land 1.22 acres in area. Built in 1909, this two-story, brick structure is an example of the Second Renaissance Revival Style. The site is located in a mix residential and commercial area and is classified as a B-1 zone with access to all public utilities. The site has

68 parking spaces which are accessed through a driveway on Linden Street. Total occupancy for the building is 210 persons.

A more detailed property description is included below.

The Town considers the Second North School building to be a significant architectural and historic structure. Any proposed renovation to the exterior of the building must be approved by the Town and will be reviewed under those guidelines.

The Town reserves the right to reject any or all proposals that it deems to be not in the best interest of the Town.

The Town will consider lease terms of not less than 10 years.

BUILDING/FACILITIES DESCRIPTION

Property Type:	The subject site is improved with a two-story banquet hall. The building was originally built as a school with a functional basement that includes offices, storage, and a full commercial kitchen.
Gross Building Area:	6,430 square feet (excluding the basement) 8,818 square feet (including the basement)
Date of Construction:	The building was constructed in 1909 as a school building and was redeveloped as a banquet hall in 1998.
Foundation:	Combination of poured concrete, brick and concrete block.
Structural System:	Masonry
Exterior Walls & Surface:	Brick
Roof:	Roof and decorative cupola is in the process of being replaced. Project will be complete by August.
HVAC:	The building is a combination of gas-fired hot water and forced hot air heating and has 100% central air, including the basement. All HVAC systems were last renovated in 1998.

Fire Protection:

No sprinkler system

Plumbing:

The building has two main lavatories one on the first floor, which is a male restroom with six fixtures, and one on the second floor, which is a female restroom with five fixtures. There is also a bar on the second floor with a sink. The basement includes two, 2-fixture, bathrooms and facilities to install a full commercial kitchen. The basement include two walk-in refrigeration/freezer units, one of which is not functioning and was used by the previous tenant as storage space.

Electrical:

600 amp, three-phase, four-wire main electrical service per building

Elevator:

Passenger elevator with a 2,500 pounds capacity and a speed of 125 feet per minute.

Interior Finish:

The subject building has three banquet rooms, two on the first floor and one on the second floor. Both rooms on the first floor have a seating capacity of 45 people. The first floor has a central lobby area that separates the two rooms, with one room on each side. The second floor is an open room with a seating capacity of 120 people. The second-floor ballroom consists of commercial carpeting in the banquet area with a wood dance floor and ceramic tiles near the elevator and the bathroom. The walls consist of painted gypsum board with wood trim, and chair rail and the ceilings consist of painted gypsum board with both recessed lighting and decorative chandeliers. Also, there is a small bar area on the second floor with a sink and ceramic tile floors. The second floor was renovated in recent years with new paint, dance floor, window treatments and carpeting.

The first floor consists of commercial carpeting with ceramic tiles in the bathroom and elevator area painted gypsum board walls with wood paneling and chair rail and painted gypsum board ceilings with both recessed lighting and chandeliers. The lobby area on the first floor also consists of wall-mounted lighting.

The main entrance to the rear consists of papered walls, ceramic tile floors, carpeted stairs and painted gypsum board ceiling with chandelier lighting.

The basement consists of a few offices, storage areas, and space for a full commercial kitchen. The floors are a combination of various ceramic tiles and carpeting. The walls are a combination of painted gypsum board and exposed brick and concrete block, and the ceilings are painted gypsum board. Also, due to the topography of the subject site there are sections of the basement that contain large windows that let in natural light.

The lease will be in the form of a standard triple-net lease. Further detail is provided below. An outline regarding any interior improvements requested or necessary should be provided in the proposal.

Maintenance:

Lessee will be responsible for all day-to-day management and maintenance of the property, including snow removal, landscaping maintenance and trash removal.

Town will be responsible for repair of parking lot and sidewalks.

Utilities:

Lessee will be responsible for all utility expenses (gas, electric, water, phone, Internet) for the property.

Mechanical:

Town will maintain all of the building mechanical systems, including heating, plumbing, elevator, ventilating and air conditioning systems.

TOWN OF EAST HARTFORD

MINIMUM LIMITS OF COVERAGE AND REQUIREMENTS FOR VENDOR'S CERTIFICATE OF LIABILITY INSURANCE

Commercial General Liability – Minimum Limits

- \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate
- \$2,000,000 Products Completed Operations
- \$1,000,000 Personal & Advertising Injury
- \$100,000 Fire Damage (any one fire)
- \$10,000 Medical Expense (any one person)

Commercial Auto Liability – Minimum Limits

- \$1,000,000 Combined Single Limit
- Including owned vehicles, non-owned vehicles and employee non-ownership.

Commercial Umbrella Liability- Minimum Limits

- \$1,000,000 Each Occurrence
- \$1,000,000 Aggregate

Workers' Compensation: Statutory Limit

Employer's Liability: \$500,000 bodily injury for each accident

\$500,000 bodily injury by disease for each employee

\$500,000 bodily injury disease aggregate

DESCRIPTION SECTION –

The Town of East Hartford, its officials, employees, volunteers, boards and commissions are included as an Additional Insured on automobile, general liability and umbrella policies.

CERTIFICATE HOLDER SECTION-

The Town of East Hartford

740 Main Street

East Hartford, CT 06108



North side of building and parking area



East side of building and parking lot



Front facing Main Street



North side of building

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS (required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,

(Name and title of Officer or Officers)

is empowered to execute and deliver in the name and on behalf of this Corporation
contracts, bids and other documents to the Town of East Hartford, State of Connecticut,
and are further authorized to affix the Corporate Seal to such documents and to bind the
Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate
Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)

(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of

(legal name of LLC)

A Limited Liability Company duly organized and operating under the laws of
_____ and

(State)

qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

(Name and title of Members)

is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this
_____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership)
(required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.