

Essex Corinthian Yacht Club



www.essexcorinthianyc.org

17 Novelty Lane
Essex, CT 06426
860-767-3239

*“A facility and an environment of good fellowship for
active yachtsmen and women.”*

AMENDED

Request for Proposal

This request supersedes any prior Request for Proposals

Galley Food Service Operations

Closing Date: February 18, 2019

Overview

The Essex Corinthian Yacht Club is seeking an independent Caterer to provide certain food preparation and related services to the Club. This Request for Proposal (“RFP”) defines the scope of operations and the evaluation process.



You are invited to submit a proposal for the services identified in this RFP to the Essex Corinthian Yacht Club (“the Club”).

We are issuing this RFP to a select group of potential caterers for the purpose of obtaining proposals describing your capabilities and alignment with our requirements.

Conditions of Acceptance

This RFP is issued on the following conditions:

The Club accepts no liability for any costs incurred by you or your affiliates in preparing your RFP response or participating in the associated evaluation process.

The Club accepts no obligation to acquire any of your proposed services, or to select those of any Bidder, or disclose the reasons for declining any proposal.

This RFP does not constitute an offer capable of being accepted by the Bidder and creates no legal relationship between the Club and your organization.

In submitting your RFP response, you warrant that statements you make are accurate and true and accept that we may hold such statements as promises of specific performance.

Nothing contained in this document shall constitute a contract between the Club and a third party for the purposes of supply of the proposed services.

The Bidder accepts that the Club offers no warranties with respect to the information in this document, its accuracy or completeness.

The Club reserves the right to include your response to this RFP as part of any subsequent contract for the provided services.

PLEASE KNOW THAT RESPONSES CAN INCLUDE COUNTER OFFERS TO THE TERMS SET FORTH IN THIS RFP.

RFP Timeline

The Club intends to pursue a rapid but thorough evaluation process for catering services.

Key milestones and dates are listed below. Bidders will be required to conform to this timetable. Any extensions will be in writing, and only by the consent of the Club.

Each confirmed Bidder will be allocated a private telephone or meeting, Q&A session prior to date of RFP submission to enable clarification questions to be answered. Bidders may also request a tour of the Club and galley. These sessions are completely discretionary on the part of the Bidder.

Finalists will be invited to a presentation session to discuss their capabilities. The presentation will be held at the Club at a time and place to be determined.

Milestone Planned Dates

Issue of Amended RFP document – 01/09/2019

Bidder Q&A sessions and tours- Available upon request

Submission of RFP responses – No later than 02/18/2019

Finalist presentations (face-to-face) - 03/04/2019-03/07/2019

Recommendation by Evaluation Committee to the Club Board -03/14/2019

Contract Start Date - 4/1/2019

Club Open for Food Service - 2/1/2019 (Under a Temporary Food Provider.)

Club Point of Contact:

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Chair, Galley Proposal Committee
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Club History

On July 16, 1984, Allen S. Ames, John J. Carta, Thomas M. Daniels, Spencer Evans, John N. Fields, Ann H. Horan, Dennis W. Walker, A. J. Wasley and Alan Wasley formed as a club and asked others to join them to *"provide a facility and an environment of good fellowship for active yachtsmen (women) at a modest price."*

The first commissioning of Essex Corinthian Yacht Club was held on September 9, 1984.

The home for Club was originally built in 1937 as the Essex Yacht Club. In 1982, Essex moved next door to its present facility. Upon its founding in 1984 Essex Corinthian Yacht Club took over the facilities.



By 1988 the Club had grown and extended its lease to include the downstairs of the building. During that winter, through the efforts of its members, the River Room was created. In 2013, a 20-year lease was signed. A key element in the renovation and rebirth of the Clubhouse has been the active role the members have played in creating a facility and an environment of good fellowship.



Over the years club members have shown the Corinthian spirit with their achievements on the race course and cruising. Several members have chosen the yachting lifestyle with extended cruises in all parts of the world.



At sea and ashore, the Essex Corinthian Yacht Club has grown and prospered without losing sight of our purpose to provide active yachtsmen an affordable facility with good fellowship.

Scope of Services

The Caterer shall provide appropriate galley and food preparations for the Club as follows: (a) lunches, (b) dinners, (c) other special Club functions (Special Events). The Caterer will make all necessary arrangements to ensure that the galley is properly staffed for all Club operations requiring food services. The Caterer shall supply all paper, cleaning supplies, and plastic items used in the operation of the galley for regular Club

meals and all catered functions. In addition, the Caterer is responsible for the proper cleaning and sanitizing of all dining room tables as well as all appropriate and necessary dishes, glassware, and utensils. The Club shall provide order forms for meals, plastic tumblers and cocktail napkins for the bar area.

Currently, the Club does not have a liquor license. Members are allowed to bring their own alcoholic beverages to the Club.

Hours

Standard Food Service

The standard hours of operation for normal food service will vary with the seasons. The Club is closed on Mondays. Holiday food service (i.e. July 4 and Labor Day) may be offered by agreement between the Caterer and the Club.

Lunch service (including Sunday Brunch) is 11:30am to 2:00pm. Friday night dinners are 6:00pm to 9:00pm. Wednesday dinners, with music, are 6:00pm to 9:00pm. Sunday dinners are 5:00pm – 8:00pm. All times may be subject to mutually agreed adjustment. The cost of Wednesday musical entertainment is split evenly between the Club and the Caterer.

Traditional meal offerings from February through December are; Lunches on Wednesday, Thursday, Friday, Saturday and Sunday (Brunch), and Friday Dinner. Additional meal days will be allowed if agreed to by the Club and the Caterer.

Usually, the music dinners start on the third Wednesday in May and run into September. Dinner is provided to the entertainers performing on those nights. The cost of those meals as well as the cost of the music is to be split between the Club and the Caterer.

Sunday Dinners are added in mid-June and run into September.

It is agreed that the Caterer, upon completion of their duties, will close and lock the Club facility on evenings when dinner is served or the Club is utilized for a catered event.

Usage Fees

The Caterer shall pay the Club a monthly kitchen lease fee in the amount of ~~\$2,500~~ **\$1,000**, plus the cost of all utilities related to the kitchen. In addition, the Caterer shall pay a security deposit of ~~\$2,500~~ **\$1,000** upon the commencement of the kitchen lease. In exchange for the rental fee, the Caterer will have full use of the kitchen for club meals and events, as well its utilization for the food preparation for any off premises catered events.

The Caterer shall receive all food related income from meals and shall be the exclusive Caterer for all catered events held at the Club. The Club shall receive the rental fees from any rental of the premises for a catered event. The Club will handle the billing and collection of all meals charged by Club members on a monthly basis. All collected proceeds from meals will be passed on to the caterer. (See Utilities and Security below.)

Galley Equipment and Maintenance

The equipment in the galley, including all stoves, ranges, refrigerators, appliances, fixtures, kitchen utensils and all other non-food items necessary for food preparation (collectively the “Equipment”) shall remain the property of the Club. The Caterer, at its discretion, is permitted to use its own equipment as it desires. The Caterer’s equipment shall be clearly identified. Complete inventories of the Club’s Equipment and the Caterer’s equipment shall be done and agreed upon by both parties within 10 days of the date of the execution of any contract and annually thereafter. Either party may request and updated inventory at any time. The Caterer shall maintain the Club’s Equipment in good working condition and shall clean the same regularly, including at least one annual professional cleaning and servicing of all major items of the Equipment. In addition, the Caterer shall conduct a professional cleaning of the floors, walls, ceiling, and appliances, during the month of January and as needed. Should any item of Equipment (or portion thereof) require replacement or repair as a result of normal wear and tear, the Club shall pay for the cost thereof. If the cause of the repair or replacement is through neglect or abuse by the Caterer, the Caterer shall pay for the repair and/or replacement to the Club’s satisfaction. The cause of such repair or replacement shall be determined by the vendor called in for such service. The Club and the Caterer shall insure the Equipment against casualty. Any special equipment and supply requests shall be made by the Caterer to the Club Liaison in writing or via e-mail. The Club will determine when linens are to be used at Club functions and shall be responsible for rental, cleaning and care of said linens for those events. Foods located within the galley shall be property of the Caterer.

Deliveries and Parking

All deliveries of supplies and equipment shall be made at the front entry. Upon completion of a delivery, all vehicles are to be removed from the front entry area. The Caterer personnel are to park away from the Clubhouse toward the rear area of the parking lot closer to the street. When loading or unloading supplies and equipment from the Caterer’s personal vehicles, the Caterer personnel are permitted to park at the front entrance. Upon completion of their tasks, the Caterer’s vehicles must be removed and parked as stated above.

Private Functions

The Club and the Caterer agree that the Club may be utilized for private functions by both members and nonmembers of the Club, provided that the same do not interfere with the operations of the Club. Private functions shall only be scheduled after consultation with the Club Manager and the Caterer. The Club reserves the right to approve all private functions. All facility usage fee receipts shall be paid and belong to the Club. The Club Manager shall be responsible for the billing and collection of facility usage fees from the parties involved in such functions. Private parties will pay the Caterer directly for any services provided by the Caterer.

The Club is a non-smoking facility.

Catering

The Club is available for rental with the sponsorship of a club member when the calendar permits. The Club and Caterer will promote the facility for private functions. The Caterer and the Club Manager will work together with the Client to complete a satisfactory contract. ~~The Caterer has the first chance at establishing a contract with perspective clients however, in the event of a conflict, the Client has the right to use another Club approved catering company.~~ Unless waived by the Caterer, the Caterer shall be the sole provider of all food services for catered events at the Club. The Club agrees that the Caterer may utilize the galley to prepare food for its outside catering business. The Caterer shall be responsible for handling arrangements and related expenses for all non-Club related catered functions, including, but not limited to, linens, dishes, utensils, glassware, pot/pans, candles, flowers and outside rental needs.

The Club shall be responsible for non-food related contracts involved with Club related functions, including any contracts relating to the use of the Clubhouse.

Club members and their guests may bring some non-prepared snacks, pursuant to House Rule 12 of the Club Bylaws, during times the galley's dining hours. House Rule No. 12 states: The Galley is maintained for the membership's convenience. Members are not permitted to bring snacks other than chips and dip, and nuts to the club during dining hours. This rule was formalized at the 2017 Annual Meeting upon majority vote by the membership.

During times when the galley is not in operation, members and their guests can avail themselves of the lower deck grill and may bring their own food.

Decorations

All Club table and dining room decorations shall be provided by and remain the property of the Club. Parties renting club premises are responsible for their own decorations and shall not use any club decorations or supplies.

Utilities and Security

The Caterer shall be responsible for all separately metered utilities relating to the galley, including propane gas, electricity, and telephone. The cost of trash pickup ~~and water~~ shall be shared by the Club and the Caterer equally, either monthly or as often as billed by the vendor.

To ensure service continuity to the Club, the Club will pay all galley related utility bills upon their receipt. The Club shall provide a copy of all utility bills to the Caterer who shall reimburse the Club upon their receipt.

The Club shall not be responsible to the Caterer for the loss of any personal property or equipment whether by casualty, theft or otherwise. The Caterer shall be responsible for security, including but not limited to, the safety of guests for all activities in attendance for any catered event. The landlord or Club Liaison may enter the galley area whenever necessary or desirable, for the improvement or protection of the premises or property therein. The Caterer shall be notified, in advance if possible, of any such access to the galley.

It is the responsibility of the Caterer to lock-up and secure the Club facilities when dinner is served, upon completion of their galley activities and clean-up.

Cleaning

The Caterer shall be responsible for all cleaning and maintaining the galley in accordance with all applicable sanitation and health codes. The Caterer shall clean the dining tables, chairs and common serving and disposal areas after each meal and function involving galley services. Trash bags and cartons from the galley, if not removed, will be stored in a manner which will not detract from the ambiance of the Club and dining areas. It is the responsibility of the Caterer to clean and document said cleaning of the grease trap. This cleaning shall be done on a weekly basis. Upon request by the Club's Galley Liaison, the Caterer will supply this record. It is the Club's responsibility to clean the galley venting systems.

Charge Privileges and Receipts

Lunches and dinners shall be charged by members to their accounts with the Club. The Caterer shall not accept payments at the galley window, except from visiting yachtsmen. Said payments from visiting yachtsmen shall be in the form of credit card charges only. No cash is allowed to be transacted. Use of ECYC credit card services is not permitted for expenses of privately catered parties, on or off the Club premises.

The Caterer shall ensure that Club members list their membership number and sign all galley receipts. Visitors shall be instructed to show their reciprocating club membership card and all particulars noted on the galley order slip. In addition, they shall sign the Club guest book. The Caterer and the Club shall agree in advance on the amount payable for meals provided for Club functions.

The Caterer shall submit all galley receipts and charges received to the Club Manager on a weekly basis, no later than Wednesday following any week that the galley is in operation. The Club shall reimburse the Caterer for all receipts twice per month (less any payments made by the Club for kitchen utility expenses.) Any disputed receipt shall be discussed and negotiated in good faith. The Club shall be solely responsible for collecting amounts owed by its members for submitted galley receipts and discussing billing discrepancies.

Interaction with the Club Manager and Club Liaison

The Club Manger shall be responsible for maintenance services to the non-galley areas of the Clubhouse, except for those areas utilized for food service and administration of private functions. Responsibilities of the Caterer and the Manager are distinct from each other however, interaction and cooperation are essential to the smooth operation of the Club. Any concerns, issues and/or disputes that arise between the Caterer and the Club shall be communicated between the Caterer and the Club Liaison only. In the event that the Club Liaison is unavailable, communications shall be made to any Flag Officer of the Club. The “Club Liaison”, also known as “Galley Liaison”, shall be designated as such by the Club’s Commodore, who shall inform the Caterer of such person. Under no circumstances shall the Caterer communicate with any club member regarding disputes or issues.

Menu Pricing

It is the purpose and intent that the Caterer provides Club members with quality food at reasonable prices. The Caterer menu and prices shall be set by the Caterer with approval by the Club Liaison, who will discuss any potential need for changes with the Club Board, if required.

Term, Termination

This contract shall commence upon ratification by both parties and shall commence on ~~February 1, 2019~~ April 1, 2019 and expire on December 31, 2019, subject to annual renewal.

Independent Contractor

The Caterer is acting as an independent contractor and shall never be considered an employee, partner, authorized agent, or representative of the Club.

The Caterer and employees of the Caterer shall not be members of the Club.

Compliance with Law, Insurance Requirements, Taxes

The Caterer shall ensure that the Equipment and the galley area of the Clubhouse meet and comply with all applicable health, fire safety, and other laws, regulations and codes applicable to the operation of a kitchen and/or catering facility. the Caterer shall further comply with all reasonable and necessary requirements of the insurance carrier insuring the Clubhouse to the extent such requirements relate to the galley responsibilities of the Caterer (in consideration the Club's responsibilities and the Landlord's) so as to minimize the cost of such insurance.

The Caterer shall maintain a minimum of \$2,000,000.00 of liability insurance covering illness or injury to persons and/or relating to its business. Said insurance requirement shall specifically apply to services rendered at any function(s) held at the Clubhouse for which the Caterer provides catering services. Said insurance requirements shall also apply to any catering services of the Caterer involving the use of Club facilities, specifically including the galley. The Caterer shall name the Club as an additional insured on its insurance policy, a copy of which shall be supplied to the Club Manager to be placed on file. The Caterer is solely responsible for any state and/or federal taxes that may be applicable to it, including income, sales and employment taxes.

The Caterer shall comply with all laws, rules, regulations, licensing requirements, orders, decrees and other legislative and judicial requirements applicable to it. It shall be the

responsibility of the Caterer to submit a copy of the current health inspection certificate to the Club Manager to be placed on file.

It is specifically agreed that the unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance by an employee or agent of the Caterer while on Club premises is expressly forbidden and shall constitute a breach of the Agreement warranting immediate termination of this Contract, at the option of the Club.

Attire and Conduct

The Caterer, employees and staff of the Caterer shall at all times be clean and neatly attired. They shall wear only Club approved attire while on Club premises, as well as tags clearly identifying them as Caterer employees. It is the responsibility of the Caterer to supply appropriate wear and tags for the Caterer employees. The Caterer employees shall speak and act in a professional and polite manner. Smoking is not permitted on Club premises or on the surrounding docks and walkways.

Any disagreements/conflicts between the Caterer employees and club members or guests shall be handled/addressed in an immediate and appropriate manner.

Proposal format

Your response should address your understanding and ability to support the scope of service, hours, fee structure, and operational requirements as stated in this RFP to include:

- Sample menus and prices
- Galley Cleanliness and Maintenance
- Results from health inspections by local health officials over the past two years.
- Catering and how you promote your services.
- Private Functions
- Compliance with Applicable Laws, Insurance and Taxes
- Conduct and Attire
- Parking and Deliveries
- A minimum of three references available for the Club to contact.

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