

*Town of East Haven
DeLungo Memorial Ice Rink Complex
71 Hudson Street
East Haven, CT 06512*

*Specifications for Pro Shop
Bid # 15-04*

- Term of Lease:* *August 10, 2015 through April 15, 2016
The Town reserves the option for renewal for 2nd & 3rd year
following completion of one year rental.*
- Utilities:* *Utility expenses will be paid by the Town and are included in the lease
fee. The Lessee will be expected to exercise efforts for energy efficiency
and conservation.*
- Prior
Experience:* *All Bidders must provide proof of a minimum of one (1) year experience.*
- Service
License:* *The successful Bidder Must obtain any and all required licenses or
certificates prior to providing Service for the first public event at the
Athletic Complex.*
- Maintenance of
Facility:* *The daily maintenance of the facility and equipment will be the
responsibility of the Lessee. Major repairs or replacement of the
equipment or structural repairs will be the responsibility of the
Town and must have prior approval of the Director of the Athletic
Complex.*
- Inspection of
Facility:* *Prospective Bidders should contact Lou Pane, Director of the Athletic
Complex, at 203-468-3367 for an appointment to inspect the Facility.
Office hours for the Athletic Complex are 8:30 AM until 4:30 PM. Monday
through Friday.*
- Hours of
Operation:* *Lessee must be open on the following hours:
Monday through Friday 5:00 PM until 8:00 PM
Saturday & Sunday 8:00 AM until 6 PM
All Public Skate Hours.*

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Insurance: The Lessee, during the term of the lease, shall maintain a Comprehensive Liability Insurance Policy, with the limits of not less than five hundred thousand dollars (\$500,000). This policy must the Town of East Haven as as an additional insured and a certificate of such Insurance must be submitted to the Director of Finance, upon Bid Award and presented as well, to the Director of the Athletic Complex prior to signing a lease. Such Policy must contain assurances that the Policy will not be canceled without thirty (30) days prior written notice to the Director of Finance.

Surety Deposit: Prior to signing the Lease, the Lessee must provide to the Town a check In the amount of two hundred and fifty dollars (\$ 250.00) which shall represent a guarantee of payment of all amounts due to the Town of East Haven during the period of the Lease.

Minimum Bid: The minimum Bid for the Pro Shop will be \$ \$ 16.00.00. This amount is to be paid in 8 equal installments of \$ 200.00 per month. Due on the tenth of every month, beginning August 10, 2015 and ending March 10, 2016.

Termination By the Town: The Town of East Haven may terminate the Lease upon ten days (10) written notice in the event that the Lessee fails to adhere to any of the requirements of the Lease and conditions set forth above after having been notified in writing by the Director of Finance, upon notification by the Director of the Athletic Complex, as one such previous failure.

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In accordance with the specifications, the undersigned agrees to provide the described terms on this calculation sheet at the total Bid price of:

\$ _____
Written Dollar Amount

\$ _____
Dollar Amount in Figures

Company Name _____

Address _____

Telephone # _____ *Fax #* _____

Email

Contact Person Name _____

Cell # _____