



## **REGULAR MEETING – RECREATION, PARKS & CULTURAL AFFAIRS AGENDA**

**JULY 8, 2026, 7:00 PM  
BY ZOOM VIRTUAL MEETING**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at [norwalkct.gov/meetings](https://norwalkct.gov/meetings).



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial \*9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Dilene Byrd at [dbyrd@norwalkct.gov](mailto:dbyrd@norwalkct.gov) with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ACCEPTANCE OF MINUTES**
  - A. **Regular Meeting: June 10th**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
  - A. **Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Nathaniel Ely School Field and immediate surrounding grounds by Project 9 Foundation for their Community Fun Day to be held on Saturday, August 15th, 2026, from 12:00 P.M to 6:00 P.M with set-up at 11:00 A.M and tear-down by 7:00 P.M. Approximately 75 people.**

- B. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Mathews Park and immediate surrounding grounds by Marvedia Tyson/Tyson Tours for their Back Together Again with Family & Friends to be held on Sunday, August 9th, 2026, from 2:00 P.M. to 7:00 P.M with set-up at 12:00 P.M. and tear-down by 8:00 P.M. Approximately 300 people.
- C. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach and immediate surrounding grounds by Project Purple for their Steps for a Cure: Connecticut to be held on Sunday, October 25th, 2026, from 9:00 A.M. to 11:30 A.M. with set-up at 6:30 A.M. and tear-down by 12:15 P.M. Approximately 350 people.
- D. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Brien McMahon High School Casagrande Field and immediate surrounding grounds by BMHS Band Parents for their Celebration of Sound to be held on Saturday, September 19th, 2026, from 9:00 A.M. to 11:00 P.M. Approximately 2,000 people.
- E. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Washington Street Plaza and immediate surrounding grounds by Mellodye Green-Ragin/L.I.F.T. Foundation for their Black Heritage Parade Celebration to be held on Saturday, September 26th, 2026, from 9:00 A.M. to 6:00 P.M. with set-up at 7:00 A.M. and tear-down by 10:45 P.M. Approximately 200 people.
- F. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Taylor Farm and immediate surrounding grounds by Katherine Snedaker for their Norwalk Dogs 4th Birthday Party to be held on Saturday, September 12th, 2026, from 11:00 A.M. to 3:00 P.M. with set-up at 10:30 A.M. and a rain date of Sunday, September 13th. Approximately 200 people.
- G. Authorize the Mayor, Barbara C. Smyth to enter into a 1 year contract extension with Almstead Tree, Project #4047, Tree Removal and Trimming Services, in an amount not to exceed \$200,000.00 from accounts 014029 5298, 09196030 5777 C0370, 09226030 5777 C0370, 09276030 5777 C0370, 09274021 5777 C0318, 09274201 5777 C0021.
- H. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for Catering Services at Gallaher Mansion and South Norwalk Recreation Center, Project # 4512, with the following vendors; Caliph's, Inc. d/b/a Alchemy Custom Celebrations & Cuisine, d/b/a Festivities, Simply Delicious Catering, LLC, Spyc Babe Catering Services LLC, Winfield Street Food Concepts LLC, and Munch Eatery LLC, all to be placed on the preferred catering list.
- I. Authorize the Mayor to execute a contract with Keystone Civic Strategies for the 4519 Risk Management Program Assessment and Accreditation Support for \$98,750.00 from August 1, 2026 through December 31, 2027. The City Insurance Fund – LAP Account – Professional Services (MUNIS Account: 16-13-43-5258).
  - 1. Authorize the Recreation and Parks Director or designee to issue three (3) One (1) year contract extensions on the Keystone Civic Strategies contract.

**VII. DISCUSSION**

**VIII. ADJOURNMENT**





**CITY OF NORWALK  
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE  
BY VIDEO CONFERENCE AND TELECONFERENCE**

**WEDNESDAY, JUNE 10, 2026.**

**REGULAR MEETING**

**7:00 PM.**



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial \*9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



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**ATTENDANCE:** Darlene Young, Chair; Broderick Sawyer, Vice Chair; Nicole’ Eaddy; Jesse Buccolo; Richard Dellinger; Johan Lopez (arrived at 7:05 PM)

**ABSENT:** Nicol Ayers

**STAFF:** Robert Stowers, Director, Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks

OTHERS: Fritzsareth Gilmore; Sue Brown-Gordon; Daniel Loftus; Kevin Profit; Morris Redd

**I. CALL TO ORDER**

Mr. Sawyer called the meeting to order at 7:00 PM.

**II. ROLL CALL**

Mr. Sawyer called the roll, and all those listed were present.

**III. ACCEPTANCE OF MINUTES**

**A. Regular Meeting: May 13, 2026**

**\*\* MR. DELLINGER MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

**IV. PUBLIC PARTICIPATION**

There was no public participation this evening.

**V. OLD BUSINESS**

There was no old business discussed this evening.

**VI. NEW BUSINESS**

**A. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF VETERAN’S PARK AND IMMEDIATE SURROUNDING GROUNDS BY EJ’S H.E.A.R.T. FOR THEIR WALK FOR ELIJAH TO BE HELD ON SATURDAY, JULY 11TH, 2026 FROM 7:00 A.M TO 12:00 P.M. APPROXIMATELY 80 PEOPLE.**

Ms. Gilmore provided a brief overview of the event.

- \*\* MS. YOUNG MOVED TO APPROVE THE ITEM.**
- \*\* THE MOTION PASSED UNANIMOUSLY**

**B. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF WASHINGTON STREET PLAZA AND IMMEDIATE SURROUNDING GROUNDS BY SUSAN BROWN GORDON FOR THEIR SONO ARTS FESTIVAL TO BE HELD ON SATURDAY, AUGUST 1ST, 2026 FROM 7:00 A.M. TO 5:00 P.M. AND SUNDAY, AUGUST 2ND FROM 7:00 A.M. TO 5:00 P.M. APPROXIMATELY 475 PEOPLE.**

Ms. Brown-Gordon provided a brief overview of the event.

- \*\* MS. YOUNG MOVED TO APPROVE THE ITEM.**
- \*\* THE MOTION PASSED UNANIMOUSLY**

**C. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK CONSERVATORY FOR THEIR BROADWAY IN THE PARK SERIES TO BE HELD ON SATURDAY, AUGUST 22ND AND SATURDAY, AUGUST 29TH, 2026, FROM 5:00 P.M. TO 8:00 P.M. WITH SET-UP ON SATURDAY, AUGUST 15TH, 2026, AND TEAR-DOWN BY SUNDAY, AUGUST 30TH. APPROXIMATELY 275 PEOPLE.**

Mr. Loftus provided a brief overview of the event.

- \*\* MR. LOPEZ MOVED TO APPROVE THE ITEM.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**D. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF RYAN PARK AND IMMEDIATE SURROUNDING GROUNDS BY KINGDOM RESTORATION FOR THEIR NORWALK COMMUNITY BLOCK PARTY TO BE HELD ON SATURDAY, JULY 25TH, 2026 FROM 7:00 A.M. TO 4:00 P.M. APPROXIMATELY 300 PEOPLE.**

Mr. Profit provided a brief overview of the event.

- \*\* MS. YOUNG MOVED TO APPROVE THE ITEM.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**E. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF CALF PASTURE BEACH AND THE IMMEDIATE SURROUNDING GROUNDS BY MORRIS REDD FOR THEIR GREGORY BURNETT, SR. MEMORIAL 5K & FUN RUN TO BE HELD ON SUNDAY, OCTOBER 18TH, 2026 FROM 7:00 A.M. TO 2:00 P.M. APPROXIMATELY 249 PEOPLE.**

Mr. Redd provided a brief overview of the event.

- \*\* MS. EADDY MOVED TO APPROVE THE ITEM.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**VII. DISCUSSION**

Mr. Dellinger asked if there would be another tour of the recreation center for the city council members. Mr. Stowers said “Yes,” and he will be sending out invites to the city council for available dates and times.

**VIII. ADJOURNMENT**

- \*\* MR. DELLINGER MOVED TO ADJOURN.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Dilene Byrd

City of Norwalk Online  
125 East Ave.  
Room 225  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:[recreation@norwalkct.gov](mailto:recreation@norwalkct.gov)

**Permit #** R3923  
**Status** Tentative  
**Date of Issue** Jul 6, 2026 12:10 PM  
**Expiration Date** Jul 7, 2026

<b>Customer Name</b>	Terrence Fuller - 8418	<b>Home Phone Number</b>	(203) 515-7775
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 515-7775
<b>Mailing Address</b>	P.O. Box 134 Norwalk, CT 06852	<b>Email Address</b>	<a href="mailto:project9foundation@yahoo.com">project9foundation@yahoo.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$400.00
Discounts	\$0.00
Subtotal	\$400.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$1,400.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,400.00

<b>Community Fun Day</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$1,400.00</b>
<a href="#">Booking Summary</a>			
<b>Nathaniel Ely School Field (Field Rental)</b>		<b>Center: Nathaniel Ely</b>	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Aug 15, 2026 12:00 PM	Sat, Aug 15, 2026 6:00 PM	75	\$0.00
Resource level fees			\$1,400.00

<a href="#">Custom Questions</a>	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Field Requested- Type in your selected facility/field.	Nathaniel Ely Park
Is there a 2nd date in mind or a rain date or location?	Yes
What is the setup time?	11am
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Grill, Food, porta potties, field games

<a href="#">Deposit</a>
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EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
Community Fun Day	Nathaniel Ely School Field	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Payment Schedules				Original Balance: \$1,400.00		Current Balance: \$1,400.00	
DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE			
Aug 15, 2026	\$1,400.00	\$0.00	\$0.00	\$1,400.00			

X: \_\_\_\_\_

X: \_\_\_\_\_

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

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

**City of Norwalk Online**  
Mailing Address: 125 East Ave., Room 225, Norwalk, CT 06851  
Phone Number: (203) 854-7806  
Email Address: recreation@norwalkct.gov

**Terrence Fuller**  
Customer ID: 8418  
Home Phone Number: (203) 515-7775  
Cell Phone Number: (203) 515-7775  
Email Address: project9foundation@yahoo.com

City of Norwalk Online  
125 East Ave.  
Room 225  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:[recreation@norwalkct.gov](mailto:recreation@norwalkct.gov)

**Permit #** R3547  
**Status** Tentative  
**Date of Issue** Jul 2, 2026 1:50 PM  
**Expiration Date** Jul 24, 2026

<b>Customer Name</b>	Marvedia Tyson - 10591	<b>Work Phone Number</b>	(203) 952-5473
<b>Customer Type</b>	General Public	<b>Home Phone Number</b>	(203) 952-5473
<b>Mailing Address</b>	55 Porter Avenue #3G Naugatuck, CT 06770	<b>Cell Phone Number</b>	(203) 952-5473
		<b>Email Address</b>	<a href="mailto:tysonoursent@gmail.com">tysonoursent@gmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$790.00
Discounts	\$0.00
Subtotal	\$790.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$1,790.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,790.00

**4th Annual Back Together Again with Family & Friends**      1 resource(s)   1 booking(s)   **Subtotal: \$1,790.00**

**Event Notes:**  
-\$1000 site deposit added  
-Permit pending 7/8 RPCA approval and 7/14 City Council approvals. Please do not advertise until these approvals are completed.

[Booking Summary](#)

Mathews Park (Event)		Center: Mathews Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Aug 9, 2026 12:00 PM	Sun, Aug 9, 2026 8:00 PM	300	\$0.00
Resource level fees			\$1,790.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	Yes
Are you using the pavillion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	2
Is there a 2nd date in mind or a rain date or location?	Yes. Rain date 8/23/26
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	200
What is the setup time?	12:00 PM
What type of event?	Family & Friends gathering
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Stage, generators, 10x10 tents
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	Yes
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Aug 22, 2026	Marvedia Tyson	Waiver Signed by: Marvedia Tyson on Mar 22, 2026

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
  - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
  - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: \*Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall \*Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event \*No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks \*Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length\*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
  - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Facility - Rental Agreement	Aug 22, 2026	Marvedea Tyson	Waiver Signed by: Marvedea Tyson on Mar 22, 2026
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A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT  
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

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Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



#### Deposit

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
4th Annual Back Together Again with Family & Friends	Mathews Park	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

#### Payment Schedules

Original Balance: \$1,790.00 Current Balance: \$1,790.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jul 6, 2026	\$1,390.00	\$0.00	\$0.00	\$1,390.00
Aug 22, 2026	\$400.00	\$0.00	\$0.00	\$400.00

X:  
\_\_\_\_\_

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

**City of Norwalk Online**

Mailing Address: 125 East Ave., Room 225, Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: recreation@norwalkct.gov

X:  
\_\_\_\_\_

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

**Marvedia Tyson**

Customer ID: 10591

Work Phone Number: (203) 952-5473

Home Phone Number: (203) 952-5473

Cell Phone Number: (203) 952-5473

Email Address: tysonstoursent@gmail.com

City of Norwalk Online  
125 East Ave.  
Room 225  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:[recreation@norwalkct.gov](mailto:recreation@norwalkct.gov)

**Permit # R3449**  
**Status** Tentative  
**Date of Issue** Apr 9, 2026 4:01 PM  
**Expiration Date** Oct 2, 2026

<b>Customer Name</b>	Ryan Downey - 16137	<b>Home Phone Number</b>	(203) 646-7590
<b>Customer Type</b>	General Public	<b>Email Address</b>	<a href="mailto:ryan@projectpurple.org">ryan@projectpurple.org</a>
<b>Mailing Address</b>	115 Main St Suite 1 Seymour, CT 06483		
<b>System User</b>	Internet User		

Rental Fee	\$790.00
Discounts	\$0.00
Subtotal	\$790.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$1,790.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,790.00

**Steps for a Cure: Connecticut** 1 resource(s) 1 booking(s) **Subtotal: \$1,790.00**

**Event Notes:**  
-\$1000 site deposit added  
-Permit pending 7/8 RPCA approval and 7/14 City Council approvals. Please do not advertise until these approvals are completed.

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Oct 25, 2026 9:00 AM	Sun, Oct 25, 2026 11:30 AM	350	\$0.00
Resource level fees			\$1,790.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	no
Is there a 2nd date in mind or a rain date or location?	10/3
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	Anticipated 350
What is the setup time?	7:00 am
What type of event?	1 Mile Pancreatic Cancer Walk
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	10x10 tent, truss and corral, lawn signs, water station, registration table, music, etc.
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	Yes

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Oct 17, 2026	Ryan Downey	Waiver Signed by: Ryan Downey on Feb 27, 2026

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
  - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
  - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: \*Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall \*Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event \*No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks \*Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length\*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
  - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement

Oct 17, 2026

Ryan Downey

Waiver Signed by: Ryan Downey on Feb 27, 2026

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT  
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

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Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

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If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

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The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature \_\_\_\_\_



**Deposit**

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
Steps for a Cure: Connecticut	Calf Pasture Beach	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

**Payment Schedules**

Original Balance: \$1,790.00    Current Balance: \$1,790.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jul 6, 2026	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Oct 17, 2026	\$790.00	\$0.00	\$0.00	\$790.00

X: \_\_\_\_\_

X: \_\_\_\_\_

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

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

**City of Norwalk Online**

Mailing Address: 125 East Ave., Room 225, Norwalk, CT 06851  
 Phone Number: (203) 854-7806  
 Email Address: recreation@norwalkct.gov

**Ryan Downey**

Customer ID: 16137  
 Home Phone Number: (203) 646-7590  
 Email Address: ryan@projectpurple.org

City of Norwalk Online  
125 East Ave.  
Room 225  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:[recreation@norwalkct.gov](mailto:recreation@norwalkct.gov)

**Permit # R3958**  
**Status** Tentative  
**Date of Issue** Jun 4, 2026 2:57 PM  
**Expiration Date** Jul 4, 2026

<b>Customer Name</b>	Amy Hodgins - 13842	<b>Home Phone Number</b>	(203) 247-0037
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 247-0037
<b>Mailing Address</b>	300 Highland Avenue Norwalk, CT 06855	<b>Email Address</b>	<a href="mailto:bmhsbandnorwalk@gmail.com">bmhsbandnorwalk@gmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$0.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

<b>Celebration of Sound</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$0.00</b>
<a href="#">Booking Summary</a>			
<b>McMahon High School - Casagrande Field (Field Rental)</b>		<b>Center: Brien McMahon High School</b>	
<b>START DATE/TIME</b>	<b>END DATE/TIME</b>	<b>ATTENDEE</b>	<b>AMT W/O TAX</b>
Sat, Sep 19, 2026 9:00 AM	Sat, Sep 19, 2026 11:00 PM	2000	\$0.00

<a href="#">Custom Questions</a>	
<b>QUESTION</b>	<b>ANSWER</b>
*Will you require lights? (Fields only)	Yes
Are you a Non-Profit or 501C3?	Yes
Field Requested- Type in your selected facility/field.	Casagrande Field/BMHS Athletic Complex
Is there a 2nd date in mind or a rain date or location?	No
What is the setup time?	9am
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Food, drinks, and spirit wear to be sold during event.

X:  
\_\_\_\_\_

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

**City of Norwalk Online**

Mailing Address: 125 East Ave., Room 225, Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: recreation@norwalkct.gov

X:  
\_\_\_\_\_

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

**Amy Hodgins**

Customer ID: 13842

Home Phone Number: (203) 247-0037

Cell Phone Number: (203) 247-0037

Email Address: bmhsbandnorwalk@gmail.com

City of Norwalk Online  
125 East Ave.  
Room 225  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:[recreation@norwalkct.gov](mailto:recreation@norwalkct.gov)

**Permit # R4069**  
**Status** Tentative  
**Date of Issue** Jul 2, 2026 2:38 PM  
**Expiration Date** Aug 1, 2026

<b>Customer Name</b>	Melodye Green-Ragin - 7887	<b>Work Phone Number</b>	(203) 956-6007
<b>Customer Type</b>	General Public	<b>Home Phone Number</b>	(203) 667-4218
<b>Mailing Address</b>	14 Platt St. Unit 4 Norwalk, CT 06855	<b>Cell Phone Number</b>	(203) 667-4218
		<b>Email Address</b>	<a href="mailto:info@sonotainment.com">info@sonotainment.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$1,570.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,570.00

**Black Heritage Parade Celebration** 1 resource(s) 1 booking(s) **Subtotal: \$1,570.00**

**Event Notes:**  
 -\$1000 site deposit added  
 -Per Special Event permit, 200 attendees expected. Park usage fee of \$570.00 applied for groups of 100-249  
 -Permit pending 7/8 RPCA approval and 7/14 City Council approvals. Please do not advertise until these approvals are completed.

[Booking Summary](#)

Washington St. Plaza (Event)		Center: Washington St. Plaza	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Sep 26, 2026 9:00 AM	Sat, Sep 26, 2026 6:00 PM	200	\$0.00
Resource level fees			\$1,570.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	Yes
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No

Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	2
Is there a 2nd date in mind or a rain date or location?	N/A
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	100
What is the setup time?	9am Setup/11-12pm Parade/Post-parade celebration 12-6pm /Teardown 6-9pm.
What type of event?	Post Parade Celebration
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Vendor Market and Performance float
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	Yes

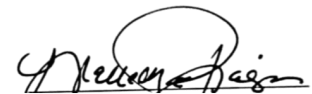
### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Sep 26, 2026	Melodye Green-Ragin	Waiver Signed by: Melodye Green-Ragin on Jul 2, 2026

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
  - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
  - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: \*Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall \*Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event \*No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks \*Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length\*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
  - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement

Sep 26, 2026

Mellodye Green-Ragin

Waiver Signed by: Mellodye Green-Ragin on Jul 2, 2026

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT  
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

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Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

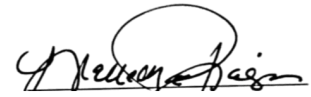
Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



### Deposit

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
Black Heritage Parade Celebration	Washington St. Plaza	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

### Payment Schedules

Original Balance: \$1,570.00 Current Balance: \$1,570.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Sep 26, 2026	\$1,570.00	\$0.00	\$0.00	\$1,570.00

X: \_\_\_\_\_

X: \_\_\_\_\_

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

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

#### City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT 06851  
 Phone Number: (203) 854-7806  
 Email Address: recreation@norwalkct.gov

#### Mellodye Green-Ragin

Customer ID: 7887  
 Work Phone Number: (203) 956-6007  
 Home Phone Number: (203) 667-4218  
 Cell Phone Number: (203) 667-4218  
 Email Address: info@sonotainment.com

City of Norwalk Online  
125 East Ave.  
Room 225  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:[recreation@norwalkct.gov](mailto:recreation@norwalkct.gov)

**Permit #** R3996  
**Status** Tentative  
**Date of Issue** Jun 12, 2026 7:42 PM  
**Expiration Date** Jul 12, 2026

<b>Customer Name</b>	Katherine Snedaker - 1103	<b>Home Phone Number</b>	(203) 984-0860
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 984-0860
<b>Mailing Address</b>	14 Haviland St Unit B1 Norwalk, CT 06854	<b>Email Address</b>	<a href="mailto:pricesned@gmail.com">pricesned@gmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$400.00
Discounts	\$0.00
Subtotal	\$400.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$400.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$400.00

**Norwalk Dogs 4th Birthday Party** 1 resource(s) 1 booking(s) **Subtotal: \$400.00**

[Booking Summary](#)

Taylor Farm (Event)		Center: Taylor Farm	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Sep 12, 2026 11:00 AM	Sat, Sep 12, 2026 3:00 PM	1	\$0.00
Resource level fees			\$400.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	Yes
Are you using the pavillion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	less than 2

Is there a 2nd date in mind or a rain date or location?	Sunday, 11-2
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	50
What is the setup time?	10:30
What type of event?	Holiday Social
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	A few tables
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	Yes

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Sep 12, 2026	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Jun 12, 2026

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
  - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
  - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: \*Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall \*Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event \*No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks \*Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length\*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
  - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement	Sep 12, 2026	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Jun 12, 2026
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A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT  
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

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Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



Payment Schedules

Original Balance: \$400.00 Current Balance: \$400.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Sep 12, 2026	\$400.00	\$0.00	\$0.00	\$400.00

X: \_\_\_\_\_

X: \_\_\_\_\_

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

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

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT 06851  
Phone Number: (203) 854-7806  
Email Address: recreation@norwalkct.gov

Katherine Snedaker

Customer ID: 1103  
Home Phone Number: (203) 984-0860  
Cell Phone Number: (203) 984-0860  
Email Address: pricesned@gmail.com

## BIDDER'S INFORMATION AND ACKNOWLEDGMENT FORM

Almstead Tree & Shrub Care., LLC
Bidder's Name

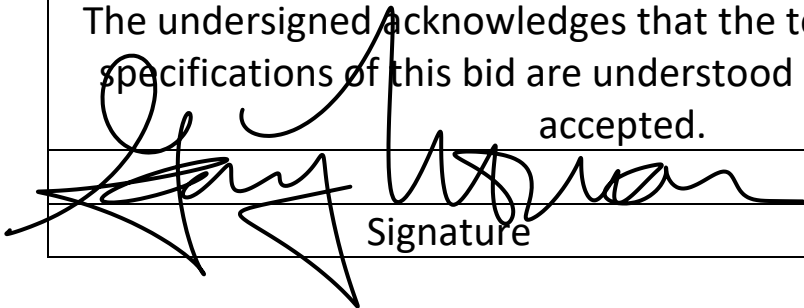
547 Hope Street
Street Address

Stamford	CT	06907
City	State	Zip

Business Telephone:	203-348-4111
---------------------	--------------

Email Address:	gnorman@almstead.com
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Gary Norman, Branch Manager
Printed Name and Title of Individual Submitting Bid

The undersigned acknowledges that the terms, conditions and specifications of this bid are understood and unconditionally accepted.	
	7/6/26
Signature	Date



## 1.1 RESPONSE FORM

<b>Vendor Name -</b> Almstead Tree & Shrub Care Co., LLC		
<b>Address -</b> 547 Hope St, Stamford, CT, 06907		
<b>Phone -</b> 203-348-4111	<b>Fax -</b>	<b>Email -</b> gnorman@almstead.com
<b>Manager -</b> Gary Norman, Branch Manager		<b>Fed ID#</b> 13-4031893

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned further agrees, in case of variations of quantities from those shown or specified, the following unit prices will be used in adjusting the contract price. If quantities are authorized by the City, the following amount will be added to the contract as required. Unless otherwise noted, each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved.

It is further understood and agreed that all the information included in, and attached to, or required by the Request for Bid shall become public record upon delivery to the City.

The following unit prices shall apply to this project:

<b>A</b>	<b>Tree Removal: Cost of tree removal based on the diameter of the tree at the DBH (Diameter at Breast Height).</b>			
<b>Item</b>	<b>DBH (Diameter at Breast Height)</b>	<b>YEAR 1 COST</b>	<b>YEAR 2 COST</b>	<b>YEAR 3 COST</b>
<b>1.</b>	8 – 14"	\$400	\$400	\$400
<b>2.</b>	15 – 18"	\$850	\$850	\$850

<b>A</b>	<b>Tree Removal: Cost of tree removal based on the diameter of the tree at the DBH (Diameter at Breast Height).</b>			
<b>Item</b>	<b>DBH (Diameter at Breast Height)</b>	<b>YEAR 1 COST</b>	<b>YEAR 2 COST</b>	<b>YEAR 3 COST</b>
<b>3.</b>	19 – 23"	\$1,380	\$1,380	\$1,380
<b>4.</b>	24 – 36"	\$2,860	\$2,860	\$2,860
<b>5.</b>	37" – and over	\$3,620	\$3,620	\$3,620

<b>B.</b>	<b>Tree Trimming: Cost of tree trimming based on the diameter of the tree at the DBH (Diameter at Breast Height).</b>			
<b>Item</b>	<b>DBH (Diameter at Breast Height)</b>	<b>YEAR 1 COST</b>	<b>YEAR 2 COST</b>	<b>YEAR 3 COST</b>
<b>1.</b>	13 – 18"	\$225	\$225	\$225
<b>2.</b>	19 – 24"	\$425	\$425	\$425
<b>3.</b>	25 – 36"	\$585	\$585	\$585
<b>4.</b>	37" – and over	\$645	\$645	\$645

<b>C</b>	<b>Emergency Removal and Trimming: Cost at time and material rates.</b>			
<b>Item</b>	<b>LABOR</b>	<b>YEAR 1 HOURLY RATE</b>	<b>YEAR 2 HOURLY RATE</b>	<b>YEAR 3 HOURLY RATE</b>
<b>1.</b>	Crew Chief	\$120	\$120	\$120
<b>2.</b>	Trimmer	\$110	\$110	\$110
<b>3.</b>	Grounds person	\$100	\$100	\$100
	<b>EQUIPMENT</b>			
<b>4.</b>	Box Truck	\$65	\$65	\$65
<b>5.</b>	50 – 60' Aerial Lift w/ Box Truck	\$80	\$80	\$80
<b>6.</b>	75' and over Aerial Lift w/ Box Truck	\$90	\$90	\$90

<b>PROJECT:</b>	<b>4047-Tree Removal and Trimming Services</b>
<b>VENDOR NAME:</b>	Almstead Tree & Shrub Care Co., LLC

**D. All bids must include the Technical Management Proposal as outline in Section 2.7 TECHNICAL MANAGEMENT PROPOSAL.**

<b>PROJECT:</b>	<b>4047-Tree Removal and Trimming Services</b>
<b>VENDOR NAME:</b>	

Bid Security in the form of a (check one) is attached.	<input type="checkbox"/>	Bond	<input type="checkbox"/>	Certified Check
Cost for performance bond <u>included in lump sum</u>	\$			per thousand dollars
Insurance Agency Name -			Tel.-	
Agency Address -				

**Submitted by:**

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

**1.2 STATEMENT OF BIDDERS QUALIFICATIONS**

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

<b>1.</b>	<b>Number of years in business:</b>		
<b>2.</b>	<b>Number of personnel employed:</b>	<b>Part Time</b>	<b>Full Time</b>

**3. List projects of this type/size your firm has completed within the last three (3) years:**

Project	Date	Contact Person	Phone No.

**4. SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also, indicate the portion or section of work a subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	<input type="checkbox"/>	general partnership
	<input type="checkbox"/>	limited partnership
	<input type="checkbox"/>	limited liability corporation
	<input type="checkbox"/>	limited liability partnership,
	<input type="checkbox"/>	corporation doing business under a trade name
	<input type="checkbox"/>	individual doing business under a trade name
	<input type="checkbox"/>	other (specify)

6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
	<u>Out-of-State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

7. CT LICENSE/REGISTRATION NUMBER	
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8. Is your local organization an affiliate of a parent company? If so, indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:

Business Name				
Address				
City		State		Zip
Name of Agent				

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. The awarded contractor may be required to submit one copy of the following information relative to its company's financial statements prior to contract signing. This information must represent the current circumstance which surrounds the financial position of the bidding organization. Note: This information will be kept confidential if provided in a separate envelop from your bid pricing.

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your vendor record has not been updated over three (3) years. Please complete and include the latest Internal Revenue Service (IRS) W-9 Form with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>

## **SECTION 5**

### **LIVING WAGE ORDINANCE**

### **GENERAL INFORMATION**

**Rev. 02022026**

**NOTE:** SECTION 5 contains information concerning the City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 02/02/2026 or later on file, you may download a copy of this Ordinance from the Terms and Conditions section of the City of Norwalk's website at <http://www.norwalkct.gov>

Document number **1019:** <http://www.norwalkct.gov/DocumentCenter/Home/View/862>

# Alchemy Custom Celebrations & Cuisine

## Response to Request for Qualifications Preferred Catering Services

Gallaher Mansion & South Norwalk Recreation Center

<b>Project Number</b>	4512
<b>RFQ Title</b>	Catering Services at Gallaher Mansion and South Norwalk Recreation Center
<b>Submitted To</b>	City of Norwalk, Recreation & Parks Department
<b>Submitted By</b>	Caliph's, Inc. d/b/a Alchemy Custom Celebrations & Cuisine d/b/a Festivities
<b>Contact</b>	Monica Vasale, Director of Marketing & Sales
<b>Address</b>	2 Wilton Ave., Norwalk, CT 06851
<b>Phone</b>	203-847-7774   Cell: 203-856-3208
<b>Email</b>	Monica@AlchemyCelebrations.com
<b>Submission Date</b>	June 16, 2026

## Section 1 — Experience and History of the Firm

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### Company Overview

Caliph's, Inc. — doing business as Alchemy Custom Celebrations & Cuisine — was founded in 1984 by brother and sister Bill Kaliff and Rosinne Chlala, opening first as a gourmet store on Washington Street in South Norwalk — just blocks from the South Norwalk Recreation Center. Over four decades, Alchemy Custom Celebrations & Cuisine has grown into an award-winning special event catering and design firm operating from a 6,000-square-foot campus at 2 Wilton Ave., Norwalk, Connecticut.

As a Norwalk-based company with deep roots in this community, Alchemy Custom Celebrations and Cuisine is uniquely positioned to serve as a Preferred Caterer for City of Norwalk venues. We know these neighborhoods, we know the people, and we are proud to call Norwalk home.

### Our Three Pillars of Excellence

- Love of Craft — Award-winning menus driven by passion for culinary excellence and presentation
- Guest Experience — A collaborative studio approach where every event is personal, detailed, and memorable
- Love of Community — Deep philanthropic roots in Norwalk and Fairfield County through the Alchemy Foundation

### Leadership Team

Bill Kaliff, Executive Chef, was educated at Choate School, Georgetown, and Fordham Business School, where his dissertation focused on the concept of an "entertaining resource." His culinary vision has guided Alchemy Custom Celebrations and Cuisine for over 40 years.

Michael Baudo, General Manager, has been a cornerstone of the Alchemy Celebrations team since 2001, when he joined as an event chef. Today, Mike oversees all daily operations, bringing exceptional depth in event logistics, on-site menu execution, and staff management to every engagement. In addition to his operational role, Mike serves as Beverage Manager, directing our "Spirited Kitchen" program and developing inventive seasonal cocktail offerings that complement every event experience.

Monica Vasale, Director of Marketing & Sales, brings over 20 years of sales and marketing experience to the Alchemy team. A Norwalk native, Monica shares a deep passion for food and for connecting clients with exceptional culinary experiences that reflect the spirit of this community.

**Designated Contact:** Monica Vasale, Director of Marketing & Sales

Monica@AlchemyCelebrations.com | 203-847-7774 (office) | 203-856-3208 (cell)

### Staff Qualifications

Alchemy Custom Celebrations and Cuisine employs 5 full-time and a large on-call roster of experienced part-time staff. All kitchen and service personnel hold current food safety certifications, and bartending staff are TIPS-certified. Every team member is personally selected by General Manager Michael Baudo to match the service style and expectations of each client. Our culinary team is trained in-house under the direction of Executive Chef Bill Kaliff, whose standards of preparation and presentation are maintained across every event regardless of size or format.

**Primary Contact:** Monica Vasale, Director of Marketing and Sales

**Phone:** 203-847-7774 (office) | 203-856-3208 (cell)

**Email:** Monica@AlchemyCelebrations.com

**Address:** 2 Wilton Ave., Norwalk, CT 06851

## Service Divisions

**Special Occasions** — Our signature event division specializing in refined catered foods and innovative event design. Weddings, milestone celebrations, galas, and not-for-profit fundraisers are orchestrated with award-winning menus and personal attention.

**Entertaining at Home** — Personal and professional in-home catering, providing gracious service for intimate gatherings of any size.

**Party Express** — Drop-off catering with seasonal, hand-crafted foods artfully presented. Available with or without staff — ideal for corporate meetings, luncheons, and informal gatherings.

## Venue Experience — Preferred Caterer at 20+ Venues

Alchemy Custom Celebrations and Cuisine currently serves as preferred or exclusive caterer at more than 20 venues across Fairfield and Westchester Counties, including:

- Lockwood-Mathews Mansion Museum, Norwalk CT (City of Norwalk venue)
- Fairfield Museum (Town of Fairfield Parks & Recreation)
- Burr Mansion (Town of Fairfield Parks & Recreation)
- Penfield Pavilion (Town of Fairfield Parks & Recreation)
- Westport Country Playhouse
- Darien Community Association (DCA Meadowland)
- The Loundsbury House (Town of Ridgefield, CT)
- Multiple private estates and farms throughout Connecticut

We have deep experience managing all logistics of off-premise catering — kitchen setup, staffing, breakdown, and leaving facilities in pristine condition — which makes us exceptionally well-suited for the Gallaher Mansion and South Norwalk Recreation Center.

## Notable Events & Clients

- Hole in the Wall Gang Weekend Gala, Ashford CT — 500 guests
- Hole in the Wall Gang Polo for Kids — 400 guests
- Westport Country Playhouse Annual Gala — 450 guests
- Near & Far Aid Annual Gala — 500 guests
- Norwalk Hospital Foundation, Evening for Pancreatic Cancer Research — 450 guests
- Silvermine Art Guild Gala — 250 guests

- Alexandra and Steven Cohen Foundation Gala Dinner — 150 guests
- Rockefeller Foundation
- Bridgewater Associates, Chilton Investments, Random House, Tiffany & Co., Skadden Arps
- 150+ private weddings, anniversaries, and milestone celebrations

Event size range: 6 to 1,200 plated guests

## Section 2 — Menu Options

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### Our Menu Philosophy

Alchemy Custom Celebrations and Cuisine menus are globally influenced, locally sourced, and designed to evolve with our guests' preferences. We offer three menu tiers — all delivering the highest quality of food and preparation.

### Menu Tiers

**Traditional** — Value-centric pre-set menus ideal for community gatherings, birthday parties, teen events, and informal celebrations. Perfect for the South Norwalk Recreation Center's multipurpose rooms.

**Classical** — An elevated, more customized version of our Traditional tier, suited for corporate meetings, anniversary parties, and upscale community events.

**Alchemy Signature** — Fully custom menus designed by Chef Bill Kaliff based on the occasion, theme, and guest preferences. The preferred choice for weddings, galas, and formal dinners at the Gallaher Mansion.

### Menu Categories Offered

- Casual / Fast-Food Style — Youth birthday parties, teen events, family gatherings, informal celebrations
- Traditional Diner / Family Restaurant Style — Community events, luncheons, casual dinners
- Ethnic & Culturally Diverse Cuisines — Latin, Caribbean, Mediterranean, Middle Eastern, and more
- Full-Service American & European Dining — Sit-down dinners, plated service, passed hors d'oeuvres
- Fine Dining / Gala Style — Weddings, anniversary galas, corporate formal dinners, upscale receptions

### Sample Menu Formats

Full-Service Sit-Down Dinner (per person pricing available upon request):

- Passed hors d'oeuvres + plated 3-course dinner
- Cocktail reception with passed hors d'oeuvres and action stations
- Buffet-style dinner with salad, entree, and dessert stations
- Family-style dinner with shared platters, seasonal sides, and communal service

Drop-Off Catering (Party Express):

- Boxed lunches and corporate meeting packages
- Family-style platters ready to serve
- Drop of Buffet (no staff required)

Dietary accommodations available for all menus: gluten-free, vegetarian, vegan, kosher-style, and allergy-specific options.

## Representative Sample Menu — The Bistro Collection (2026/2027)

*The following menu is representative of our Bistro Collection — our all-inclusive corporate and nonprofit events package starting at \$125 per guest, covering food, beverage, and professional staffing. This example reflects a typical full-service cocktail hour with a buffet dinner reception. Items marked [GF] are gluten-friendly; [V] are vegetarian.*

### Passed Reception — Hors d'Oeuvres (Choice of Six)

#### Land Bites — Meat Forward

Kosher Pigs in a Blanket — trio of mustards or house-made ketchup  
Chicken Lemongrass Potstickers — sweet & sour sauce  
Spanish Beef Empanadas — pineapple & roasted red pepper salsa  
“BLT” Croustades — bacon, tomato jam, scallions, chili-lime crostini  
Smash Burger Sliders — aged cheddar, ketchup  
Baby Tacos [GF] — cowboy caviar or mexicali chicken  
“Stix” Skewers — chicken kebabs, lemon tahini or kicked-up sweet & sour  
West Indian Chicken Curry Pillows — phyllo triangles

#### Sea & Coastal

Smoked Salmon Roulades [GF] — English cucumber, lemon candy  
Jumbo Shrimp Cocktail [GF] — classic cocktail sauce  
Grilled Cilantro-Lime Shrimp [GF] — tequila-honey glaze  
Moroccan Shrimp — served with tzatziki  
Popcorn Shrimp in Bamboo Cones — bang bang style

#### Garden & Vegetable Forward

Roman Croustade — fresh ciliegine mozzarella & oven-dried grape tomatoes  
Grilled Zucchini Primavera [GF/V] — white bean & rosemary mash, roasted vegetables, arugula  
Avocado Toasts [V] — 12-grain crostini, fresh guacamole, lime zest, roasted jalapeño  
Hearts of Palm Ceviche [GF/V] — served in a tortilla blossom  
Insalata Caprese Lollipops — mozzarella & grape tomato, lemon-basil chimichurri

#### Cheese, Pastry & Savory Comfort

Wild Mushroom Duxelle — on polenta coins with thyme  
Spinach & Queso Empanadas — sweet chili mojo  
Mac & Cheese Tarts — bacon streusel or roasted tomato  
Whipped Ricotta Tartlets — oven-dried tomato, basil oil  
Southern Pimento Crostini — house-made pimento cheese, fresh chive  
Flatbread Pizza — mozzarella & basil, or soppressata  
Mini Grilled Cheese — custom cheese blend

### Dinner Service — The Buffet Collection

*2 Proteins • 2 Complements (starch or pasta) • 1 Vegetable • 1 Salad + Dinner Rolls*

#### Proteins — Choose 2

Pan Seared Chicken — Sauce Provençale, roasted grape tomatoes, caramelized baby pearl onions, herb-infused chicken stock  
Chicken Française — lightly egg-battered, finished with classic lemon–white wine butter sauce  
Chicken Marsala — pan-seared with mushrooms in savory Marsala wine reduction  
Chicken Piccata — pan-seared with capers and vibrant lemon-butter sauce

Pan Seared Salmon or Icelandic Cod — lemon herb reduction or Sauce Verte  
Herb Encrusted Roast Beef — chef action carving station, natural au jus gravy

**Complements — Choose 2 (Starch or Pasta)**

Rigatoni Zucchini Carbonara

Pasta Pesto — rigatoni or penne

Penne à la Vodka

Rotel Pasta with English peas, asparagus tips, lemon zest, fresh herbs

Spanish Rice Pilaf — vegetable broth, tomatoes, herbs

Mediterranean Rice Pilaf — sautéed vermicelli noodles

Whipped Potatoes — garlic infusion cream

Roasted Baby Potatoes Persillade — herb olive oil, lemon, parsley

**Vegetables — Choose 1**

Baby Glazed Carrots

Sautéed Green Beans — freshly grated lemon zest

Roasted Asparagus Lemonata — freshly grated lemon zest

**Salads — Choose 1**

The Bistro Chopped Salad — hearts of romaine, arugula, tomato, cucumber; Dijon-shallot or Italian red wine vinaigrette

The Bistro Caesar Salad — no-egg Caesar, shaved Parmesan, multigrain croutons  
Accompanied by French dinner rolls

**Top-Shelf Open Bar**

A full top-Shelf open bar is included in every Bistro package. Select one red and one white wine for dinner service.

Wine — White: Sauvignon Blanc, Chardonnay | Red: Pinot Noir, Cabernet Sauvignon |

Beer — Rotating selection: Coors Light, Corona, Two Roads, Sam Adams, and others

Spirits — Jim Beam Bourbon, Jack Daniel's, Tanqueray Gin, Dewar's Scotch, Mount Gay Rum, Tito's Vodka [GF], Espolón Tequila, Triple Sec, Sweet & Dry Vermouth  
Non-Alcoholic — Poland Spring & Pellegrino water, assorted sodas, lemonade; bar fruit and condiments included

*Sales tax and staff gratuity are additional and will be outlined clearly in each event proposal. Rentals coordinated through trusted partners and billed directly to the event host. Menus can be customized to include enhancements — the above represents a representative selection from our 2026/2027 Bistro Collection. Additional menus are available upon request. Please see full Bistro package attached.*

**Food Sourcing**

We source thoughtfully and locally whenever possible, partnering with:

- Sardilli Produce — access to Connecticut farms and smaller local growers
- Ambler Farm, Wilton CT — local seasonal produce
- Gilbertie's Organic Farm, Easton CT — specialty microgreens
- New Wave Seafood, Stamford CT — daily fresh dock deliveries
- Sysco and specialty purveyors for volume and specialty items

## **Beverage Services**

Caliph's, Inc. d/b/a Festivities holds a Connecticut Liquor License and is fully authorized and insured (\$1M umbrella) to serve alcoholic beverages. Bartenders are TIPS-certified and professionally trained. We work with Connecticut's main distributors in full compliance with state liquor laws. For events at City facilities, the City of Norwalk will be named as Additional Insured on all applicable certificates.

## Section 3 — References / Statement of Qualifications

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The following references represent our most directly relevant institutional and municipal venue clients — organizations operating government-owned or publicly affiliated facilities comparable to the Gallaher Mansion and South Norwalk Recreation Center. All contacts have been informed they may be contacted by the City of Norwalk.

### Reference 1 — Hole in the Wall Gang Fund

**Client / Agency:** Hole in the Wall Gang Fund

**Contact:** Courtney Martino, Associate Director of Special Events, 203-667-5928, [courtney.martino@holeinthewallgang.org](mailto:courtney.martino@holeinthewallgang.org)

**Projects Completed:** (Weekend Gala + Polo for Kids)

**Project Names:** Weekend Gala at Ashford, CT, Polo for Kids

**Description:** Large-scale outdoor fundraising galas serving 400–500 guests

**Approach:** Full off-premise catering including kitchen setup, staffing, service, and full breakdown

**Years:** Ongoing annual engagement, 10+ years

**Scale:** 400–500 guests per event

**Budget / Final Invoiced Amount:** \$100K plus

**Personnel Assigned:** Executive Chef and Sous Chefs, General Manager / On-Site Coordinator; Service leads, Captains, and bartenders

### Reference 2 — The Stamford Museum and Nature Center

**Client / Agency:** The Stamford Museum and Nature Center

**Contact:** Gigi Lombardi, Resident Manager of Special Events at Cell: 203.554.7553, [glombardi@stamfordmuseum.org](mailto:glombardi@stamfordmuseum.org)

**Projects Completed:** Board meetings, Employee appreciation, social, non-profit (ongoing)

**Description:** Small to larger scale events including both drop off services and full service catering and event support

**Approach:** Signature-tier menu, venue specific package menus, full staffing

**Years:** Ongoing annual engagement

**Scale:** 20-150 guests

**Budget / Final Invoiced Amount:** \$1,000-\$30K

**Personnel Assigned:** Executive Chef and Sous Chefs, General Manager / On-Site Coordinator; Service leads, Captains, and bartenders

### Reference 3 — Darien Community Association

**Client / Agency:** Darien Community Association

**Contact:** Susan Graham, *Director of Events & Programs*  
203-655-9050 [sgraham@darienarts.org](mailto:sgraham@darienarts.org)

**Projects Completed:** Private events, corporate dinners, community programs (ongoing)

**Description:** Full-service catering for private events, fundraisers, and community gatherings at a civic membership venue — a close parallel to the City of Norwalk facility model

**Approach:** Full-service catering including setup, staffing, service, and complete breakdown; preferred caterer relationship managing multiple event types annually

**Years:** Ongoing annual engagement

**Scale:** 40–125 guests per event

**Budget / Final Invoiced Amount:** \$2,500–25,000+ per event (ongoing)

**Personnel Assigned:** Executive Chef and Sous Chefs, General Manager / On-Site Coordinator; Service leads, Captains, and bartenders

#### **Reference 4 — Lockwood-Mathews Mansion Museum**

**Contact:** Susan Gilgore, Executive Director — 203-838-9799  
info@lockwoodmathewsmansion.com

**Projects Completed:** Galas, museum fundraisers

**Description:** Full-service catering for gala, and fundraisers at this Norwalk City landmark — a historic mansion venue with comparable facility logistics to the Gallaher Mansion

**Approach:** Cocktail receptions, plated dinners, and multi-course gala service; full kitchen setup, on-site staffing, and complete breakdown at a historic off-premise venue

**Years:** multiple years

**Scale:** 50–130 guests per event

**Budget / Final Invoiced Amount:** \$15,000–20,000 per event

**Personnel Assigned:** Executive Chef, 2 Sous Chef, Bar Manager, Service Staff

## Section 4 — Licenses and Certifications

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- City of Norwalk Business License — Active, Permit #0498, issued to Caliph's Inc d/b/a Festivities, 2 Wilton Ave, Norwalk CT
- City of Norwalk Food Service Establishment License — Permit #0498, issued to Rosinne Chlala d/b/a Festivities, 2 Wilton Ave, Norwalk CT, Exp. January 31, 2027 —
- Connecticut Liquor Permit — Permit #LCT.0000151, Caterer type, issued to Caliph's Inc d/b/a Festivities, Permittee: Laurette O'Brien, Eff. 04/02/2026, Exp. 04/01/2027 —
- ServSafe Food Safety Certification — Kathryn Cavallaro, Certificate #26746053, expires 1/10/2030
- Connecticut Department of Public Health Food Handler Certifications — All kitchen staff
- TIPS Certification — All bartending staff
- Connecticut Secretary of State Business Registration — Caliph's, Inc. d/b/a Alchemy Custom Celebrations & Cuisine — Active, in good standing — #0099361

*Scanned copies of all licenses and certifications are attached as Appendix B. See also: IRS W-9 (Caliph's Inc., EIN 06-1012016, signed 03/06/2026) included in Appendix C.*

## **Section 5 — Sustainability, Sourcing Practices & Additional Information**

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### **Our Commitment to Sustainability**

Alchemy Custom Celebrations and Cuisine takes a holistic approach to sustainability — from sourcing and kitchen operations to event execution and post-event repurposing. Our clients appreciate this cohesive commitment, and it is central to who we are as a company.

### **Sustainable Practices**

#### **Local & Responsible Sourcing**

- We partner with Connecticut farms and local growers to source seasonal produce
- We prioritize zero-waste cooking techniques
- We offer vegetarian, vegan, and plant-forward menu options at all service levels

#### **Food Waste Reduction**

- Alchemy Custom Celebrations and Cuisine is a proud partner of Food Rescue — a national movement that redirects surplus event food to agencies feeding families in need
- We coordinate post-event food donation logistics at no additional cost to our clients or venues

#### **Event Repurposing**

- Through our Alchemy Foundation project "Pass on the Love," event decor and materials are donated and resold to support agencies that promote safe and healthy homes
- We partner with Repeat Roses, which reconstitutes floral arrangements from events and donates them to nursing homes and hospitals

#### **On-Site Event Practices**

- On-site recycling management at all events
- Use of sustainable, compostable, and eco-efficient service ware including bamboo products
- Fruit-infused water stations offered as an alternative to single-use plastic water bottles
- Paper reduction across all client communications — digital-first approach

### **The Alchemy Foundation**

In 2012, Rosinne Chlala founded the Alchemy Foundation, whose mission is to raise funds for agencies that support safe and healthy homes. The Foundation operates the "Pass on the Love" retail and online platform, whose proceeds benefit The Center for Family Justice (Bridgeport) and The Domestic Violence Center at the Greenwich YWCA.

As a Norwalk-founded company with strong ties to the community, Alchemy Custom Celebrations and Cuisine is uniquely motivated to invest in the well-being of this city and its residents. Our partnership with the City of Norwalk extends beyond catering — it is a partnership rooted in shared community values.

## **Industry Affiliations**

- International Caterers Association (ICA)
- Wedding Industry Professionals Association (WIPA)
- Association of Bridal Consultants — Member (Since 1955 tradition)
- Wedding Equality Alliance

## **Section 6 — Required Forms**

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The following completed forms are included with this submission:

- Proposer's Information and Acknowledgment Form
- Proposal Response Form (Form 1.1), including proposed fee percentage
- Statement of Qualifications (Form 1.2)
- City of Norwalk Vendor IT Information Security Questionnaire (Form 1.5)
- IRS W-9 Form (if applicable)
- Certificate of Insurance
- Exceptions Form (if any)

**CITY OF NORWALK  
PURCHASING DEPARTMENT  
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

Monica Vasale
Proposer's Name

2 Wilton Avenue
Street Address

Norwalk	CT	06855
City	State	Zip

Business Telephone:	203-847-7774
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Email Address:	monica@alchemycelebrations.com
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Monica Vasale, Director of Marketing and Sales
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFQ are understood and unconditionally accepted.

	6/12/2026
Signature	Date

CITY OF NORWALK  
PURCHASING DEPARTMENT

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. **BIDDERS MAY NOT TAKE EXCEPTION TO SUBSTANTIVE TERMS OF STANDARD CONTRACT FORMS PROVIDED IN THE RFP/RFQ/ITB.** Exceptions must be declared below in order to be considered by the City:

None

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**CITY OF NORWALK  
PURCHASING DEPARTMENT**

1.1 PROPOSAL RESPONSE FORM

Firm Name - Caliph's, Inc. d/b/a Alchemy Custom Celebrations & Cuisine, d/b/a Festivities		
Address - 2 Wilton Avenue, Norwalk, CT 06851		
Phone - 203-847-7774	Fax - 203-847-7729	Email - monica@alchemycelebrations.com
Manager - Monica Vasale		Fed ID#

In submitting this submittal the undersigned declares that this submission is made without any connection with any persons making another bid or the same contract; that the proposed fees are in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.


The undersigned also hereby declares that they have carefully considered objectives of each task of this project, professional services, requirements and deliverables required, and are satisfied and understood that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he/she on behalf of the submitting firm will furnish and provide all the necessary staffing, sub-consultant services, office support, and other items of whatever nature, and to do and perform all design services necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Firm and the City.

**A. Percentage of Gross Revenues**

Caterer Fee Based On Gross Revenue Per Event	% 10-15% (sliding scale based on guest count)
Percentage in Words	Gross revenue includes all food, beverage, staffing, excluding any service fee, applicable sales tax and gratuities, in accordance with the RFQ definition.

**CERTIFICATION**

Submitted By: Monica Vasale	Signature: 
Authorized Agent of Company (name and title)	Date: 6/12/2026

The above signatory acknowledges receipt of the following addenda issued during the request for qualification solicitation period and understands that they are a part of the solicitation documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

## CITY OF NORWALK PURCHASING DEPARTMENT

### 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:	42 years	
2.	Number of personnel employed:	Part Time	Full Time
		40-50	5

3. List six contracts of this type/size your firm has completed within the last four years:

Project	Date	Contact Person	Phone No.
Penfield Pavilion, Fairfield CT, (75-125+ guest)	Date: on-going	Contact: Gaylen Brown,	203.256.3195
Fairfield Museum, Fairfield CT (75-120+ guest)	Date: on-going	Contact: Allison Burress,	(203) 259-1598
Burr Mansion, Fairfield CT (75-200+ guest)	Date: on-going	Contact: Allison Burress,	(203) 259-1598
Darien Community Association, Darien CT (40-125 guest)	Date: ongoing	Contact: Susan Graham,	203.655.9050
Lounsbury House, Ridgefield CT, (75-130 guest)	Date: on going	Contact: Christina Collura,	203.438.6962
Stamford Museum & Nature Center and Bendel Mansion (20-150 guest)	Date: ongoing,	Contact: Gigi Lombardi,	203.554.7553

203.554.7553

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK
Atlas Staffing	Milford, CT	Tara Delvecchio	203-667-5928	service staff

5. ORGANIZATIONAL	general partnership
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**CITY OF NORWALK  
PURCHASING DEPARTMENT**

STRUCTURE OF BIDDER (check which applies)	limited partnership			
	limited liability corporation			
	limited liability partnership			
	<input checked="" type="checkbox"/>	corporation doing business under a trade name		
	individual doing business under a trade name			
	other (specify)			
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?		<b>Yes</b>	<b>No</b>
			<input checked="" type="checkbox"/>	
	<u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)		<b>Yes</b>	<b>No</b>
			<input checked="" type="checkbox"/>	
7. CT eLICENSE ( <a href="https://www.elicense.ct.gov">https://www.elicense.ct.gov</a> ) / Business Registration ( <a href="https://business.ct.gov/?language=en_US">https://business.ct.gov/?language=en_US</a> ) : <a href="#">Caliph's, Inc. d/b/a Alchemy Custom Celebrations &amp; Cuisine, d/b/a Festivities</a>				
8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form:</u>				
Business Name	<a href="#">Caliph's, Inc.</a>			
Address	<a href="#">2 Wilton Avenue</a>			
City, State & Zip	<a href="#">Norwalk, CT 06851</a>			
Name of Agent	<a href="#">Monica Vasale</a>			

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case

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## CITY OF NORWALK PURCHASING DEPARTMENT

of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b> Smith Brothers Insurance, LLC	<b>Tel:</b> 860-652-3235
<b>Agency Address:</b> Location: 2 No. Main Street, Chester, CT 06412 Mailing: 68 National Drive, Glastonbury, CT 06033	<b>Email:</b> smallcommercialservices@smithbrothersusa.com

### 1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

# City of Norwalk Vendor Questionnaire

## IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information (please provide the POC for follow-up questions to this questionnaire):**  
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

Alchemy Custom Celebrations and Cuisine ,2 Wilton Avenue, Norwalk, CT 06851 | Monica Vasale, Director of Marketing & Sales | 203-847-7774 | monica@alchemycelebrations.com

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

Alchemy Custom Celebrations and Cuisine provides full-service and drop-off catering services for events hosted at City of Norwalk facilities, including the Gallaher Mansion at Cranbury Park and the South Norwalk Recreation Center. Services include food preparation, on-site cooking, event setup, service, breakdown, and kitchen cleanup. All services are performed on-site using Alchemy's own staff, and supplies. No technology products, software applications, or digital platforms are provided to the City.

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES  NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

*Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.*

YES  NO

1

**NOTE — IT Information Security Questionnaire (Form 1.5):**" followed by an explanation that Alchemy answered NO to both Questions 3 and 4, does not need access to City systems or data, and that no further IT security responses are required per the RFQ instructions.

## Fee Proposal — Facility Usage Percentage

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In accordance with Section 2.5 of the RFQ, Alchemy Custom Celebrations and Cuisine proposes a facility usage fee to the City of Norwalk based on the following structure:

Event Gross Revenue	Proposed City Fee %
All events (proposed sliding scale)	<b>10–15% (sliding scale based on event size)</b>

For purposes of calculating the City's facility usage fee, gross revenue is defined as all food, beverage, and staffing charges billed to the event host. Applicable sales tax and gratuities are excluded from gross revenue in accordance with the RFQ definition.

Alchemy Custom Celebrations and Cuisine will provide the City with a fully itemized event summary following each event and remit the applicable facility usage fee within the timeframe established in the contract. Alchemy will cooperate fully with any City audit of event billing records.

The proposed sliding scale reflects the principle that larger events represent greater use of City facilities and generate correspondingly higher revenue. Alchemy is committed to accurate, timely remittance of the City's commission on every event.

## Why Alchemy Custom Celebrations and Cuisine — Evaluation Summary

Alchemy Custom Celebrations and Cuisine addresses each of the City's evaluation criteria directly:

<b>Criteria</b>	<b>Weight</b>	<b>Alchemy Strength</b>
Qualifications & Experience	<b>30%</b>	<i>42+ years, 20+ preferred venues, events for 6–1,200 guests</i>
Sustainability Practices	<b>15%</b>	<i>Local sourcing, food rescue, composting, zero-waste initiatives</i>
Health & Safety Compliance / Insurance	<b>20%</b>	<i>CT licensed, insured, food-safe certified, liquor permit</i>
Interview / Presentation	<b>15%</b>	<i>Available at City's request</i>
Fee: % returned to City	<b>20%</b>	<i>Competitive percentage proposed — see fee section</i>

As a Norwalk-based company with over 42 years of experience, deep community ties, and proven expertise managing preferred caterer relationships at more than 20 venues, Alchemy Custom Celebrations and Cuisine is uniquely positioned to be the City's trusted catering partner at both the historic Gallaher Mansion and the new South Norwalk Recreation Center.

## Closing

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We are honored to present this response to the City of Norwalk's Request for Qualifications for Preferred Catering Services. Alchemy Custom Celebrations and Cuisine was born in South Norwalk, has grown with this community for over four decades, and is deeply committed to its future.

We believe that the Gallaher Mansion and the South Norwalk Recreation Center deserve catering partners who bring not only exceptional food and service, but also a genuine investment in the community these venues serve. That is exactly what Alchemy Custom Celebrations and Cuisine offers.

We welcome the opportunity to meet with the Selection Committee and demonstrate why Alchemy Custom Celebrations and Cuisine is the ideal Preferred Caterer for these extraordinary spaces.

With warmest regards,

**Monica Vasale**

Director of Marketing & Sales

Caliph's, Inc. d/b/a Alchemy Custom Celebrations & Cuisine

2 Wilton Ave., Norwalk, CT 06851

V: 203-847-7774 | C: 203-856-3208

monica@AlchemyCelebrations.com

Instagram: @AlchemyCelebrationsCT

## APPENDICES

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*Alchemy Custom Celebrations & Cuisine — RFQ #4512*

This submission includes the following appendix documents, each beginning on its own page:

Appendix A — Bistro Collection Menu Brochure (2026/2027) Appendix B — Section 4 Licenses & Certifications Appendix C — Section 6 Required Forms Appendix D — Certificate of Insurance

## **Appendix A — Bistro Collection Menu Brochure**

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*RFQ 2.7 #2 — Representative Menu (required)*

The following pages contain Alchemy Custom Celebrations & Cuisine's 2026/2027 Bistro Collection brochure, which serves as the representative sample menu required under Section 2.7 #2 of the RFQ. The Bistro Collection illustrates our all-inclusive corporate and nonprofit events package (\$125 per guest, covering food, beverage, and professional staffing), and is fully representative of the quality and scope of menus we provide at City venues.

THE BISTRO COLLECTION

# ALCHEMY

## The Bistro Collection

CORPORATE & NONPROFIT EVENTS

starting at

# \$125

PER GUEST · ALL-INCLUSIVE

Food · Beverage · Professional Staffing

6 PASSED HORS D'OEUVRES

PLATED OR BUFFET

TOP-SHELF OPEN BAR

PROFESSIONAL STAFFING

Sales tax and staff gratuity are additional - outlined clearly in your proposal.



## OUR APPROACH

# Gather with Grace

*The Bistro Collection is built on a simple belief: every guest deserves to feel genuinely welcomed, every detail should serve your mission, and every event should be remembered for the right reasons. Rooted in our Gather with Grace philosophy — and our love of craft, hospitality, and community — we bring the same intention to a corporate gala as we do to the most personal celebrations. Polished, full-service, and effortlessly executed, this package is designed for organizations who want to show up beautifully without the complexity.*

**CHEF-CURATED MENUS**

Seasonal, flavorful selections designed for large-format events — nothing generic, nothing predictable.

**INCLUSIVE BY DESIGN**

We accommodate a wide range of dietary needs so every guest feels considered and cared for.

**FULL-SERVICE STAFFING**

Setup, service, and breakdown handled entirely by our team, so you can focus on your guests and your mission.

**ROOM TO CUSTOMIZE**

Signature desserts, late-night bites, and branded bar offerings let you align the experience with your event story.

**TOP-SHELF OPEN BAR**

Curated wines, rotating craft beers, and top-shelf spirits included from arrival to last call.

**VENUE-READY EXECUTION**

Designed for the partner venues we know best — seamless logistics, zero surprises.



## PASSED RECEPTION

# Hors d'oeuvres — Choice of Six

Select any six from the categories below. Items marked **[GF]** are gluten-friendly · **[V]** are vegetarian.

## LAND BITES — MEAT FORWARD

**Kosher Pigs in a Blanket**

Trio of mustards or house-made ketchup

**Chicken Lemongrass Potstickers**

Sweet & sour sauce

**Spanish Beef Empanadas**

Pineapple & roasted red pepper salsa

**"BLT" Croustades**

Bacon, tomato jam, scallions, chili-lime crostini

**Smash Burger Sliders**

Aged cheddar, ketchup

**Baby Tacos [GF]**

Cowboy caviar or mexicali chicken

**"Stix" Skewers**

Chicken kebabs — lemon tahini or kicked-up sweet & sour

**West Indian Chicken Curry Pillows**

Phyllo triangles

## SEA &amp; COASTAL

**Smoked Salmon Roulades [GF]**

English cucumber, lemon candy

**Jumbo Shrimp Cocktail [GF]**

Classic cocktail sauce

**Grilled Cilantro-Lime Shrimp [GF]**

Tequila-honey glaze

**Moroccan Shrimp**

Served with tzatziki

**Popcorn Shrimp in Bamboo Cones**

"Bang bang" style

## GARDEN &amp; VEGETABLE FORWARD

**Roman Croustade**

Fresh ciliegine mozzarella & oven-dried grape tomatoes

**Grilled Zucchini Primavera [GF/V]**

White bean & rosemary mash, roasted vegetables, arugula

**Vegetable Spring Rolls**

Ginger-scallion sauce

**Avocado Toasts [V]**

12-grain crostini, fresh guacamole, lime zest, roasted jalapeño

**Polenta Coins**

Fresh mozzarella & roasted vegetable confetti

**Hearts of Palm Ceviche [GF/V]**

Served in a tortilla blossom

**Insalata Caprese Lollipops**

Mozzarella & grape tomato, lemon-basil chimichurri

## CHEESE, PASTRY &amp; SAVORY COMFORT

**Wild Mushroom Duxelle**

On polenta coins with thyme

**Spinach & Queso Empanadas**

Sweet chili mojo

**Mac & Cheese Tarts**

Bacon streusel or roasted tomato

**Whipped Ricotta Tartlets**

Oven-dried tomato, basil oil

**Southern Pimento Crostini**

House-made pimento cheese, fresh chive

**Flatbread Pizza**

Mozzarella & basil, or soppressata

**Mini Grilled Cheese**

## DINNER SERVICE

# The Buffet Collection

2

PROTEINS - YOUR CHOICE

2

COMPLEMENTS - STARCH OR PASTA

1

VEGETABLE - YOUR CHOICE

1

SALAD + DINNER ROLLS

## PROTEINS — CHOOSE 2

**Pan Seared Chicken**

Sauce Provençale — roasted grape tomatoes, caramelized baby pearl onions, herb-infused chicken stock

**Chicken Française**

Lightly egg-battered chicken breast, finished with a classic lemon-white wine butter sauce

**Chicken Marsala**

Pan-seared chicken breast with mushrooms in a savory Marsala wine reduction

**Chicken Piccata**

Pan-seared chicken breast with capers and a vibrant lemon-butter sauce

**Pan Seared Salmon or Icelandic Cod**

Lemon herb reduction or Sauce Verte

**Herb Encrusted Roast Beef**

Chef action carving station - Natural au jus gravy

## VEGETABLES — CHOOSE 1

**Baby Glazed Carrots****Sautéed Green Beans**

Freshly grated lemon zest

**Roasted Asparagus Lemonade**

Freshly grated lemon zest

## COMPLEMENTS - CHOOSE 2

**Rigatoni Zucchini Carbonara****Pasta Pesto**

Rigatoni or penne

**Penne à la Vodka****Rotel Pasta**

Cream sauce with English peas, asparagus tips, lemon zest and fresh herbs

**Spanish Rice Pilaf**

Vegetable broth, tomatoes, herbs

**Mediterranean Rice Pilaf**

Sautéed vermicelli noodles

**Whipped Potatoes**

Garlic infused cream

**Roasted Baby Potatoes Persillade**

Herb olive oil, lemon, parsley

## SALADS - CHOOSE 1

**The Bistro Chopped Salad**

Hearts of romaine, arugula, tomato, cucumber - Dijon-shallot or Italian red wine vinaigrette

**The Bistro Caesar Salad**

No-egg Caesar, shaved Parmesan, multigrain croutons

Accompanied by French dinner rolls.

Menu Enhancement: Alchemy's special ragout pasta - slowly braised pancetta, beef, pork, mirepoix, and San Marzano tomato. \$3.50 per guest. Additional enhancements available on request.



## TOP-SHELF OPEN BAR

# Beverages

A full top-shelf open bar is included in every Bistro package · ice, bar fruit, and condiments provided. Select one red and one white wine for dinner service.

## WINE

**White:** Sauvignon Blanc · Chardonnay

**Red:** Pinot Noir · Cabernet Sauvignon

**Toast:** Prima Perla Prosecco *(or served at bar only)*

## BEER

Alchemy's rotating selection of three — Coors Light, Corona, Two Roads, Sam Adams, and others.

## NON-ALCOHOLIC

**Water:** Poland Spring · Pellegrino

**Sodas:** Assorted sodas · Lemonade

**Condiments:** Oranges, lemons, limes, cherries, olives, lime juice, simple syrup, bitters

## SPIRITS

Jim Beam Bourbon · Jack Daniel's · Tanqueray Gin ·

Dewar's Scotch · Mount Gay Rum · Tito's Vodka **[GF]** ·

Espolòn Tequila · Triple Sec · Sweet & Dry Vermouth



## PLANNING YOUR EVENT

# Frequently Asked Questions

---

**01 Do you accommodate dietary restrictions?**

Yes — always. We work with you in advance to identify and accommodate any dietary needs so every guest feels genuinely welcomed and cared for.

---

**02 Do you offer tastings before booking?**

We do. Tastings are \$125 per person and applied toward your total when you book with us.

---

**03 What does setup and breakdown look like?**

Our team arrives approximately 2.5 hours before your event for full setup of all service areas and tabletop essentials, and allows one hour at the end for strike. Specialty décor items and guest stations are not included.

---

**04 What is your guest count policy?**

A final guest count is required 14 days before the event. Counts may increase up to 72 hours prior, but cannot decrease from the number submitted at that point.

---

**05 What is included in the per-guest pricing?**

The \$125 per guest covers all food, beverages, and staffing. Sales tax and staff gratuity are not included — these are clearly outlined in your proposal so there are no surprises.

---

**06 Are rentals included?**

Rentals are not included, but we handle all coordination. We'll work with your venue to identify what is provided and curate additional items through our trusted rental partners — billed directly to you.

---

**07 Can we add enhancements after booking?**

Absolutely. Once confirmed, you may add signature desserts, late-night bites, specialty hors d'oeuvres, or custom bar offerings to shape the experience around your event.

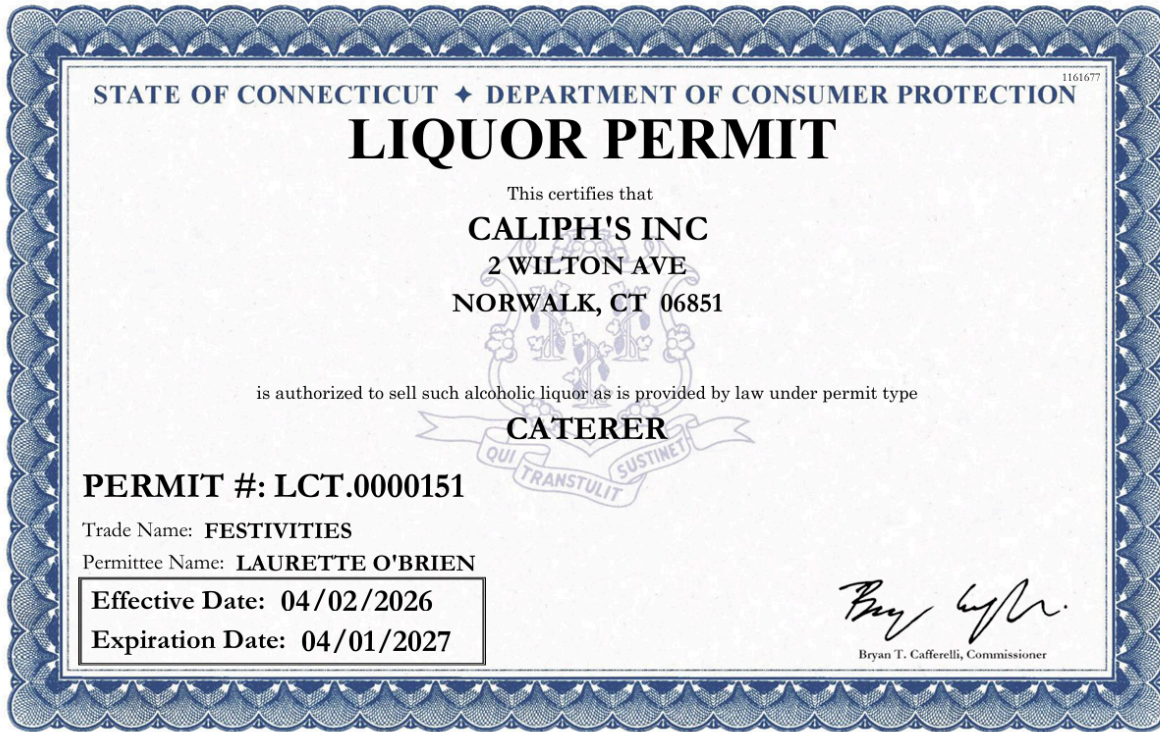
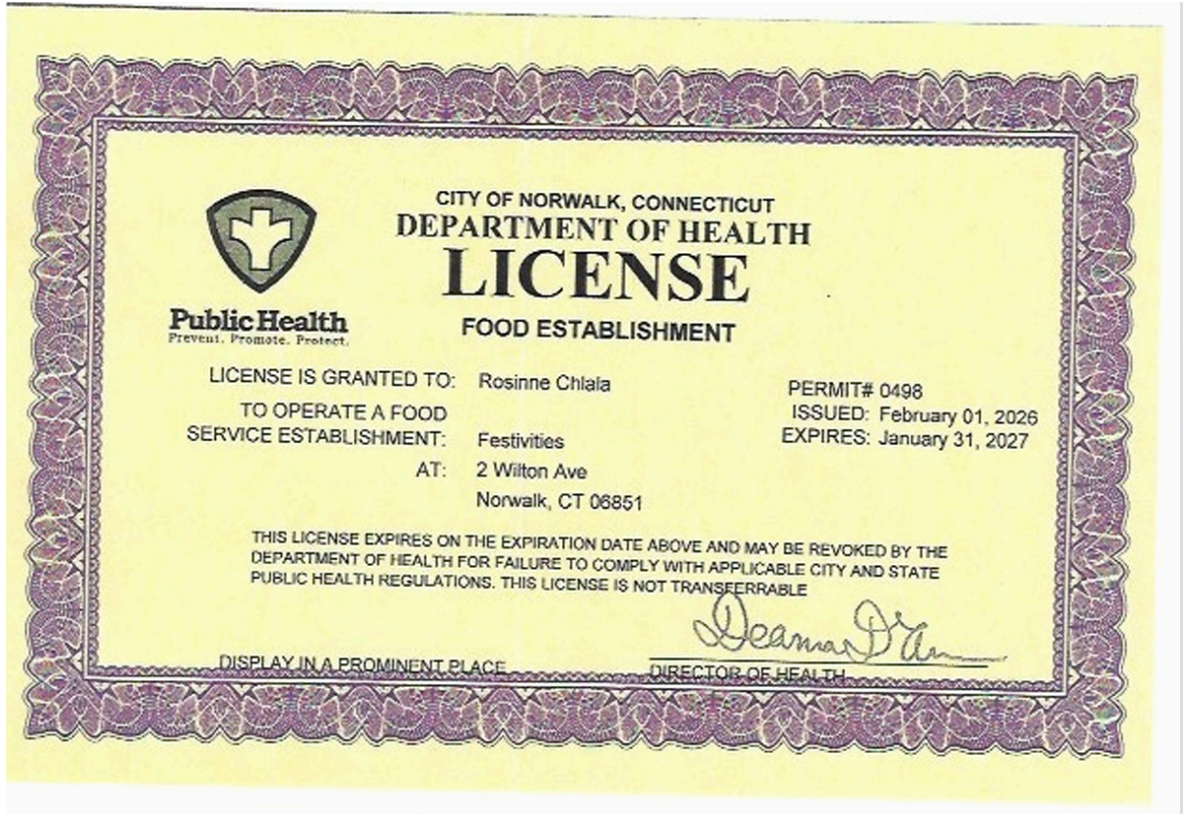
---

*We look forward to crafting something meaningful with you.*

TO REQUEST A PROPOSAL, PLEASE REACH OUT TO OUR SALES TEAM

**Appendix B — Section 4 Licenses & Certifications**

RFQ 2.7 #4



# ServSafe® CERTIFICATION

## KATHRYN CAVALLARO

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the ANSI (American National Standards Institute) National Accreditation Board (ANAB)-Conference for Food Protection (CFPI).

26746053

CERTIFICATE NUMBER

10913

EXAM FORM NUMBER

1/10/2025

DATE OF EXAMINATION

1/10/2030

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



Sherman Brown  
Executive Vice President, Business Services



In accordance with the ANSI Accreditation Council on 2005, the ANSI Accreditation Council on 2013 (ANSI Accreditation Council).

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This document must be reproduced in its entirety.

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@nra.org

**Form W-9**  
 (Rev. March 2024)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**  
 Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see Purpose of Form, below.

**1** Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  
**Caliph's Inc.**

**2** Business name/disregarded entity name, if different from above.  
**Alchemy Celebrations**

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  
 Individual/sole proprietor  C corporation  S corporation  Partnership  Trust/estate  
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)  
 Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  
 Other (see instructions)

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_

**3b** If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions  (Applies to accounts maintained outside the United States.)

**5** Address (number, street, and apt or suite no.). See instructions.  
**2 Wilton Avenue**  
**6** City, state, and ZIP code  
**Norwalk, CT 06851**

**7** List account number(s) here (optional)

Requestor's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.  
 Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requestor for guidelines on whose number to enter.

**Part II Certification**  
 Under penalties of perjury, I certify that:  
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and  
 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and  
 3. I am a U.S. citizen or other U.S. person (defined below); and  
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  
**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person *William A. Katoff Jr.* Date *02/26/26*

**General Instructions**  
 Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).  
**What's New**  
 Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.  
 New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).  
**Purpose of Form**  
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10221X Form **W-9** (Rev. 3-2024)



## Appendix C — Section 6 Required Forms

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*RFQ 2.7 #6*

**CITY OF NORWALK  
PURCHASING DEPARTMENT  
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

Monica Vasale
Proposer's Name

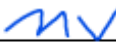
2 Wilton Avenue
Street Address

Norwalk	CT	06855
City	State	Zip

Business Telephone:	203-847-7774
---------------------	--------------

Email Address:	monica@alchemycelebrations.com
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Monica Vasale, Director of Marketing and Sales
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFQ are understood and unconditionally accepted.	
	6/12/2026
Signature	Date



**CITY OF NORWALK  
PURCHASING DEPARTMENT**

1.1 PROPOSAL RESPONSE FORM

Firm Name - <b>Caliph's, Inc. d/b/a Alchemy Custom Celebrations &amp; Cuisine, d/b/a Festivities</b>		
Address - <b>2 Wilton Avenue, Norwalk, CT 06851</b>		
Phone - <b>203-847-7774</b>	Fax - <b>203-847-7729</b>	Email - <b>monica@alchemycelebrations.com</b>
Manager - <b>Monica Vasale</b>		Fed ID#

In submitting this submittal the undersigned declares that this submission is made without any connection with any persons making another bid or the same contract; that the proposed fees are in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.


The undersigned also hereby declares that they have carefully considered objectives of each task of this project, professional services, requirements and deliverables required, and are satisfied and understood that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he/she on behalf of the submitting firm will furnish and provide all the necessary staffing, sub-consultant services, office support, and other items of whatever nature, and to do and perform all design services necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Firm and the City.

**A. Percentage of Gross Revenues**

Caterer Fee Based On Gross Revenue Per Event	% <b>10-15% (sliding scale based on guest count)</b>
Percentage in Words	<b>Gross revenue includes all food, beverage, staffing, excluding any service fee, applicable sales tax and gratuities, in accordance with the RFQ definition.</b>

CERTIFICATION

Submitted By: <b>Monica Vasale</b>	Signature: 
Authorized Agent of Company (name and title)	Date: <b>6/12/2026</b>

The above signatory acknowledges receipt of the following addenda issued during the request for qualification solicitation period and understands that they are a part of the solicitation documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

## CITY OF NORWALK PURCHASING DEPARTMENT

### 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:	42 years	
2.	Number of personnel employed:	Part Time	Full Time
		40-50	5

3. List six contracts of this type/size your firm has completed within the last four years:			
Project	Date	Contact Person	Phone No.
Penfield Pavilion, Fairfield CT, (75-125+ guest)	Date: on-going	Contact: Gaylen Brown,	203.256.3195
Fairfield Museum, Fairfield CT (75-120+ guest)	Date: on-going	Contact: Allison Burress,	(203) 259-1598
Burr Mansion, Fairfield CT (75-200+ guest)	Date: on-going	Contact: Allison Burress,	(203) 259-1598
Darien Community Association, Darien CT (40-125 guest)	Date: ongoing	Contact: Susan Graham,	203.655.9050
Lounsbury House, Ridgefield CT, (75-130 guest)	Date: on going	Contact: Christina Collura,	203.438.6962
Stamford Museum & Nature Center and Bendel Mansion (20-150 guest)	Date: ongoing,	Contact: Gigi Lombardi,	203.554.7553

203.554.7553

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK
Atlas Staffing	Milford, CT	Tara Delvecchio	203-667-5928	service staff

5. ORGANIZATIONAL	general partnership
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**CITY OF NORWALK  
PURCHASING DEPARTMENT**

STRUCTURE OF BIDDER (check which applies)	limited partnership		
	limited liability corporation		
	limited liability partnership		
	<input checked="" type="checkbox"/>	corporation doing business under a trade name	
	individual doing business under a trade name		
	other (specify)		
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
		<input checked="" type="checkbox"/>	
	<u>Out-of-State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
		<input checked="" type="checkbox"/>	
7. CT eLICENSE ( <a href="https://www.elicense.ct.gov">https://www.elicense.ct.gov</a> ) / Business Registration ( <a href="https://business.ct.gov/?language=en_US">https://business.ct.gov/?language=en_US</a> ) : <a href="#">Caliph's, Inc. d/b/a Alchemy Custom Celebrations &amp; Cuisine, d/b/a Festivities</a>			
8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form:</u>			
Business Name	<a href="#">Caliph's, Inc.</a>		
Address	<a href="#">2 Wilton Avenue</a>		
City, State & Zip	<a href="#">Norwalk, CT 06851</a>		
Name of Agent	<a href="#">Monica Vasale</a>		

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case

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## CITY OF NORWALK PURCHASING DEPARTMENT

of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b> Smith Brothers Insurance, LLC	<b>Tel:</b> 860-652-3235
<b>Agency Address:</b> Location: 2 No. Main Street, Chester, CT 06412 Mailing: 68 National Drive, Glastonbury, CT 06033	<b>Email:</b> smallcommercialservices@smithbrothersusa.com

### 1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

# City of Norwalk Vendor Questionnaire

## IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information (please provide the POC for follow-up questions to this questionnaire):**  
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

Alchemy Custom Celebrations and Cuisine ,2 Wilton Avenue, Norwalk, CT 06851 | Monica Vasale, Director of Marketing & Sales | 203-847-7774 | monica@alchemycelebrations.com

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

Alchemy Custom Celebrations and Cuisine provides full-service and drop-off catering services for events hosted at City of Norwalk facilities, including the Gallaher Mansion at Cranbury Park and the South Norwalk Recreation Center. Services include food preparation, on-site cooking, event setup, service, breakdown, and kitchen cleanup. All services are performed on-site using Alchemy's own staff, and supplies. No technology products, software applications, or digital platforms are provided to the City.

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES  NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

*Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.*

YES  NO

1

# Appendix D — Certificate of Insurance

RFQ 1.4 & §2.20



CALINC-CL

NKRAJNYK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Smith Brothers Insurance, LLC Location: 2 No. Main Street, Chester, CT 06412 Mailing: 68 National Drive, Glastonbury, CT 06033	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (860) 652-3235 FAX (A/C, No): (860) 652-3236 E-MAIL ADDRESS: GeneralMailbox@SmithBrothersUSA.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Central Mutual Insurance Company</td> <td>20230</td> </tr> <tr> <td>INSURER B : All America Insurance Company</td> <td>20222</td> </tr> <tr> <td>INSURER C : Hartford Accident And Indemnity Company</td> <td>22357</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Central Mutual Insurance Company	20230	INSURER B : All America Insurance Company	20222	INSURER C : Hartford Accident And Indemnity Company	22357	INSURER D :		INSURER E :		INSURER F :
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INSURER F :														
<b>INSURED</b> Caliph's, Inc. d/b/a Festivities 2 Wilton Avenue Norwalk, CT 06851														

**COVERAGES**                                  **CERTIFICATE NUMBER:**                                  **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SURR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <b>General Aggregate</b>		CLP 8624748	12/8/2025	12/8/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000								
B	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE/ RENTED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BAP 8624747	12/8/2025	12/8/2026	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DID <input checked="" type="checkbox"/> RETENTION \$ 0		CXS 8624749	12/8/2025	12/8/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ Commercial Umbr \$ 1,000,000								
C	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	02WECEG8212	12/8/2025	12/8/2026	<table border="1"> <thead> <tr> <th>PER STATUTE</th> <th>OTH-ER</th> </tr> </thead> <tbody> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500,000</td> </tr> </tbody> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000
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A	Liquor Liability		CLP 8624748	12/8/2025	12/8/2026	Per Person \$ 1,000,000								
A	Liquor Liability		CLP 8624748	12/8/2024	12/8/2025	Aggregate \$ 1,000,000								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> City of Norwalk 125 East Ave Norwalk, CT 06851	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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City of Norwalk

Project 4512

Catering Services at Gallaher Mansion and South Norwalk Recreation Center

Bid Submitted by



Lauren Peden  
Owner + Executive Chef  
Simply Delicious Catering, LLC  
203-831-0371

1 Danbury Road  
Wilton, CT 06897  
[team@simplydeliciousct.com](mailto:team@simplydeliciousct.com)

## **Section 1**

### **Experience and History of the Firm**

Simply Delicious Catering, LLC is a Wilton, Connecticut-based full-service catering company founded in 2009 by Chef Lauren Peden. Over more than 17 years, Simply Delicious has grown into one of Fairfield County's established catering partners, serving corporate, nonprofit, private, social, and event venue clients throughout Norwalk and the surrounding region.

Chef Lauren Peden began her culinary career after training at the French Culinary Institute in New York City and has built Simply Delicious with a focus on culinary quality, disciplined operations, responsive client service, and consistent event execution. Today, Simply Delicious provides both drop-off and full-service catering, including staffed events, buffet service, plated dinners, cocktail receptions, bar service, rentals coordination, a food truck with mobile kitchen support, setup, breakdown, and cleanup.

Simply Delicious is well-positioned to support the City of Norwalk's Preferred Caterer program for Gallaher Mansion and the South Norwalk Recreation Center. Our team has extensive experience working across a wide range of event formats, including weddings, anniversary celebrations, corporate meetings, office parties, business retreats, private dinners, nonprofit events, cocktail receptions, and large-scale social gatherings. We understand that successful catering in City-owned event spaces requires more than excellent food; it also requires professionalism, facility respect, clear communication with event hosts, and careful attention to kitchen use, setup, breakdown, trash removal, and post-event cleanliness.

Our relevant experience includes long-standing catering relationships and recurring event support for corporate, nonprofit, hospitality, and venue-based clients.

Simply Delicious operates with a core team of approximately 10 staff members, supported by an additional flexible event service team of approximately 10 part-time/on-call staff members, as well as additional seasonal staff as needed. This staffing model allows us to scale appropriately for events of different sizes, service levels, and venue requirements. Our team includes culinary production staff, event service staff, bartenders, servers, and event support personnel experienced in formal service, buffet service, cocktail receptions, casual gatherings, and high-touch private events.

Our staff is experienced in:

- Coordinating with clients and venue representatives before and during events
- Developing event-specific menus and service plans
- Preparing and transporting food safely and professionally
- Executing timed setup and service
- Maintaining clean and orderly kitchen and service areas

- Providing professional guest-facing service
- Completing breakdown, cleanup, and facility reset responsibilities

Simply Delicious also has experience operating in Class A office buildings and formal event environments, including loading dock coordination, timed deliveries, professional presentation standards, and discreet service appropriate for business and executive settings. This experience translates well to both Gallaher Mansion's historic event environment and the South Norwalk Recreation Center's modern multipurpose event spaces.

As a preferred catering partner, Simply Delicious would bring a flexible, experienced, and service-oriented approach to City of Norwalk event hosts. Our menus can be customized for casual gatherings, corporate events, weddings, formal dinners, cocktail receptions, and culturally diverse celebrations, and our team is prepared to work directly with each event host to align menu, staffing, service style, and budget with the needs of the event.

**Designated Contact Person:**

Lauren Peden  
Owner, Simply Delicious Catering, LLC  
1 Danbury Road, Wilton, CT 06897

203-831-0371

## **Section 2**

### **Menu Options**

These sample menus highlight a selection of what we offer and are not exhaustive. Custom and themed menus are available upon request.

All menus can accommodate gluten-free, dairy-free, vegan, and allergy-sensitive requests upon request.

#### **BREAKFAST**

##### **Continental Breakfast**

- Fruit salad
- Yogurt parfaits
- Pastries
- Bagels with cream cheese, butter, and jelly

##### **Grab & Go Breakfast**

- Breakfast sandwiches
- Mini brioche breakfast sandwiches
- Breakfast burritos

##### **Hot Breakfast Option A**

- Assorted pastries: tea breads, muffins, croissants
- Bagels with cream cheese, butter, and jelly
- Bacon and sausage
- Home fries with sautéed peppers and onions (GF)
- Sliced fruit platter (GF)
- Scrambled eggs (GF)

##### **Hot Breakfast Option B**

- French toast with berries, maple syrup, and whipped cream
- Assorted pastries: tea breads, muffins, croissants
- Bagels with cream cheese, butter, and jelly
- Bacon and sausage
- Home fries with sautéed peppers and onions (GF)
- Sliced fruit platter (GF)
- Scrambled eggs (GF)

### **Enhancements**

- Omelet station (20 guest minimum)
- Smoked salmon spread
- Chef (2 hours)

## **LUNCH**

### **Boxed Lunch**

- Sandwich
- Side salad
- Dessert

### **Green Salad with Protein**

- Green salad with protein
- Dessert

### **Sandwich Package**

- Green salad
- Assorted sandwiches
- Pasta salad
- Cookie platter

### **Hot Panini Package**

- Green seasonal salad
- Warm panini sandwich assortment
- Seasonal soup
- Cookie/brownie platter

### **Fajita or Taco Station**

- Available for lunch or dinner
- Southwest chopped salad
- Marinated chicken
- Marinated steak
- Mexican sweet potato salad
- Sautéed peppers and onions
- Tortillas, sour cream, pico de gallo
- Churros

### **Classic Hot Buffet**

- Green salad
- Grilled citrus salmon

- Chicken Francese
- Garden vegetable risotto
- Seasonal sautéed vegetables
- Brownies and cannoli

### **Mediterranean**

- Green salad
- Mediterranean branzino
- Lemon oregano roasted chicken
- Warm vegetable couscous
- Roasted vegetables
- Lemon bars

### **Asian-Inspired**

- Green salad
- Miso-glazed salmon
- Marinated flank steak
- Rice pilaf with herbs
- Sautéed broccoli
- Coconut rice pudding cups

### **Italian**

- Green salad
- Braised boneless short ribs
- Jumbo shrimp scampi
- Sautéed French beans and asparagus
- Wild rice salad
- Penne alla vodka
- Chocolate-dipped strawberries

## **PREMIUM OFFERINGS**

Sample entrée, dessert, and passed appetizer options are outlined below.

### **3-Course Plated Dinner**

- Includes salad course, bread baskets, entrée, and plated dessert

### **Cocktail Reception**

- Stationary cheese and charcuterie display
- Passed hors d'oeuvres
- Dessert bites

### Main Course – Sample Selections

- French lemon herb chicken breast (GF) over potato purée with sautéed French beans
- Chicken Florentine over risotto
- Marinated flank steak with chimichurri over couscous
- Steak Diane with mushroom gravy over potato purée
- Grilled petit filet mignon with demi-glace over potato purée and sautéed French beans
- Twin lamb chops with chimichurri over farro and roasted carrots
- Grilled swordfish with roasted tomato bruschetta sauce over potato purée
- Halibut piccata over risotto
- Miso-glazed salmon over rice pilaf with sautéed broccoli rabe
- Blackened mahi mahi with mango salsa
- Roasted cauliflower steak grain bowl with roasted pepper coulis (vegan)
- Vegan stuffed mushrooms with tahini sauce
- Lentil bolognese over penne

### Plated Salads – Sample Selections

- Strawberry arugula
- Frisée with citrus
- Tomato burrata (seasonal)
- Watermelon arugula with feta and mint dressing
- Caesar with parmesan crostini

### Plated Desserts – Sample Selections

- Cheesecake with berries
- Flourless chocolate torte
- Key lime tart
- Berry trifle
- Chocolate mousse

### Cocktail Reception

#### Grazing Station

- A selection of artisanal cheeses, charcuterie, and seasonal accompaniments

#### Passed Hors d’oeuvres – Sample Selections

*Selection of 5–6 items; hot and cold*

Passed Hors d’oeuvres	Passed Hors d’oeuvres
Tuna tartare on house-made chips Mini butter-poached lobster rolls Prosciutto-wrapped melon	Filet crostini Truffle grilled cheese (V) Bang bang chicken bites

Mini chicken tacos Garden quinoa cakes (vegan) Southwest arancini Fried cauliflower with honey sriracha or truffle sauce (V) Cajun shrimp on cucumber with guacamole (GF/DF) Tomato soup shooter with grilled cheese bite (V) BBQ chicken flatbread Crab cakes	Caprese stuffed tomatoes (GF/V) Fig & brie flatbread (V) Chicken or beef empanadas (GF) Cucumber avocado roll (vegan) Swedish meatballs Steak frites (GF) Edamame spring roll Lamb chop lollipop Philly steak eggrolls Chicken and waffles
---	---

### **BAR & BEVERAGE PACKAGES**

- Soda, juice, bottled water
- Coffee
- Lunch – beer and wine
- Dinner – beer and wine
- Full bar (happy hour)
- Full bar (dinner)

### **Mobile Kitchen Catering Packages**

These sample mobile kitchen catering packages highlight a selection of available menu options served from our food truck. Custom and themed menus are available upon request.

#### **Luau Bites**

- Mini pulled pork sliders
- Grilled summer vegetables
- Maui onion dip with chips
- Petit poke bowls
- Ahi tuna avocado or mango salmon
- Chicken satay with pineapple salsa
- Coconut rice pudding cups

#### **Taco Bar**

- Guacamole and chips
- Fiesta chopped salad
- Street corn salad
- Blackened mahi mahi, ground beef, and pulled chicken

- White corn tortillas and fried plantains
- Churros

Accompaniments:

- Slaw and shredded lettuce
- Salsa and chipotle crema

**Summer Tapas**

- Salmon avocado cakes
- Burrata, peach, and prosciutto crostini
- Veggie spring rolls with peanut sauce
- Buttermilk chicken sliders
- Petit New England lobster rolls
- Grilled shrimp with corn salsa
- Key lime pie bites

**Kabob Picnic**

- Charcuterie and crudité
- Spinach dip with pita chips
- Marinated kabobs: swordfish, chicken, and beef
- Greek orzo salad
- Grilled summer vegetables
- Watermelon arugula salad
- Blueberry peach cobbler

**Mediterranean**

- Chicken gyro and falafel in pita with tzatziki
- Hummus and mezze station with grilled vegetables
- Orzo salad
- Lemon roasted potatoes or fries
- Cucumber salad

**Burger Bar**

- Angus beef burgers
- Beyond burgers

Optional add-ons:

- Ahi tuna avocado burgers
- Lump crab cake burgers
- Homemade black bean burgers

- Turkey burgers
- Lamb burgers

#### Toppings Bar:

- Lettuce
- Heirloom tomatoes
- Raw and caramelized onions
- Bacon
- American, Swiss, and cheddar cheeses
- Wild mushrooms
- Roasted peppers
- Dill pickles
- Brioche rolls

#### Sides and Dessert:

- Choice of fries or potato salad
- Garden pasta salad
- Caesar salad
- S'mores bars
- Kids' burgers and hot dogs available.

#### **Fiesta**

- Veggie quesadillas
- BBQ pulled pork quesadillas
- Grilled chicken and steak
- Sautéed peppers and onions
- Flour tortillas
- Mexican sweet potatoes with corn and black beans
- Guacamole and chips
- Churros

#### **Seasonal Apps (Example – Fall)**

- Short rib parfaits with sautéed greens, gravy, and polenta
- New England clam chowder shooters
- Al pastor tacos
- Eggplant parmesan eggrolls
- Mushroom, fig, and brie grilled cheese
- Candied Brussels sprouts with bacon

#### **Chili Bar**

- BBQ brisket chili

- Veggie quinoa chili

Accompaniments:

- Avocados
- Sour cream
- Tomatoes
- Shredded cheese
- Cornbread bites
- Tortilla chips

Sides:

- Mac and cheese
- Kale salad

**Build Your Own Summer Seafood Soirée**

Choice of:

- Lobster rolls
- Fish and chips
- Baja fish tacos
- Oyster po' boy sliders

Additional menu items:

- Crab salad shooters
- Chilled summer corn bisque
- Cajun shrimp on cucumber with guacamole
- Poke with house-made chips
- Lemon squares

## Section 3

### References

Reference Field	Response
<b>Client / Agency Name</b>	Whispering Oaks Conference Center – Norwalk, CT
<b>Contact Name &amp; Title</b>	Henrietta Manna, General Manager
<b>Telephone</b>	203-852-7331
<b>Email</b>	hmanna@madisonresorts.com
<b>Number of Projects Completed for Client / Agency</b>	70+ total
<b>Project Name(s)</b>	Hotel and Conference Center Catering
<b>Project Description(s)</b>	Official catering partner for corporate events and business conferences since 2023
<b>Project Approach &amp; Methodology</b>	Hotel resale arrangement
<b>Year of Project / Length of Project</b>	Ongoing since 2023
<b>Project Budget(s) / Final Invoiced Amount(s)</b>	Example – 4 course hot lunch for 100 people - \$42 per person invoiced at \$4,200.00

Reference Field	Response
<b>Client / Agency Name</b>	The Hops Company – Derby, CT
<b>Contact Name &amp; Title</b>	Anna Morales, Event Director
<b>Telephone</b>	203-308-6245
<b>Email</b>	anna@thehopscompany.com
<b>Number of Projects Completed for Client / Agency</b>	50+ (average 8-10 weddings per year)
<b>Project Name(s)</b>	Preferred catering partner (client weddings)
<b>Project Description(s)</b>	Direct coordination with venue’s clients to create and execute custom catering menus for wedding receptions in venue’s two onsite locations (indoor & outdoor).

Reference Field	Response
<b>Project Approach &amp; Methodology</b>	Custom menu development, rental coordination, and professional guest service. Ongoing communications to accommodate client budgets, dietary preferences and allergy restrictions.
<b>Year of Project / Length of Project</b>	Ongoing since 2019
<b>Project Budget(s) / Final Invoiced Amount(s)</b>	Example – client wedding for 125 guests – final invoiced amount - \$15,617 (catering for cocktail hour, dinner reception and dessert, plus service, rentals, gratuity)

Reference Field	Response
<b>Client / Agency Name</b>	Penfield Pavilion + Jacky Durrell Pavilion – Town of Fairfield Beaches
<b>Contact Name &amp; Title</b>	Gaylen Brown, Assistant Director, Fairfield Parks & Recreation
<b>Telephone</b>	Tel: 203-256-3195
<b>Email</b>	GBrown@fairfieldct.org
<b>Number of Projects Completed for Client / Agency</b>	5
<b>Project Name(s)</b>	Preferred catering partner – client weddings
<b>Project Description(s)</b>	Direct coordination with venue’s clients to create and execute custom catering menus for wedding receptions.
<b>Project Approach &amp; Methodology</b>	Custom menu development, rental coordination, and professional guest service. Ongoing communications to accommodate client budgets, dietary preferences and allergy restrictions.
<b>Year of Project / Length of Project</b>	2025
<b>Project Budget(s) / Final Invoiced Amount(s)</b>	Example – client wedding for 55 guests – final invoiced amount - \$10,500 (catering for cocktail hour, plated dinner reception and dessert, plus service, rentals, gratuity)

Reference Field	Response
<b>Client / Agency Name</b>	King Industries
<b>Contact Name &amp; Title</b>	Kelly Sica, Executive Sales - Coatings Products Group
<b>Telephone</b>	203-866-5551x297
<b>Email</b>	ksica@kingindustries.com
<b>Number of Projects Completed for Client / Agency</b>	100+

Reference Field	Response
<b>Project Name(s)</b>	Employee Lunch Partnership
<b>Project Description(s)</b>	Catered weekday employee lunch program for 12 years; continue to support company events and lunches as needed
<b>Project Approach &amp; Methodology</b>	Onsite event/meeting catering
<b>Year of Project / Length of Project</b>	2014 – 2023 (daily hot lunch) 2023-present for company event catering
<b>Project Budget(s) / Final Invoiced Amount(s)</b>	Varies

## **Section 4**

### **Licenses and Certifications**

Insurance:

Simply Delicious maintains general liability insurance in accordance with City requirements.

- \$1,000,000 per occurrence
- \$2,000,000 aggregate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Bocarossa Insurance LLC, 1828 Post Rd, Fairfield CT 06824
CONTACT NAME: Stephen Bocarossa, PHONE: (203) 256-8029, FAX: (203) 256-8029, E-MAIL: coi@bocarossa.com, ADDRESS: coi@bocarossa.com
INSURER(S) AFFORDING COVERAGE: INSURER A: NATIONWIDE ASSUR CO (10723), INSURER B: NATIONWIDE GENERAL INS CO (23760), INSURER C: OHIO SECURITY INS CO (24082), INSURER D: , INSURER E: , INSURER F:
INSURED: SIMPLY DELICIOUS CATERING LLC, 1 DANBURY RD, NEW CANAAN CT 06840

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: City of Norwalk, 125 East Ave, Norwalk CT 06851
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Stephen A. Bocarossa

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ACORD 25 (2016/03)

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Licenses and food safety certifications:

# ServSafe® CERTIFICATION

## LAUREN PEDEN

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

24555890

CERTIFICATE NUMBER

10795

EXAM FORM NUMBER

9/21/2023

DATE OF EXAMINATION

9/21/2028

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

*Sherman Brown*

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Resolution A214 (DAG-2013) (Regulation 3.2, Standard A3.2)

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This document cannot be reproduced or altered (711081)

v.1711

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org



## LICENSE

WILTON HEALTH DEPARTMENT  
TOWN HALL ANNEX  
238 DANBURY ROAD  
WILTON, CT 06897

THIS IS TO CERTIFY THAT

SIMPLY DELICIOUS – LAUREN PEDEN

IS GRANTED A LICENSE TO CONDUCT A FOOD HANDLING ESTABLISHMENT AS A

CLASS TYPE Class III - Food Service TYPE OF FOOD ESTABLISHMENT INDOOR SEATING/CATERING  
FOR THE PERIOD 7/1/2025 TO 6/30/2026 UNLESS REVOKED FOR CAUSE  
NAME OF BUSINESS SIMPLY DELICIOUS  
ADDRESS OF BUSINESS 1 DANBURY RD.  
ISSUED ON 7/1/2025

*Sherman Brown*  
DIRECTOR OF HEALTH / CHIEF SANITARIAN

ASSISTANT DIRECTOR / SANITARIAN

THIS LICENSE IS NOT TRANSFERABLE AND IS VOID AFTER

6/30/2026

**DISPLAY IN A PROMINENT PLACE**

STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION

Attached is your Liquor Permit authorizing you to sell such alcoholic liquor as is provided by law under your permit number. **This permit is not transferable.** Questions regarding this permit can be emailed to [dcp.liquorcontrol@ct.gov](mailto:dcp.liquorcontrol@ct.gov).

In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. You can access your account at [www.elicense.ct.gov](http://www.elicense.ct.gov) to verify, add or change your email address. Current email address on file:

[simplydeliciousct@gmail.com](mailto:simplydeliciousct@gmail.com)

**SIMPLY DELICIOUS**  
**SIMPLY DELICIOUS CATERING LLC**  
Simply Delicious  
175 Heritage Hill Road  
New Canaan, CT 06840





# LICENSE

WILTON HEALTH DEPARTMENT  
TOWN HALL ANNEX  
238 DANBURY ROAD  
WILTON, CT 06897

## THIS IS TO CERTIFY THAT

Lauren Peden – Simply Delicious

IS GRANTED A LICENSE TO CONDUCT A FOOD HANDLING ESTABLISHMENT AS A

CLASS TYPE	<u>Class III - Food Service</u>	TYPE OF FOOD ESTABLISHMENT	<u>Itinerant Food Service</u>
FOR THE PERIOD	<u>4/23/2025</u>	TO	<u>6/30/2026</u> UNLESS REVOKED FOR CAUSE
NAME OF BUSINESS	<u>Simply Delicious</u>		
ADDRESS OF BUSINESS	<u>Food Truck (175 Heritage Hill Rd., New Canaan, CT)</u>		
ISSUED ON	<u>5/5/2025</u>		
		<u>DIRECTOR OF HEALTH / CHIEF SANITARIAN</u>	
		<u><i>Shay Peden</i></u>	
		<u>DEPUTY PUBLIC HEALTH DIRECTOR &amp; SANITARIAN</u>	
THIS LICENSE IS NOT TRANSFERABLE AND IS VOID AFTER		<u>6/30/2026</u>	

**DISPLAY IN A PROMINENT PLACE**



State of Connecticut

**Lookup Detail View**

**Name and Address**

**SIMPLY DELICIOUS CATERING LLC**

DBA

SIMPLY DELICIOUS

Address

1 DANBURY RD

WILTON, CT 06897-4317

**Credential Information**

Credential

LIR.0021268

Credential Type

RESTAURANT LIQUOR

Address

1 DANBURY RD

WILTON, CT 06897-4317

Effective Date

06/04/2026

Expiration Date

06/03/2027

Status

ACTIVE

**Permittee Information**

Permittee Name

LAUREN N PEDEN

Relationship Type



City of Norwalk, Health Department  
[www.norwalkct.gov/health](http://www.norwalkct.gov/health)  
 P: 203-854-7776 / F: 203-854-7934  
 137 East Avenue  
 Norwalk, CT 06851

**DATE:** December 9, 2024  
**TO:** Food Service Establishment Owners and Qualified Food Operators  
**FROM:** Deanna D'Amore, MPH, Director of Health  
**RE:** Connecticut Adoption of the FDA Model Food Code

Starting in 2023, the Food and Drug Administration (FDA) Model Food Code Connecticut's Food Code has been in effect. This letter is to remind you of important aspects to keep in mind:

- **Effective July 1, 2017:** Acidification of sushi rice and sous vide cooking will be allowed **only** with variance from the Connecticut Department of Public Health. If you use or wish to use these techniques, this variance can be obtained at the CTPDH website, [www.ct.gov/dph](http://www.ct.gov/dph) under Food Protection.
- **Effective October 1, 2017:**
  - Cold holding temperatures were decreased from 45°F or below to 41°F or below.
  - Hot holding temperatures were changed from a minimum of 140° F to a minimum of 135° F.
  - Food establishments were reclassified to meet the FDA food classification definitions. These changes were phased in and will be reflected on your NHD license renewal application for January 2025.

*Potentially hazardous foods, now known as time/temperature controlled for safety (TSC) foods, are a Priority Item on the inspection form and will be debited as such if not above 135 degrees or less than 41 degrees.*

- **Effective July 1, 2018:** Qualified Food Operators (QFOs) are now known as *Certified Food Protection Manager* (CFPM). Class II, III, and IV food establishments are required to have trained Certified Food Protection Managers. Upon the expiration date specified on their certificate, current QFOs will be required to renew their certification. A list of the approved training programs will be posted on the Norwalk Health Department website as soon as it is available.

*Expiration dates on your training certificate will be closely reviewed for compliance with the FDA Food Code. If it has been more than five years since your certification has been issued (e.g., ServSafe), you will be required to retake the exam and obtain a new certificate. Please start planning now to ensure that your training is up to date.*

**Effective February 16, 2023:**

- New inspection forms will be used, and reports will no longer provide a number score. **Violations cited** will be categorized as **"Priority"**, **"Priority Foundation"** and **"Core"** and will align with the risk of that violation as it relates to foodborne illness. More information regarding this system will be forthcoming.
- A Certified Food Protection Manager **must** be on site during peak hours of operation.
- Many food products will require **date labeling**.
- **All** hand sinks will be required to have posters for food employees to wash their hands.

NHD is committed to working with you throughout the transition process and will continue to provide updates and answer any pending questions. We encourage you to work with our NHD inspectors and begin reviewing information currently available in preparation for this important transition. For more information, please call William Mooney, Assistant Director of Health/Environmental Health at 203-854-7824 or email [wmooney@norwalkct.gov](mailto:wmooney@norwalkct.gov).

## Section 5

### Sustainability and Sourcing Practices

Simply Delicious Catering is committed to operating responsibly and incorporating sustainable practices wherever possible across our catering and event operations. We recognize that thoughtful sourcing, waste reduction, and responsible facility use are important considerations for the City of Norwalk and the event hosts served through the Preferred Caterer program.

Our sustainability and sourcing practices include:

#### **Recycling Practices**

Simply Delicious recycles cooking oil and cardboard through scheduled pickups as part of our ongoing operational practices. These systems help reduce waste from our kitchen and event production operations.

#### **Food Waste Reduction and Food Rescue Coordination**

When catering events result in excessive surplus food, Simply Delicious coordinates with Haley Schulman, Co-Site Director of Food Rescue US – Fairfield County, when appropriate, to arrange pickup of eligible fresh food leftovers. Food Rescue US helps transfer fresh food surpluses from local businesses to social service agencies serving individuals and families experiencing food insecurity. This allows us to reduce unnecessary food waste while supporting the broader community.

#### **Local and Seasonal Sourcing**

Whenever possible, Simply Delicious sources ingredients from local partner farms and area purveyors, including Sport Hill Farm in Easton and Ox Hollow Farm in Roxbury, Connecticut. Our menus are designed around seasonal, farm-to-table ingredients, allowing us to offer fresh, high-quality food while supporting local and regional food producers.

#### **Eco-Friendly Service Options**

Simply Delicious offers eco-friendly place setting options upon request, including bamboo plates and wood utensils. We are happy to work with event hosts to recommend disposable or reusable serveware options that align with the size, style, and sustainability goals of each event.

#### **Responsible Event Operations**

In addition to our sustainability practices, Simply Delicious is committed to leaving event spaces, kitchens, and service areas clean, orderly, and ready for the next scheduled use. Our team understands the importance of protecting City-owned facilities and maintaining a professional standard of care before, during, and after each event.

Together, these practices reflect our commitment to high-quality catering, responsible operations, and community-minded service.

**Section 6**

**Response Forms**

**CITY OF NORWALK PURCHASING DEPARTMENT**

**RESPONSE FORMS**

**PROPOSER'S INFORMATION AND  
ACKNOWLEDGMENT FORM**

Proposer's Name

Lauren Peden, Simply Delicious Catering, LLC
Street Address

1 Danbury Road, Wilton, CT 06897

Business Telephone: 203-831-0371
----------------------------------

Email Address: team@simplydeliciousct.com
---

Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFQ are understood and unconditionally accepted.

<p>Signature</p> 	<p>Date</p> <p>6/14/26</p>
--	----------------------------

**CITY OF NORWALK  
PURCHASING DEPARTMENT**

**Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. BIDDERS MAY NOT TAKE EXCEPTION TO SUBSTANTIVE TERMS OF STANDARD CONTRACT FORMS PROVIDED IN THE RFP/RFQ/ITB. Exceptions must be declared below in order to be considered by the City:**

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**CITY OF NORWALK  
PURCHASING DEPARTMENT**

**1.1 PROPOSAL RESPONSE FORM**

Firm Name - Simply Delicious Catering, LLC		
Address - 1 Danbury Road, Wilton, CT		
Phone - 203-831-0371	Fax -	Email - team@simplydeliciousct.com
Manager - Lauren Peden		Fed ID# LIR.0021268

In submitting this submittal the undersigned declares that this submission is made without any connection with any persons making another bid or the same contract; that the proposed fees are in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that they have carefully considered objectives of each task of this project, professional services, requirements and deliverables required, and are satisfied and understood that in signing this proposal all right to plead any misunderstanding regarding the same is waived.


The undersigned further understands and agrees that he/she on behalf of the submitting firm will furnish and provide all the necessary staffing, sub-consultant services, office support, and other items of whatever nature, and to do and perform all design services necessary under the aforesaid conditions, to carry out the contract and

to accept in full compensation therefore the amount of the contract as agreed to by the Firm and the City.

**A. Percentage of Gross Revenues**

Caterer Fee Based On Gross Revenue Per Event	10%
Percentage in Words	Ten Percent

**CERTIFICATION**

<b>Submitted By:</b> Lauren Peden	
<b>Authorized Agent of Company (name and title)</b>	<b>Signature:</b>
	<b>Date:</b> 6/14/26

The above signatory acknowledges receipt of the following addenda issued during the request for qualification solicitation period and understands that they are a part of the solicitation documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

**CITY OF NORWALK  
PURCHASING DEPARTMENT**

**1.2 STATEMENT OF QUALIFICATIONS**

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

<b>1.</b>	<b>Number of years in business:</b>	17	
<b>2.</b>	<b>Number of personnel employed:</b>	<b>Part Time</b>	<b>Full Time</b>

		10	10
--	--	----	----

**3. List six contracts of this type/size your firm has completed within the last four years:**

Project	Date	Contact Person	Phone No.
Official catering partner - Whispering Oaks Conference Center (Norwalk)	2023- present	Henrietta Manna, General Manager	203-852-7331
Preferred Vendor - The Hops Company (Derby)	2019 - present	Anna Morales, Event Director	203-308-6245
Preferred Catering Partner (Weddings) Penfield Pavilion + Jacky Durrell – Town of Fairfield Beaches	2025- present	Gaylen Brown, Assistant Director, Fairfield Parks & Recreation	203-256-3195
Daily Employee Lunch Program - King Industries	2014-2023	Kelly Sica, Executive Sales Assistant	203-866-5551 x 297
Corporate Catering - Datto and affiliated organizations (Manresa Wilds, NHRL)	2020 - Present	Kathryn Powers, Senior Events Coordinator	(203) 285-6372
Commonfund - Working meetings, full-company luncheons	2022 - Present	Christine Dressler, Executive Assistant	203.563.5268

**4. SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK


5. ORGANIZATIONAL		general partnership
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**CITY OF NORWALK  
PURCHASING DEPARTMENT**

STRUCTURE OF BIDDER (check which applies)			limited partnership
	X		limited liability corporation
			limited liability partnership
			corporation doing business under a trade name
			individual doing business under a trade name
			other (specify)
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate		<b>Yes</b>
			<b>Yes X</b>
			<b>No</b>

	of Good Standing within 30 days of the bid opening?		
	<u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	<b>Yes</b>	<b>No</b>
		<b>Yes X</b>	

7. CT eLICENSE (<https://www.elicense.ct.gov>) / Business Registration ([https://business.ct.gov/?language=en\\_US](https://business.ct.gov/?language=en_US)) :

LIR.0021268

8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:

Business Name	n/a – same as noted in sections above
Address	
City, State & Zip	
Name of Agent	

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case

Page 10 of 36 4512 Catering Services at Gallaher Mansion and South Norwalk Recreation Center

## CITY OF NORWALK PURCHASING DEPARTMENT

of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b> Boccarossa Insurance LLC	<b>Tel:</b> (203) 256-8029
<b>Agency Address:</b> 1828 Post Rd, Fairfield, CT	<b>Email:</b> coi@boccarossa.com

## 1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION

**SECURITY** Page 11 of 36 4512 Catering Services at Gallaher Mansion and South Norwalk Recreation Center

# City of Norwalk Vendor Questionnaire IT Information Security

Rev 8.4.22

- 1. Third-Party Contact Information (please provide the POC for follow-up questions to this questionnaire):** Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

Simply Delicious Catering, LLC  
1 Danbury Road, Wilton, CT  
Lauren Peden, 203-831-0371  
team@simplydeliciousct.com

- 2. Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

Catering / food service operations as a preferred partner supporting events hosted at Gallher Mansion and South Norwalk Recreation Center

- 3. System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES  NO

Yes, we will use our own systems and computer equipment

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

*Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.*

YES  NO  X

No city data needed to provide food operation services related to project 4512

June 2, 2026

City of Norwalk  
Recreation & Parks Department  
125 East Avenue  
Norwalk, CT 06851

SPYC BABE CATERING SERVICES LLC

Request for Qualifications Submission

RFQ #4512

Catering Services at Gallaher Mansion & South Norwalk Recreation Center

## TABLE OF CONTENTS

- Cover Letter
- About the Owner
- Why Spyc Babe Catering Services
- Experience & History of the Firm
- Menu Options & Service Capabilities
- References
- Sustainability & Sourcing Practices
- Required RFQ Forms
- Licenses & Certifications
- W-9
- Certificate of Insurance

# ABOUT THE OWNER

## **Samantha Dale, Owner & Executive Chef**

Samantha Dale is the Owner and Executive Chef of Spyc Babe Catering Services LLC, a Hartford-based catering company specializing in Caribbean-American and fusion cuisine. Her passion for cooking began at the age of eight, when she taught herself to cook by recreating recipes she watched on television while growing up in a Caribbean household.

What started as a personal passion evolved into a business built on bringing people together through exceptional food and memorable dining experiences. Samantha founded Spyc Babe with a mission to provide flavorful, high-quality catering services while showcasing the rich culinary traditions of the Caribbean through a modern and approachable style.

Over the years, she has successfully catered weddings, corporate events, nonprofit functions, educational institutions, community celebrations, and large public events throughout Connecticut. Her experience includes serving as a featured caterer for Wickham Park Weddings and Bridal Open Houses, providing catering services for Classical Magnet School events, and operating as a food vendor for Hartford Yard Goats games.

Samantha is recognized for her hands-on approach to event planning, menu development, and customer service. She works closely with each client to create customized experiences that reflect their vision, dietary needs, and event goals while maintaining high standards of food quality, professionalism, and hospitality.

As a woman-owned small business owner, Samantha remains committed to community engagement, culinary education, and building lasting relationships with clients, venues, and community partners. Through Spyc Babe Catering Services, she continues to grow a brand known for bold flavors, reliable service, and memorable guest experiences throughout Connecticut.

Dear Selection Committee,

Thank you for the opportunity to submit qualifications for consideration as a Preferred Caterer for the City of Norwalk's Gallaher Mansion and South Norwalk Recreation Center.

Spyc Babe Catering Services LLC is a Connecticut-based catering company specializing in Caribbean-American and fusion cuisine. Founded by Chef Samantha Dale, Spyc Babe has built a reputation for delivering exceptional food, professional service, and memorable guest experiences for weddings, corporate events, educational institutions, nonprofit organizations, community celebrations, and private events throughout Connecticut.

Our team understands that catering extends beyond food preparation. Successful events require organization, communication, professionalism, attention to detail, and the ability to adapt to the unique needs of each client and venue. We take pride in providing customized menus, dependable service, and seamless event execution from planning through breakdown.

Our experience includes catering weddings of more than 100 guests, educational and community events, nonprofit galas, corporate functions, and large public events. Through these experiences, we have developed the operational capabilities necessary to successfully support a wide variety of events while maintaining high standards of food quality, presentation, and customer service.

Spyc Babe's culinary approach combines traditional Caribbean flavors with contemporary American and international influences, allowing us to create menus that are both distinctive and accessible to diverse audiences. We believe this versatility makes us uniquely positioned to serve the wide range of guests and event types hosted at Gallaher Mansion and the South Norwalk Recreation Center.

As a woman-owned small business, we are committed to professionalism, food safety, community engagement, and building long-term relationships with our clients and partners. We are excited about the opportunity to contribute to the success of these premier City of Norwalk event venues.

Thank you for your consideration. We appreciate the opportunity to be considered and look forward to the possibility of partnering with the City of Norwalk.

Sincerely,

Samantha Dale  
Owner & Executive Chef  
Spyc Babe Catering Services LLC  
Hartford, Connecticut

## WHY SPYC BABE CATERING SERVICES

Spyc Babe Catering Services brings a unique combination of culinary creativity, operational experience, and personalized customer service to every event.

Unlike traditional catering companies that focus on a single style of cuisine, Spyc Babe specializes in Caribbean-American and fusion cuisine while maintaining the flexibility to customize menus for weddings, corporate functions, educational institutions, nonprofit organizations, community events, and private celebrations.

The company has successfully executed events ranging from intimate gatherings to large-scale weddings and public events serving hundreds of guests. Through partnerships with venues, educational institutions, community organizations, and event producers, Spyc Babe has developed the experience necessary to manage food production, transportation, setup, service, and event logistics while maintaining exceptional quality standards.

As a woman-owned small business, Spyc Babe takes pride in providing personalized service, direct client communication, and customized menu development tailored to the needs of each event. Every client receives hands-on support throughout the planning process to ensure a seamless and memorable experience.

Spyc Babe is committed to professionalism, food safety, reliability, and creating exceptional guest experiences through bold flavors, quality ingredients, and outstanding service.

## SECTION 1 – EXPERIENCE AND HISTORY OF THE FIRM

Spyc Babe Catering Services LLC is a Hartford, Connecticut-based catering company specializing in Caribbean-American and fusion cuisine. Founded by Chef Samantha Dale, the company has built a reputation for delivering flavorful, high-quality food and exceptional customer service for a wide range of events throughout Connecticut.

Spyc Babe provides catering services for weddings, corporate events, educational institutions, nonprofit organizations, private celebrations, community gatherings, and large public events. Services include full-service catering, buffet service, drop-off catering, event staffing, customized menu development, and food vendor operations.

The company's culinary style combines traditional Caribbean flavors with contemporary American and international influences, allowing Spyc Babe to create menus that appeal to diverse audiences while maintaining a unique culinary identity. Signature offerings include Caribbean classics, elevated comfort foods, fusion dishes, and customized event menus tailored to each client's vision and budget.

Recent experience includes catering wedding and bridal events through Wickham Park, providing food vendor services at Hartford Yard Goats games, catering school and educational events between Trinity College & Classical Magnet School, supporting nonprofit and community organizations, and serving corporate clients throughout Connecticut. Spyc Babe has successfully executed both intimate gatherings and larger-scale events requiring food production, transportation, setup, service, and event coordination.

Chef Samantha Dale oversees all culinary operations and is committed to maintaining the highest standards of food quality, professionalism, customer service, and food safety. The company prides itself on creating memorable dining experiences while building long-term relationships with clients and community partners.

## SECTION 2 – MENU OPTIONS

Spyc Babe Catering Services offers customizable menus designed to accommodate a wide range of events, including weddings, corporate functions, community events, private celebrations, educational institutions, nonprofit organizations, and social gatherings. Menus can be customized to meet dietary preferences, cultural traditions, event themes, and budget requirements.

### CARIBBEAN FAVORITES

- Jerk Chicken
- Brown Stew Chicken
- Curry Chicken
- Curry Shrimp
- Oxtail
- Escovitch Fish
- Jerk Pulled Pork
- Rice & Peas
- Coconut Rice
- Cabbage
- Fried Plantains
- Black Bean Stew

### CARIBBEAN-AMERICAN FUSION

- Rasta Pasta (Chicken, Shrimp, or Vegetarian)
- Jerk Chicken Pasta
- Jerk Pulled Pork Sliders
- Jerk Chicken Sandwiches
- Caribbean Rice Bowls
- Blackened Salmon
- Cajun Shrimp & Grits
- Hot Honey Jerk Wings
- Honey Garlic Wings
- Jerk Mac & Cheese
- Seafood Mac & Cheese

### WEDDING & FORMAL EVENT MENUS

- Buffet Service
- Plated Dinners
- Family-Style Service
- Cocktail Hour Displays
- Passed Hors d'Oeuvres
- Signature Entrées and Customized Menus
- Late-Night Bites and Reception Menus

## CORPORATE & COMMUNITY EVENT CATERING

- Breakfast Catering
- Boxed Lunches
- Buffet Lunches
- Staff Appreciation Events
- Conferences and Meetings
- School Functions
- Community Celebrations
- Nonprofit and Fundraising Events

## APPETIZERS & SMALL BITES

- Blackened Shrimp Tostone Cups
- Mini Beef Patties
- Chicken Skewers
- Shrimp Skewers
- Vegetable Spring Rolls
- Stuffed Plantain Cups
- Assorted Dips and Displays

## SERVICE OPTIONS

- Full-Service Catering
- Buffet Service
- Drop-Off Catering
- Event Staffing
- Setup and Breakdown
- Customized Menu Development

Spyc Babe Catering Services works directly with each client to create a menu and service package tailored to the size, style, and goals of the event.

## REFERENCE #1

Client/Agency Name:  
Wickham Park Events

Contact Name & Title:  
Diana Wheeler, Events Director

Project Name:  
Wickham Park Weddings & Bridal Open House

Project Description:  
Spyc Babe Catering Services has successfully catered three weddings at Wickham Park, each serving over 100 guests, in addition to participating as a featured caterer during the Wickham Park Bridal Open House. Following successful event execution and positive client experiences, Spyc Babe was added as a preferred wedding caterer for Wickham Park events.

Project Approach & Methodology:  
Provided menu development, food preparation, transportation, buffet service, event setup, guest service, and post-event breakdown while maintaining professional presentation and service standards for large-scale wedding celebrations.

Project Year:  
2025–2026

REFERENCE #2

Client/Agency Name:  
Classical Magnet School

Contact Name & Title:  
Desiree McBride

Project Name:  
Classical Magnet School Acceptance Night

Project Description:  
Spyc Babe Catering Services provided buffet-style catering services for a school-wide Acceptance Night celebration attended by more than 100 students, family members, faculty, and guests.

Project Approach & Methodology:  
Developed a customized menu, coordinated food production and logistics, executed buffet service, maintained food quality throughout the event, and provided professional event support from setup through breakdown.

Project Year:  
2026

### REFERENCE #3

Client/Agency Name:

Private Client / Trinity College Affiliated

Contact Name & Title:

Lou Coulette

Project Name:

Private Catering Services

Project Description:

Spyc Babe Catering Services has provided recurring catering services for private events and gatherings for a repeat client over multiple years. Services included customized menu development, food preparation, event setup, buffet service, and guest hospitality.

Project Approach & Methodology:

Worked directly with the client to create tailored menus and event experiences while maintaining consistent food quality, professionalism, and customer service. The client has retained Spyc Babe Catering Services for multiple events, demonstrating continued satisfaction and trust in the company's services.

Project Year:

Ongoing

#### REFERENCE #4

Client/Agency Name:

Dunkin Donuts Park (Hartford Yard Goats)

Contact Name & Title:

Aiesha Petteway

**Project Name:**

Youth Culinary Education, Event Catering & Stadium Food Services

**Project Description:**

Spyc Babe Catering Services partnered with Aiesha and her organization to provide a variety of food service and educational programming initiatives. Services included developing and facilitating hands-on cooking classes for youth participants, providing catering services for staff meetings, special events, and community programs, and managing food service operations for sporting events held at the organization's stadium facility.

**Project Approach & Methodology:**

Chef Samantha Dale worked closely with program leadership to create engaging culinary education experiences for youth while also coordinating food production, menu planning, event catering, and concession operations. Responsibilities included curriculum development, food safety instruction, meal preparation, staffing support, event logistics, and customer service for both educational and public-facing food service programs.

**Project Results:**

Successfully delivered culinary education programs for youth, provided catering services for staff and organizational events, and managed stadium food service operations serving athletes, families, staff, and community members. Through these efforts, Spyc Babe demonstrated the ability to operate in educational, community, and high-volume event environments while maintaining professional service and food quality standards.

**Project Year:**

Ongoing

**Designated Contact Person:**  
**Samantha Dale**  
**Owner & Executive Chef**  
**Spyc Babe Catering Services LLC**  
**Hartford, Connecticut**  
**Email: [spycbabeservices@gmail.com](mailto:spycbabeservices@gmail.com)**  
**Phone: 860-893-3136**

# SUSTAINABILITY & SOURCING PRACTICES

**Spyc Babe Catering Services LLC is committed to operating in a responsible and sustainable manner while providing exceptional food and hospitality services.**

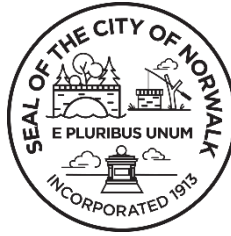
We strive to minimize food waste through careful menu planning, portion management, and accurate event forecasting. By preparing food based on anticipated guest counts and event needs, we reduce unnecessary waste while maintaining quality and consistency.

Whenever possible, Spyc Babe supports local businesses and suppliers throughout Connecticut by purchasing ingredients, products, and services from regional vendors. This approach helps strengthen the local economy while providing fresh, high-quality ingredients for our clients.

The company also utilizes reusable service equipment whenever practical and encourages the use of recyclable and environmentally conscious serving materials when appropriate for the event.

As our business continues to grow, we remain committed to identifying additional opportunities to reduce waste, improve efficiency, and implement sustainable practices that benefit both our clients and the communities we serve.

**CITY OF NORWALK  
PURCHASING DEPARTMENT**



**SEALED RFQS MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE NORWALK, CT 06851  
BY THE DATE AND TIME OF RFQ OPENING**

<b>PROJECT NUMBER:</b>	4512
<b>REQUESTING DEPARTMENT:</b>	Recreation & Parks
<b>DATE OF RFQ ISSUANCE:</b>	05/22/2026
<b>TITLE OF RFQ:</b>	Catering Services at Gallaher Mansion and South Norwalk Recreation Center
<b>RFI/QUESTION DEADLINE:</b>	2:00 PM 6/9/2026
<b>ELECTRONIC SUBMISSION DEADLINE:</b>	2:00 PM 6/16/2026
<b>HARD COPY SUBMISSION DEADLINE:</b>	N/A
<b>MANDATORY WALKTHROUGH:</b>  DATE, TIME AND LOCATION OF WALKTHROUGH	YES ( ) NO (X)  June 2, 2026, 2:00PM, Meeting at the Gallaher Mansion, 300 Grumman Ave. then to South Norwalk Recreation Center, 98 S. Main St., Norwalk, CT
<b>TIME/DATE OF RFQ OPENING:</b>	2:00 PM 6/16/2026
<b>RFQ DEPOSIT REQUIRED:</b> IF YES, AMOUNT REQUIRED	YES ( ) NO (X)
<b>SUCCESSFUL BIDDERS ONLY:</b> <b>PERFORMANCE &amp; PAYMENT BOND REQUIRED:</b> IF YES, AMOUNT REQUIRED	YES ( ) NO (X)
<b>SUCCESSFUL BIDDERS ONLY:</b> <b>MAINTENANCE BOND REQUIRED:</b>	YES ( ) NO (X)

**ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.**

**NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT**

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. RFQ FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT
3. EXCEPTIONS (IF ANY)

CITY OF NORWALK  
PURCHASING DEPARTMENT  
**NOTICE TO BIDDERS**

- 1. ALL RFQS WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFQ RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.**
  
- 2. OBLIGATION OF BIDDERS:**
  - a. AT THE TIME OF OPENING RFQS, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE HIM/HERSELF THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFQ.**
  
  - b. EACH BIDDER MUST FULLY INFORM HIM/HERSELF OF THE CONDITIONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF HIS/HER OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. IN AS MUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT HIS/HER WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.**
  
- 3. TIME IS OF THE ESSENCE (IF APPLICABLE):**
  - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.**

# CITY OF NORWALK

## PURCHASING DEPARTMENT

### GENERAL INFORMATION

#### 1. INTRODUCTION

This is a Request For Qualifications (RFQ) for catering services on as needed basis for the Gallaher Mansion at Cranbury Park and South Norwalk Recreation Center. The requirements of this project are outlined in greater detail under Section 2 Scope of Work/Project Specifications.

#### 2. RFQ DOCUMENTS

All RFQ documents for this invitation are available over the internet at <http://www.norwalkct.gov>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

#### 3. ADDENDA

All addenda, if issued will be available over the internet at <http://www.norwalkct.gov>. We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the RFQ deadline. It is the responsibility of the bidder to check for issuance of any addenda.

#### 4. BIDDER'S LIST

Bidder's list for this solicitation will not be published.

#### 5. QUESTIONS CONCERNING THIS RFQ

All questions concerning this solicitation must be directed, via e-mail, to Carleen Megaro, Buyer at [cmegaro@norwalkct.gov](mailto:cmegaro@norwalkct.gov). Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm, June 9, 2026.

#### 6. SUBMISSION OF RFQ

The City of Norwalk requires **electronic sealed submission** for this project in the City of Norwalk's BONFIRE portal (<https://norwalkct.bonfirehub.com/portal/?tab=openOpportunities>).

All sealed electronic submissions must be submitted in Bonfire no later than June 16, 2026, at 2:00PM.

#### 7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFQ opening at [Purchasing-Bid Postings](#). RFQ results will not be provided over the phone.

### SPECIAL NOTES:

# CITY OF NORWALK

## PURCHASING DEPARTMENT

1. A Non-Mandatory pre-qualification conference will be held at 2:00 pm, June 2, 2026, meeting at Gallaher Mansion, 300 Grumman Avenue, and then to South Norwalk Recreation Center, 98 S. Main St., Norwalk, CT. Please note that there will be no additional walkthroughs planned for these facilities at this time.
2. **IMPORTANT Submission Information:** As of 08/10/2020, a new interior Customer Service window opened inside City Hall that will help serve the public during the ongoing COVID-19 pandemic. The window is staffed by Customer Service representatives Monday – Friday from 9 a.m. – 3:00 p.m. If you are planning to use the Customer Service window to drop off your submission, it is recommended to drop off the submission as early as possible since the team will be serving other customers.

It is still recommended to use a courier service (i.e. FedEx, UPS, USPS, DHL, etc.) to deliver the submission to the above address by the due date and time.

3. **Public Opening:** Per the [City of Norwalk Purchasing Guidelines](#) , Bids shall be opened publicly by the Purchasing Agent or his designee, in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. Receipt of Proposals. Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared in accordance with these Procurement Guidelines, and shall be open for public inspection after contract award. If you wish to hear the bid/RFQ/RFP opening, please join us through a teleconference.

Access Number: (866) 640-4044 or (678) 302-3554

Participant Code: 968 704

CITY OF NORWALK  
PURCHASING DEPARTMENT

SECTION 1 – RESPONSE FORMS

**CITY OF NORWALK  
PURCHASING DEPARTMENT  
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

Proposer's Name

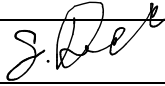
Street Address

City	State	Zip

Business Telephone:
---------------------

Email Address:
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Printed Name and Title of Individual Submitting Proposal

<p>The undersigned acknowledges that the terms, conditions and specifications of this RFQ are understood and unconditionally accepted.</p>	
	
Signature	Date



# CITY OF NORWALK PURCHASING DEPARTMENT

## 1.1 PROPOSAL RESPONSE FORM

Firm Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

In submitting this submittal the undersigned declares that this submission is made without any connection with any persons making another bid or the same contract; that the proposed fees are in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that they have carefully considered objectives of each task of this project, professional services, requirements and deliverables required, and are satisfied and understood that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he/she on behalf of the submitting firm will furnish and provide all the necessary staffing, sub-consultant services, office support, and other items of whatever nature, and to do and perform all design services necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Firm and the City.

### A. Percentage of Gross Revenues

Caterer Fee Based On Gross Revenue Per Event	%	
Percentage in Words		

### CERTIFICATION

<b>Submitted By:</b>	<b>Signature:</b> <i>J. De...</i>
<b>Authorized Agent of Company (name and title)</b>	<b>Date:</b>

The above signatory acknowledges receipt of the following addenda issued during the request for qualification solicitation period and understands that they are a part of the solicitation documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

# CITY OF NORWALK PURCHASING DEPARTMENT

## 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

<b>1.</b>	<b>Number of years in business:</b>		
<b>2.</b>	<b>Number of personnel employed:</b>	<b>Part Time</b>	<b>Full Time</b>

<b>3. List six contracts of this type/size your firm has completed within the last four years:</b>			
Project	Date	Contact Person	Phone No.

**4. SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK

<b>5. ORGANIZATIONAL</b>	general partnership
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# CITY OF NORWALK PURCHASING DEPARTMENT

STRUCTURE OF BIDDER (check which applies)	<input type="checkbox"/> limited partnership		
	<input checked="" type="checkbox"/> limited liability corporation		
	<input type="checkbox"/> limited liability partnership		
	<input type="checkbox"/> corporation doing business under a trade name		
	<input type="checkbox"/> individual doing business under a trade name		
	<input type="checkbox"/> other (specify)		
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	<b>Yes</b>	<b>No</b>
		<input checked="" type="checkbox"/>	
	Out-of -State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	<b>Yes</b>	<b>No</b>
7. CT eLICENSE ( <a href="https://www.elicense.ct.gov">https://www.elicense.ct.gov</a> ) / Business Registration ( <a href="https://business.ct.gov/?language=en_US">https://business.ct.gov/?language=en_US</a> ) :			
8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u> :			
Business Name			
Address			
City, State & Zip			
Name of Agent			

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case

# CITY OF NORWALK

## PURCHASING DEPARTMENT

of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b>	<b>Tel:</b>
<b>Agency Address:</b>	<b>Email:</b>

### 1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

# City of Norwalk Vendor Questionnaire

## IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information** (please provide the POC for follow-up questions to this questionnaire):  
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES  NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

*Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.*

YES  NO

**If your answers to Questions 3 and 4 are BOTH “NO”, thank you for completing the IT Information Security Questionnaire.**

**If one or both questions are “YES”, please complete the remaining questions.**

---

5. **Office Locations:** How many office locations does your organization have? *Please include the locations of your organization.*

6. **Data Center Locations:** How many data centers does your organization utilize to provide services/products to the City? *Please include the locations of the data centers utilized by your organization.*

7. **Business Entity:** What is your business entity type?

*\*Example: Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Corporation (LLC), Limited Liability Partnership (LLP)*

8. **How many employees and contingent workers do you have in your organization?**

1-10  10-50  50-100  100-500  500-1000  1000 or more

9. **Physical Access:** Does your organization need to be onsite or offsite to provide services/products to the City?

YES  NO

10. **Access to Data:** How is your organization accessing City data?

*\*Example: Is the data supposed to be sent to your organization via email or will the data need to be uploaded to an application?*

*\*Note: For third-parties that are providing an application to perform the services, please specify whether the application will be an internally hosted solution, cloud-based solution (i.e. SaaS, IaaS, PaaS), or a traditional web-based application (i.e. eBay, WebEx, online banking application)*

11. **Data Storage:** Does your organization outsource data storage or does your organization utilize its own databases to store data? Does your organization store data outside of the United States?

YES  NO

12. **Segregation of Data:** Does your organization's database structure allow segregation of sensitive client data?

YES  NO

13. **Independent Attestations:** Does your organization have independent attestations such as (i.e. ISO 27001, SSAE-18 SOC-1, SOC-2, PCI- DSS, ISO 9001)?

**14. Information Security**

a. Does your organization have written information security policies and procedures (WISP)?

YES  NO

b. How often are the information security policies and procedures reviewed and updated?

c. Who in the organization is responsible for reviewing and updating the information security policies and procedures?

d. Does your organization have privacy policies and procedures?

YES  NO

e. How often are the privacy policies and procedures updated?

f. Who in the organization is responsible for reviewing and updating the privacy policies and procedures?

g. What methods of encryption are utilized for data at rest and in transit?

h. Are the encryption methods utilized FIPS 140-2 approved?

YES  NO

i. Does your organization utilize firewalls to filter incoming data and information from the internet into your company network?

YES  NO

j. Does your organization perform penetration testing at least once per year to determine if unauthorized access to the computer network and malicious activity is possible externally?

YES  NO

k. Does your organization perform vulnerability testing at least once per year in order to identify vulnerabilities within the internal network?

YES  NO

l. Does your organization perform background checks on employees and contingent workers prior to onboarding them? Describe the nature of these background checks (i.e., criminal, credit, international, etc.).

YES  NO

m. Does your organization utilize multi-factor authentication?

YES  NO

n. Does your organization utilize scan cards or biometric scans to grant employees and contingent workers access to the building and data centers where data is stored?

YES  NO

o. If offering a technology product, does the organization utilize software development life cycle (SDLC) or Agile to build and maintain technological product?

YES  NO

p. Does the technological product undergo information security testing and quality assurance testing prior to deployment?

YES  NO

q. Does the Vendor provide annual Cybersecurity Awareness training to their employee?

YES  NO

r. Does the Vendor provide annual phishing simulations for their employee?

YES  NO

s. Have users been educated on how to report suspected security violations or vulnerabilities?

YES  NO

t. Does the Vendor have an employee identified as the Chief Information Security Officer?

YES  NO

u. Are all the Vendor laptops encrypted?

YES  NO

v. Are all Vendor computers (workstations, notebooks) required to join the Company's domain and receive Group Policies?

YES  NO

w. Does the Vendor meet the NIST 800-63 password guidelines?

YES  NO

**15. Risk Management**

- a. Does your organization have an enterprise risk management framework implemented at your organization?  
YES  NO

- b. Does your organization have documented enterprise risk management policies and procedures?  
YES  NO

- c. Who in the organization is responsible for reviewing the enterprise risk management policies and procedures?

- d. Does your organization utilize an outside third-party to provide services/products to the client?  
YES  NO

- e. Does your organization have a third-party risk management program (TPRM)?  
YES  NO

f. Does your organization include right-to audit clauses in contracts with third parties?

YES  NO

g. Does your organization have a certificate of insurance (COI)? *Please attach a copy of your COI.*

YES  NO

**Business Continuity/Disaster Recovery**

a. Does your organization have a business continuity plan?

YES  NO

b. How often is the business continuity plan updated?

c. Does your organization conduct business continuity tests once per year?

YES  NO

d. Does your organization have a disaster recovery plan?

YES  NO

e. How often is the disaster recovery plan updated?

f. Does your organization conduct disaster recovery tests once per year?

YES  NO

g. Does your organization have business continuity and/or disaster recovery sites?

YES  NO

h. Are the business continuity/disaster recovery sites located in the United States or outside the United States? *Please include the locations of business continuity/disaster recovery sites?*

YES  NO

CITY OF NORWALK  
PURCHASING DEPARTMENT

SECTION 2 – SCOPE OF WORK / PROJECT SPECIFICATIONS

# CITY OF NORWALK

## PURCHASING DEPARTMENT

### 2.1 Introduction

The City of Norwalk's Recreation and Parks Department is seeking qualified catering companies to be included on its preferred caterer list for events hosted at the Gallaher Mansion in Cranbury Park and the banquet and multipurpose rooms at the New South Norwalk Recreation Center.

The City intends to select a minimum of three (3) Preferred Caterers whose information will be provided to event hosts, who will then contract directly with the caterer of their choice for services related to their event.

Selected catering companies are expected to provide high-quality food service and event support for a wide range of functions, including weddings, private parties, celebrations, birthdays, corporate meetings, office parties, business retreats, and other social or professional gatherings.

The City of Norwalk anticipates entering into a two (2) year agreement with each selected Preferred Caterer, with the option to renew for another 2 years. The contract term will begin upon successful negotiation and execution of the agreement.

### 2.2 Background

The Recreation and Parks Department is responsible for managing and leasing several City-owned facilities for private and public events. In an effort to ensure consistency in operations, quality of service, and proper management of kitchen facilities and equipment, the Department is seeking to partner with experienced and reliable catering companies through a Preferred Caterer program.

Rather than allowing unrestricted use by multiple catering vendors, the Department intends to establish a select list of qualified caterers that can professionally operate within the facilities, maintain the kitchen spaces and equipment in good condition, and provide high-quality food and customer service for a variety of events.

The Preferred Caterer program will apply to the following facilities:

#### **Gallaher Mansion 300 Grumman Avenue, Norwalk, CT 06851**

Gallaher Mansion, built in 1930 by industrialist/inventor Edward Beach Gallaher, is a classic example of Tudor Revival-style architecture. The mansion is surrounded by 227 acres of land in the Cranbury section of Norwalk and is part of Cranbury Park and features stained-glass windows, walnut panel rooms and a large flagstone terrace for entertaining. The kitchen and catering facilities have recently been upgraded. Caterers will have access to the commercial grade; freezer; convection oven for warming; cooking tabletop; and warming ovens. A three-part sink is also available.

Gallaher Mansion is a prime venue for Weddings, Anniversary Celebrations, and Large Corporate or Family Dinners. It also is a venue for large outside Tented events.

# CITY OF NORWALK

## PURCHASING DEPARTMENT

Maximum Capacity:

- 80 people indoors
- 100 people outdoors

Events at the Mansion will be scheduled all year round.

**South Norwalk Recreation Center** 98 S. Main St. Norwalk CT.

The Norwalk Recreation and Parks Department operates a newly constructed, modern recreation facility in the City of Norwalk, Connecticut. The approximately 34,000-square-foot facility includes three rental event spaces and two fully equipped commercial kitchens, with one kitchen located on each floor. These versatile spaces are designed to accommodate a wide range of events, including business meetings, wedding receptions, birthdays, anniversaries, private parties, and community gatherings.

For each event, caterers will have access to one of the two commercial kitchens, including the use of all available appliances, equipment, and food preparation tools necessary to support high-quality food service operations.

The first-floor kitchen is equipped with commercial-grade gas ranges, freezers, refrigerators, ice makers, convection ovens, steam tables, and a three-compartment sink. The second-floor kitchen features multiple commercial-grade cooking stations with both gas and electric ranges, multiple convection ovens, industrial freezers and refrigerators, commercial mixers and food processors, as well as a three-compartment sink, ice machines, and a commercial dishwasher.

Maximum Capacity for each Event Room:

- The Ernie Dumas Room is 2200 Square Feet. Sit down dinner - Maximum Capacity is 180 people. – 1<sup>st</sup> Floor
- The Multi-Purpose Room B is 900 Square Feet. Sit down dinner - Maximum Capacity is 65 people. – 1<sup>st</sup> floor
- The Multi-Purpose Room C - is 1500 Square Feet. Sit down dinner - Maximum Capacity is 120 people – 2<sup>nd</sup> Floor.

The Facility will be available for private events after 8:30 pm on Friday and Saturday after 6PM and all day Sunday.

### 2.3 Scope of Services

Selected Preferred Caterers shall be expected to provide comprehensive catering operations, including food preparation, delivery, event support, setup, breakdown, and cleanup services, while maintaining the facilities and kitchen spaces in a clean, safe, and professional condition.

#### **Catering Services:**

Preferred Caterers shall provide both full-service catering and drop-off catering services for residents, businesses, organizations, meetings, and event hosts utilizing City facilities.

Proposals should include representative menus and describe the level of service offered by the company. Caterers may specialize in one or more of the following menu categories:

# CITY OF NORWALK

## PURCHASING DEPARTMENT

- Casual or fast-food style menus appropriate for youth birthday parties, teen events, family gatherings, and informal celebrations;
- Traditional diner or family restaurant-style menus;
- Ethnic cuisine offerings, including but not limited to Latin, Hispanic, Haitian, Caribbean, African American, or other culturally diverse menus;
- Full-service American and European-style dining menus;
- High-end or fine dining menus appropriate for conferences, formal dinners, weddings, galas, and upscale events.

Caterers are expected to work directly with event hosts to customize menus and service levels based on the needs and nature of each event.

### **Event Setup, Breakdown, and Facility Responsibilities:**

Preferred Caterers shall coordinate directly with the event host regarding event setup and breakdown services. While event hosts may assist with breakdown activities as mutually agreed upon, the selected caterer shall remain fully responsible for ensuring the facility and kitchen areas are left in a clean and orderly condition following each event. Caterers shall be responsible for:

- Returning all City-owned tables and chairs to their designated storage locations in an organized manner;
- Cleaning and sanitizing all kitchen appliances, preparation surfaces, sinks, and equipment used during the event;
- Removing all trash, food waste, and catering-related materials generated by the event;
- Sweeping and cleaning all floors utilized during the event;
- Leaving the facility in a condition acceptable to the City for the next scheduled use.

### **Sustainability & Sourcing Practices**

The City encourages environmentally responsible operations and seeks catering partners that demonstrate sustainable business practices. Respondents shall provide information regarding their sustainability and sourcing practices as part of their proposal submission.

Preferred practices may include but are not limited to:

- Recycling programs and waste reduction efforts;
- Composting of food waste and compostable materials;
- Use of environmentally responsible or recyclable packaging products;
- Use of locally sourced food products, local farms, gardens, or regional suppliers whenever feasible.

### **Compliance with Laws and Regulations**

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## PURCHASING DEPARTMENT

All Preferred Caterers must be fully licensed, insured, and authorized to operate within the City of Norwalk and the State of Connecticut. Selected caterers shall comply with all applicable federal, state, and local laws, codes, regulations, and ordinances, including but not limited to safety, fire, health, laws and statutes.

For events involving the service or sale of alcohol, the caterer must either hold the appropriate liquor permits or contract with a properly licensed alcohol service provider. In such cases, the alcohol provider shall be required to name the City of Norwalk as an Additional Insured on all applicable insurance certificates.

### 2.4 References

The prospective Caterer shall include in their submission testimonials from past events or customers.

### 2.5 Fees

The Preferred Caterer shall pay the City of Norwalk a facility usage fee based on a percentage of the total gross revenue generated from each catered event held at City facilities. The percentage fee shall be proposed by the respondent as part of its submission and will be incorporated into the final agreement. The gross revenue amount shall include all food, beverage, staffing, service, rental, and related catering charges billed to the event host, excluding applicable sales tax and gratuities. Caterers shall provide the City with an itemized event summary and remit payment of the applicable fee within the timeframe established in the contract agreement. The City reserves the right to audit records related to event billing to verify compliance with this requirement. The percentage will be taken from the Gross payment of the event producer.

### 2.6 Minimum Selection Criteria

Selection of qualified vendors will be based on experience, capabilities, and safety standards and percentage of return to the City.

Key components include company

- relevant experience (similar projects/large events)
- sustainability practices,
- proof of licenses.
- Qualified vendors should demonstrate compliance with health regulations, such as food safety certifications.

### **Key Components for the Prospective Users to Include in your Response to this RFQ for Catering**

#### **Vendor Profile & Experience:**

- company history,
- staff qualifications,
- examples of similar projects or events handled.
- Verify required licenses (city),
- food safety certifications,

# CITY OF NORWALK

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- insurance coverage.

### 2.7 Submission Format

Proposals should put forth full, accurate, and complete but concise information as required by this request. The City shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Firms should create their submissions in 8½" x 11" document size using a minimum 12-point font size, double sided, include page numbers and any blank pages must be watermarked "Intentionally Left Blank". Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The City reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems in its best interest. All proposals will remain property of the City. It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

To enable the City to compare the proposals received we ask that your proposal include the information specified below, the sequence listed, with each section of your proposal numbered to correspond to the numbers sequenced below.

Request for Qualifications (RFQ) shall include the following, **in this order**:

1. **Section 1-Experience and History of the Firm**: Provide a detailed description of the firm's relevant experience and staff qualifications providing the Services set forth in this RFQ. Firms should designate a contact person and provide that individual's contact information including email address.
2. **Section 2-Menu Options**: Provide a detailed description of the available menu items and options. Include a copy of the firm's menu as applicable.
3. **Section 3-References/Statement of Qualifications**: Provide four (4) most recent current or previous government clients in which your firm provides the same size and scope of services requested by the City. Highlight how it's directly related to City of Norwalk. The City, at its discretion may check references in order to determine the Offeror's experience and ability to provide services described in the Scope of Work. All client reference information must be documented and verifiable. Reference contacts must be aware that they are being used as a reference and agreeable to City interview for follow up. References shall include the following, **in this order**:
  - a. Client/Agency Name
  - b. Contact Name and Title (project manager role preferred), Telephone, and Email
  - c. Number of Projects Completed for Client/Agency
  - d. Project Names
  - e. Project Descriptions
  - f. Project Approach and Methodology
  - g. Year of Project and Length of Project
  - h. Project Budgets and Final Invoiced Amount
  - i. Contractor Personnel Assigned to Project and Project Role
4. **Section 4- Licenses and Certifications**: Submit required licenses (city) and food safety certifications
5. **Section 5-Sustainability and Sourcing practices and Other Information**: Provide any other information that you believe will assist the City of Norwalk in making its selection. Such information may be in this section of your submission.
6. **Section 6-Forms**: Fully Completed Section 1 – Response Forms

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### 2.8 Selection Process

Submissions will be initially reviewed by a Selection Committee. The Selection Committee may select the three or more firms that best meet the City’s requirements. These firms will then be invited to represent their submissions to and respond to questions from the Selection Committee.

Following this selection process, the Selection Committee will make a recommendation to the City Council Committee. Approval to enter into a contract has to be authorized by the Norwalk City Council.

The City of Norwalk reserves the right to reject any and all submissions submitted, to request additional information from all proposers and to negotiate with one or more of the finalists regarding the terms of this engagement. The City of Norwalk also reserves the right to retain the submissions, use any ideas contained in the submissions and is not obligated in any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Submissions.

The Selection Committee intends to recommend the firm(s) that, in its opinion, best meets the City’s needs, not necessarily the firm(s) with the lowest fees.

The anticipated selection schedule is as follows:

RFQ Interviews	June 2026
City Council Committee Review	July 2026
City Council Review	July 2026

### 2.9 Criteria for Evaluating Proposal Submissions

The City of Norwalk shall be responsible for reviewing the submissions received and will further evaluate them, using the following criteria. The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or submissions despite its compliance with these criteria if it determines that to do so would be in its best interests.

Criteria	Weight
Qualifications and Experience: <ul style="list-style-type: none"> <li>• Experience, resources, and technical expertise with similar type/size project</li> <li>• Feedback from References with projects similar in size &amp; scope</li> </ul>	30%
Sustainability Practices	15%
Qualified vendors should demonstrate compliance with health regulations, such as food safety certifications and insurance proof	20%
Additional Considerations (applicable only when not in conflict with state or federal guidelines) <ul style="list-style-type: none"> <li>• Interview/Presentation</li> </ul>	15%
Fee: percentage of catering fee returned to the City	20%

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Criteria	Weight
<b>Total Possible Points</b>	<b>100</b>

### 2.10 Prime Proposer Responsibility

Firm's submitting submissions to this RFQ may utilize the services of subcontractors. If subcontractors are planned to be used, this should be clearly explained in the proposal. The prime proposer will be responsible for the entire contract performance whether or not subcontractor is to perform.

All corporate information required in this RFQ must be included for each proposed subcontractor. The proposal must also include copies of any agreements to be executed between the prime proposer and any subcontractors in the event of contract award. Under this RFQ, the City of Norwalk retains the right to approve all subcontractors.

### 2.11 Key Personnel

The personnel and commitments identified on any proposer's proposal will be considered essential to the work to be performed under this RFQ. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the proposer must notify the City of Norwalk fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The proposer will make no deviation without the prior written consent of the City of Norwalk. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the proposer, who in the sole opinion of the City of Norwalk is unacceptable, shall be removed from the project pursuant to the request of City of Norwalk. The proposer will have Fourteen (14) Days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the City of Norwalk.

### 2.12 Availability of Funds

The contract award under this RFQ is contingent upon the availability of funds to the City of Norwalk for this project. In the event that funds are not available, any contract resulting from this RFQ will become void and of no force and effect.

### 2.13 Payment & Invoices

The proposer will bill the City of Norwalk based on the submission of monthly invoices in a format to be determined by the City.

### 2.14 Termination for Default or for the Convenience of the Contracting Agency

Performance under this contract resulting from this RFQ may be terminated by the City of Norwalk whenever;

The proposer, in the sole opinion of the City, is in default in the performance of the contract and shall fail to correct such default within the period specified by the contracting officer in a notice specifying default; or the contracting officer shall determine that termination is the best interest of the City of Norwalk.

Termination will be effected by delivery to the proposer of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the proposer shall:

- Stop all work
- Assign to the City of Norwalk all rights, title and interest in the work being developed;
- Deliver forthwith to the City of Norwalk all completed work and work in progress;

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- Preserve and protect, until delivery to the City, all material plans, and documents related to this contract which, if the contract had been completed, would have been furnished to the City of Norwalk or necessary to the completion of the work

### 2.15 Negotiated changes

In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect

### 2.16 Contract Agreement(s) and Contract Period(s)

The selected proposer will be required to agree to and sign a formal written contract between the City of Norwalk and the proposer, prepared by the Law Department of the City of Norwalk. A sample of the contract, is provided in a separate section to illustrate the type of contract the City will use to contract for this project.

It is the intention of the City of Norwalk to enter into an agreement for two (2) years with the option to renew. Any renewal is contingent upon satisfactory performance by the contractor and the City of Norwalk's desire to continue with these services.

### 2.17 Right of Set-Off

The undersigned bidder hereby authorizes the City to set off against monies payable hereunder by the City to the bidder, an amount equal to any unpaid real and personal property taxes and assessments (the collection of which is not barred by the State of Limitations), owing by the bidder to the City, including all interest and lien charges in connection with such paid taxes.

### 2.18 Duration of Submissions

Submissions will remain in effect for a period of ninety (90) days from the deadline for submission of the proposal.

### 2.19 Acceptance of RFQ Content

Provisions of this RFQ and the contents of the successful response will be used to establish final contractual obligations. The City retains the option of canceling the award if the successful Respondent fails to accept such obligations. The City and the successful Respondent shall enter into a written contract for the work to be performed.

It is understood that this RFQ and the Respondent's proposal shall be attached and included by reference in a contract signed by the City and the successful Respondent.

**This RFQ is not an offer:** Neither this RFQ nor any subsequent discussions shall give rise to any commitment on the part of the City of Norwalk or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The fully executed contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the contract has been accepted and approved by the City's Corporation Counsel and fully executed by all parties.

### 2.20 Insurance Coverage Requirements

## **INSURANCE RIDER – STANDARD SERVICES AGREEMENT**

As a provider of services, the Contractor shall provide and maintain insurance coverage related to its services in connection with its service obligations in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Contractor; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

### Minimum Scope and Limits of Insurance:

**Workers' Compensation:** With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and Employer's Liability limits of One Hundred Thousand Dollars (\$100,000) coverage for each accident, One Hundred Thousand Dollars (\$100,000) coverage for each employee by disease, Five Hundred Thousand Dollars (\$500,000) policy limit coverage for disease.

**Commercial General Liability:** With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

**Automobile Liability:** With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

**Acceptability of Insurers:** The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or better. Additionally, all carriers are subject to approval by the City of Norwalk.

**Subcontractors:** The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager) as required herein.

**Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

**Notice of Cancellation or Nonrenewal:** Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Contractor is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Contractor shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Contractor's Services.

**Waiver of Governmental Immunity:** Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

**Additional Insured:** The liability insurance coverage, (excluding Workers' Compensation) required for the performance of the Services shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Contractor's insurance shall be primary and shall not seek contribution from any other insurance carried by the additional insured in the payment of a claim.

**Waiver of Subrogation:** Contractor hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

**Certificate of Insurance:** Prior to the commencement of services under the Contract, the Contractor shall furnish Certificate(s) of Insurance to the City. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be provided prior to expiration but no more than fifteen (15) days after policy renewal.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel and Finance Department (Attn: Risk Manager), 125 East Avenue, P.O. Box 5125, Norwalk, CT 06856-5125.

**Waiver of requirements:** The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

CITY OF NORWALK  
PURCHASING DEPARTMENT

2.21 [Sample Contract](#)

The contract will be negotiated with the successful Cater(s).

## **SECTION 3 GENERAL INFORMATION**

**NOTE: SECTION 3 - GENERAL INFORMATION** contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08/08/2013, or later on file you may obtain a copy over the Internet at <http://www.norwalkct.gov>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

Document number 1002. <http://www.norwalkct.gov/documentcenter/view/868>

**SECTION 4**  
**NOT APPLICABLE**

**This section intentionally left blank**

## **SECTION 5**

### **LIVING WAGE ORDINANCE**

#### **GENERAL INFORMATION**

**Rev. 02022026**

**NOTE:** SECTION 5 contains information concerning the City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 02/02/2026 or later on file, you may download a copy of this Ordinance from the Terms and Conditions section of the City of Norwalk's website at <http://www.norwalkct.gov>

Document number **1019:** <http://www.norwalkct.gov/DocumentCenter/Home/View/862>

# CERTIFICATE

of

COMPLETION

**Samantha Dale**

has successfully passed the exam required to meet the standard set forth for the

**Food Protection Manager**

which is accredited by the American National Standards Institute (ANSI) - Conference for Food Protection (CFP)

Certificate Number : 3742816

Completed Date : 2024-6-19

Expired Date : 2029-6-19

Learner reference : 261178

Proctor Name : ProctorU User

Exam Form Number : 84

Exam Location : Hartford, CT



The Always Food Safe Company  
899 Montreal Circle, St. Paul, 55102  
www.alwaysfoodsafecompany.com



Nick Eastwood  
President  
The Always Food Safe Company

A handwritten signature in black ink, appearing to read 'Nick Eastwood', is written over a white background.

**CERTIFICATE**

**of COMPLETION**

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Nick Eastwood  
President  
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Nick Eastwood  
President  
The Always Food Safe Company

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b>  <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).
- B—The United States or any of its agencies or instrumentalities.
- C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

**COMMERCIAL GENERAL LIABILITY COVERAGE PART - OCCURRENCE FORM  
 CERTIFICATE PAGE**

IT IS AGREED THAT THIS CERTIFICATE IS ISSUED TO THE CERTIFICATE HOLDER LISTED BELOW TO CERTIFY COVERAGE UNDER THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY LISTED BELOW.

<b>INSURANCE COMPANY:</b> ACCELERANT NATIONAL INSURANCE COMPANY <b>NAMED INSURED:</b> HOSPITALITY & ENTERTAINMENT TRADE ALLIANCE <b>CERTIFICATE HOLDER:</b> Spyc Babe Catering, DBA Spyc Babe Catering <b>ADDRESS:</b> 154 Harold St, HARTFORD, Connecticut 06112 <b>POLICY PERIOD:</b> 06/04/2026 to 06/04/2027 6:52 PM MDT at the Address of The Certificate Holder	<b>POLICY NUMBER:</b> N0276GL00000100  <b>CERTIFICATE NUMBER:</b> F384003
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**LIMITS OF INSURANCE**

General Aggregate Limit (Other than Products-Completed Operations)	\$	2,000,000	
Products-Completed Operations Aggregate Limit	\$	2,000,000	
Personal and Advertising Injury Limit	\$	1,000,000	
General Each Occurrence Limit	\$	1,000,000	
Damage to Premises Rented to You Limit	\$	300,000	Any One Premises
Medical Expense Limit	\$	5,000	Any One Person
Professional Coverage Extension	\$	Not Purchased	Each Claim
	\$	Not Purchased	Aggregate
Professional Coverage Deductible	\$	Not Purchased	Each Claim
Liability Deductible			None

**FORM OF BUSINESS:** LLC

**BUSINESS DESCRIPTION:** ; Catering; Private / Personal Chef

**PREMIUM:** \$169.00

**TOTAL POLICY COST:** \$169.00

**CODE NUMBER:** 11168      **PREMIUM BASIS:** Gross Sales      **EXPOSURE:** Up to \$50,000

**BUSINESS DESCRIPTION:** Vendor, Distributor, or Manufacturer of food products; Catering, Private / Personal Chef

THIS INSURANCE IS SUBJECT TO ALL THE TERMS AND CONDITIONS, INCLUDING APPLICABLE ENDORSEMENTS, OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY. A COPY OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY ACCOMPANIES THIS CERTIFICATE. ADDITIONAL COPIES WILL BE PROVIDED TO THE CERTIFICATE HOLDER. PLEASE READ THE POLICY AND ALL ENDORSEMENTS.

**NO ADMISSION OF LIABILITY MAY BE MADE EITHER VERBALLY OR IN WRITING**

FULL DETAIL OF ANY INCIDENT SHOULD BE SENT IMMEDIATELY BY EMAIL TO [CLAIMS@VOPINS.COM](mailto:CLAIMS@VOPINS.COM) OR BY LETTER TO VERACITY INSURANCE SOLUTIONS, LLC 260 SOUTH 2500 WEST SUITE 303, PLEASANT GROVE, UT 84062.

**FORMS AND ENDORSEMENTS** applicable to all Coverage Parts and made part of this Policy at time of issue are listed on the attached Forms and Endorsements Schedule IL 88 01 (11/85).

**ADMINISTRATED BY**



Veracity Insurance Solutions, LLC  
 260 South 2500 West Suite 303  
 Pleasant Grove Utah 84062  
 888-568-0548  
[info@fliprogram.com](mailto:info@fliprogram.com)

**ADMINISTRATOR'S SIGNATURE:**



# City of Norwalk RFQ Submission

## Catering Services at Gallaher Mansion and South Norwalk Recreation Center

### Project #4512

Submitted By:

Winfield Street Food Concepts LLC

Prepared For:

City of Norwalk – Recreation & Parks Department

Prepared By:

Breno Donatti

Winfield Street Food Concepts LLC

# COVER LETTER

May 2026

City of Norwalk

Recreation & Parks Department

125 East Avenue

Norwalk, CT 06851

RE: RFQ #4512 – Catering Services at Gallaher Mansion and South Norwalk Recreation Center

Dear Selection Committee,

Winfield Street Food Concepts LLC is pleased to submit this proposal in response to the City of Norwalk's Request for Qualifications for Catering Services at Gallaher Mansion and the South Norwalk Recreation Center.

For more than a decade, Winfield has operated hospitality-focused food and beverage businesses throughout Connecticut and New York, specializing in elevated café dining, premium coffee service, corporate catering, private events, brunch experiences, and specialty espresso bar activations.

Our company currently operates multiple locations and provides catering services throughout Fairfield County, Westchester County, New York City, and Southwest Florida. Our catering program serves businesses, schools, organizations, production companies, and private clients with an emphasis on hospitality, presentation, consistency, food quality, and operational professionalism.

We believe Winfield is uniquely positioned to support the City's vision for these facilities by offering:

- Modern and flexible catering services
- Reliable and professional event execution
- Premium coffee and espresso bar experiences
- Elevated breakfast, brunch, lunch, and casual upscale catering
- Environmentally conscious operations and sourcing practices

Our team understands the importance of maintaining event facilities professionally, operating safely and cleanly within commercial kitchens, and delivering a positive guest experience that reflects well on both the venue and the City.

While our company can support a broad range of private and corporate events, our specialty lies in elevated café-style catering, daytime hospitality, office and institutional catering, and specialty espresso bar experiences for weddings and celebrations.

We appreciate the opportunity to be considered and look forward to potentially partnering with the City of Norwalk.

Sincerely,

Breno Donatti

Winfield Street Food Concepts LLC

bdonatti@winfieldcoffee.com

203-343-7948

---

## **SECTION 1 – EXPERIENCE AND HISTORY OF THE FIRM**

### **Company Overview**

Winfield Street Food Concepts LLC is a hospitality and food service company specializing in elevated café dining, premium coffee, catering, and event hospitality.

Founded in Connecticut, Winfield has grown into a multi-location hospitality brand serving customers throughout Fairfield County, Westchester County, New York City, and Southwest Florida.

The company operates café locations focused on:

- Breakfast and lunch service
- Specialty coffee
- Pastry and bakery offerings
- Healthy and elevated menu items

- Corporate catering
- Private events
- Hospitality-driven customer experiences

Winfield's catering division provides:

- Corporate catering
- School and institutional catering
- Private event catering
- Breakfast and brunch catering
- Boxed lunches
- Platters and family-style offerings
- Specialty espresso bar activations for weddings and celebrations

The company's catering operations emphasize:

- Food quality
- Presentation
- Operational consistency
- Reliable delivery
- Professionalism
- Hospitality-focused service

Winfield regularly serves:

- Schools
- Nonprofit organizations
- Healthcare organizations

- Production companies
- Local businesses
- Private clients throughout the region

## **Relevant Experience**

Winfield Street Food Concepts LLC has extensive experience providing catering services for businesses, schools, nonprofit organizations, healthcare-related organizations, and private clients.

The company's catering operations include:

- Daily corporate catering
- Large-format sandwich and pastry platters
- Breakfast and brunch catering
- Office meetings and retreats
- School and nonprofit catering
- Espresso bar catering experiences
- Private celebrations and events
- Staffed and drop-off catering services

Winfield has developed systems and operational procedures designed to ensure consistency, food safety, cleanliness, and timely execution across multiple locations and catering formats.

The company also maintains experience operating within commercial kitchen environments and coordinating food service logistics for a variety of event sizes.

## **Staff Qualifications**

Winfield's operations are managed by experienced hospitality professionals with backgrounds in:

- Café operations
- Catering logistics
- Specialty coffee service
- Food preparation and food safety
- Customer service and hospitality
- Event coordination
- Multi-unit food and beverage operations

The company maintains a hospitality-first culture focused on professionalism, consistency, and guest experience.

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## **SECTION 2 – MENU OPTIONS**

Winfield Street Food Concepts LLC offers a wide range of catering options designed for business meetings, brunch events, private celebrations, school functions, corporate retreats, and community gatherings.

Current offerings include:

- Breakfast sandwich platters
- Breakfast burrito platters
- Croissant platters
- Muffin platters
- Bagel platters
- Fruit platters
- Boxed lunches
- Sandwich platters

- Wrap platters
- Salad and grain bowl platters
- Dessert platters
- Coffee service
- Tea service
- Specialty espresso cart experiences

The company specializes in elevated café-style catering and premium coffee service with an emphasis on fresh ingredients, presentation, flexibility, and hospitality.

Winfield also provides customizable catering options tailored to the nature and size of the event.

A copy of Winfield's current catering menu is attached as part of this submission.

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## **SECTION 3 – REFERENCES / STATEMENT OF QUALIFICATIONS**

### **Reference 1**

Client/Agency Name:

New York Blood Center

Contact Name and Title:

Louisa Duffy

Telephone:

914-760-3177

Email:

lduffy@nybc.org

Project Description:

Recurring corporate catering services including breakfast, lunch, pastries, coffee service, and meeting catering.

Project Approach and Methodology:

Consistent and timely catering execution for office and organizational meetings with emphasis on reliability, presentation, and food quality.

Years of Service:

2025-2026

## **Reference 2**

Client/Agency Name:

Norwalk Public Schools

Contact Name and Title:

Catalina Estrada

Telephone:

203-690-2871

Email:

estradac@norwalkps.org

Project Description:

Catering services for school and administrative functions.

Project Approach and Methodology:

Flexible catering coordination and reliable delivery for educational and institutional environments.

Years of Service:

2020–2026

## **Reference 3**

Client/Agency Name:

Ice 9 Productions

Contact Name and Title:

Chris Hubbard

Telephone:

401-228-4026

Email:

chris.h@icenineproductions.com

Project Description:

Event and production-related catering services.

Project Approach and Methodology:

Professional catering support for production schedules and event-related food service needs.

Years of Service:

2017-2026

## **Reference 4**

Client/Agency Name:

YMCA Westport Weston

Contact Name and Title:

Nabil Atweh

Telephone:

203-383-9965

Email:

nabilatweh@gmail.com

Project Description:

Catering support for community and organizational functions.

Project Approach and Methodology:

Flexible and hospitality-driven catering services tailored to organizational and community needs.

Years of Service:

2026

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## **SECTION 4 – LICENSES AND CERTIFICATIONS**

The following documents will be attached separately as part of the final submission:

- Business registration documents
- W-9 Form
- Certificate of Insurance
- Applicable food service licenses and permits
- Food safety certifications, if applicable

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## **SECTION 5 – SUSTAINABILITY AND SOURCING PRACTICES**

Winfield Street Food Concepts LLC strives to incorporate environmentally responsible practices throughout its operations whenever feasible.

Current sustainability and sourcing practices include:

- Use of recyclable and environmentally responsible packaging products
- Waste reduction efforts through controlled production and ordering
- Partnerships with regional and local suppliers
- Seasonal menu offerings
- Local coffee roasting partnerships
- Efforts to minimize food waste through operational forecasting and inventory management

The company continues to evaluate opportunities to further improve sustainability practices as operations expand.

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## **SECTION 6 – RESPONSE FORMS**

### **PROPOSER’S INFORMATION AND ACKNOWLEDGMENT FORM**

Proposer’s Name:

Winfield Street Food Concepts LLC

Street Address:

96 Broad St, Stamford, CT 06901

City / State / Zip:

Stamford, CT 06901

Business Telephone:

203-343-7948

Email Address:

bdonatti@winfieldcoffee.com

Printed Name and Title of Individual Submitting Proposal:

Breno Donatti – Managing Member

Signature:

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Date:

---

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## **EXCEPTIONS**

Winfield Street Food Concepts LLC has no exceptions at this time.

---

## **PROPOSAL RESPONSE FORM**

Firm Name:

Winfield Street Food Concepts LLC

Address:

96 Broad St, Stamford, CT 06901

Phone:

203-343-7948

Email:

bdonatti@winfieldcoffee.com

Manager:

Breno Donatti

Fed ID#:

81-3847578

### **Percentage of Gross Revenues**

Caterer Fee Based on Gross Revenue Per Event:

10%

Percentage in Words:

Ten Percent

Submitted By:

Breno Donatti

Authorized Agent of Company:

Managing Member

Signature:



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Date: 05/23/2026

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## **STATEMENT OF QUALIFICATIONS**

### **Number of Years in Business**

10+

### **Number of Personnel Employed**

Part Time: 18

Full Time: 27

### **Organizational Structure**

Limited Liability Corporation

### **Status with Secretary of State**

Yes

### **Connecticut Business Registration**

US-CT.BER: 1216827

## **Insurance Agency**

Insurance Agency: The Hartford

Coverage includes a \$2,000,000 umbrella policy and all required insurance coverage is current and in good standing.

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# **FINAL SUBMISSION CHECKLIST**

Attach the following before submission:

- Catering Menu PDF
- W-9
- Certificate of Insurance
- Business Registration Documents
- Food Service Permits
- Food Safety Certifications
- Signature Pages Signed
- Employee Counts Added
- EIN Added
- Business Address Added
- Insurance Agency Information Added

## MORNING 12 UNITS EACH



**BREAKFAST SANDWICH PLATTER**  
assortment **99.95**



**TOAST PLATTER**  
avocado mash, roasted tomatoes, marinated feta, boiled egg, EVOO **89.95**



**SCRAMBLED EGGS WITH BACON & SAUSAGE**  
**79.95** (half-tray)



**SEASONAL FRUIT BOWL**  
80oz **49.95** 160oz **89.95**



**CROISSANT PLATTER**  
seasonal assortment **49.95**



**SCONE PLATTER**  
seasonal assortment **49.95**



**COOKIE TRAY**  
fresh chocolate chip cookies **44.95**



**EL BAGEL PLATTER**  
side of cream cheese, jam, butter **49.95**



**LOAF CAKE PLATTER**  
seasonal assortment **49.95**



**MUFFIN PLATTER**  
seasonal assortment **49.95**



**BREAKFAST BURRITO PLATTER**  
assortment **134.95**

## MIDDAY



**COLD SANDWICH PLATTER**  
assortment, 12 minimum  
**14.95/per person**  
(+3.00 for wraps)



**HOT SANDWICH PLATTER**  
assortment, 12 minimum  
**15.95/per person**  
(+3.00 for burritos)



**DESSERT PLATTER**  
assortment  
**4.50/per person**



**CHEESE PLATTER:**  
domestic & imported  
assortment 12"  
**89.95** 16" **129.95**



**ANTIPASTO PLATTER**  
assortment of smoked & cured meats  
12" **99.95** or 16" **149.95**



**CRUDO**  
raw veggies, hummus, house ranch  
12" **59.95** 16" **89.95**

## PACKAGES

**BRING IT ALL** *minimum 8 ppl*  
includes sandwiches (choose up to 3 from regular menu), choice of salad (choose from salad section), chips, drinks (sodas, water, seltzer), desserts (cookies, brownies) – all family style  
**44.95/per person**

**WRAPPED BOX LUNCH**  
individual bagged lunches including a choice of wrap/sandwich (choose up to 3 from regular menu), choice of side (choose from side section), and small fruit salad  
**29.95/per person**  
(+3.00 for drinks, +3.00 for chips, +3.00 for cookies)

Utensils are charged separately and only provided upon request

## DRINKS

**DRIP COFFEE**  
side of milk, sugar, cups  
**34.95** (FOR 10) **149.95** (FOR up to 75)  
**+25.00** dispenser rental

**HOT COCOA**  
side of milk, sugar, cups  
**34.95** (FOR 10) **149.95** (FOR up to 75)  
**+25.00** dispenser rental

**TEA SERVICE**  
black, herbal, green **32.95** (FOR 10)

## SPECIALTY BOWLS & SALADS

Small **59.95** Large **99.95**



**CHICKEN CAESAR**  
romaine, croutons, parmesan



**PECAN FRIED CHICKEN**  
pecan encrusted chicken, oranges, avocado, toasted almonds, romaine, honey mustard vin



**BRING ME JOY**  
roasted chicken, romaine, corn, mango, avocado, almond slice, honey mustard dressing



**BREAK MY HEART (GF)**  
salmon, sweet potato, white rice, pickled red onion, avocado, chimichurri **+10.00**



**FEEL THE LOVE (GF)**  
grilled chicken, rice, corn, fresh parsley, avocado, roasted garlic aioli, sriracha aioli



**ROASTED ROOT (V, GF)**  
beets, sweet potato, avocado, curry hummus, pickled onion, spinach, quinoa, pumpkin seeds, white balsamic vin



**WAITING ALL NIGHT (GF)**  
rice, roasted pork, pico de gallo, chile garlic cucumber, avocado, white balsamic vin

## Espresso Cart

EXPERIENCE

Elevate your event with our **café on wheels.**



Packages start at \$1,500 for up to 75 guests and includes barista-crafted drinks, fresh pastries, and a full setup. Perfect for offices, weddings & celebrations.

**+\$7.50 per guest over 75.**

# Winfield

## CATERING

@WINFIELDSTREETCOFFEE  
WINFIELDCOFFEE.COM  
CATERING@WINFIELDCOFFEE.COM

AVAILABLE IN  
• FAIRFIELD COUNTY, CT  
• NYC  
• WESTCHESTER COUNTY, NY  
• COLLIER COUNTY, FL



**CITY OF NORWALK  
PURCHASING DEPARTMENT  
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

Proposer's Name


MUNCH Eatery LLC	
560 Main Street	Street Address
Ansonia, CT 06401	

City	State	Zip

Business Telephone: 203-668-0685
----------------------------------

Email Address: muncheateryansoniac@gmail.com
--

Anthony Esposito - member
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFQ are understood and unconditionally accepted.	
	6/10/24
Signature	Date

**CITY OF NORWALK  
PURCHASING DEPARTMENT**

**Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. BIDDERS MAY NOT TAKE EXCEPTION TO SUBSTANTIVE TERMS OF STANDARD CONTRACT FORMS PROVIDED IN THE RFP/RFQ/ITB. Exceptions must be declared below in order to be considered by the City:**

*none*

# CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM

**MUNCH Eatery LLC**

Firm Name -		560 Main Street	
Address -		Ansonia, CT 06401	
Phone -	203-668-0685	Fax -	
Manager -	Michael Cotela		Fed ID#
		92-1379558	

Email - *muncheateryansoniac@gmail.com*

In submitting this submittal the undersigned declares that this submission is made without any connection with any persons making another bid or the same contract; that the proposed fees are in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

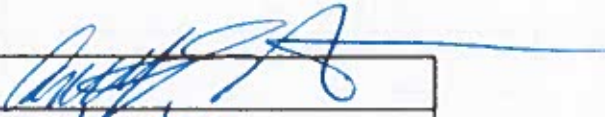
The undersigned also hereby declares that they have carefully considered objectives of each task of this project, professional services, requirements and deliverables required, and are satisfied and understood that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he/she on behalf of the submitting firm will furnish and provide all the necessary staffing, sub-consultant services, office support, and other items of whatever nature, and to do and perform all design services necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Firm and the City.

**A. Percentage of Gross Revenues**

Caterer Fee Based On Gross Revenue Per Event	%	8%
Percentage in Words		eight

**CERTIFICATION**

Submitted By:	Signature: 
Authorized Agent of Company (name and title)	Date: <i>6/16/24</i>

The above signatory acknowledges receipt of the following addenda issued during the request for qualification solicitation period and understands that they are a part of the solicitation documents (if applicable):

Addendum #	1	Dated	5/22/24	Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

# CITY OF NORWALK PURCHASING DEPARTMENT

## 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:	3	
2.	Number of personnel employed:	Part Time	Full Time
		2	7

3. List six contracts of this type/size your firm has completed within the last four years:

Project	Date	Contact Person	Phone No.
Macadonia Church Tea party	5/23/24	Deacon Dave Bishop	203-305-0695
Ruth's House Annual Brunch	4/25/24	Jeanne	203-253-0053
Boys & Girls Club State wide training	1/24/24	Jen DeLone	203-243-4740
Exchange Club mini golf tournament	4/26/25	Rob Van Egghen	203-560-4842
Kayla + Greggs Wedding	Sept 2023	Kayla	203-305-5520

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK
None				

5. ORGANIZATIONAL	general partnership
-------------------	---------------------

## CITY OF NORWALK PURCHASING DEPARTMENT

<b>STRUCTURE OF BIDDER</b> (check which applies)	<input type="checkbox"/> limited partnership		
	<input checked="" type="checkbox"/> limited liability corporation		
	<input type="checkbox"/> limited liability partnership		
	<input type="checkbox"/> corporation doing business under a trade name		
	<input type="checkbox"/> individual doing business under a trade name		
	<input type="checkbox"/> other (specify)		
<b>6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled</b>	<b>Connecticut corporations</b> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
	<b>Out-of -State corporations</b> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
<b>7. CT eLICENSE</b> ( <a href="https://www.elicense.ct.gov">https://www.elicense.ct.gov</a> ) / <b>Business Registration</b> ( <a href="https://business.ct.gov/?language=en_US">https://business.ct.gov/?language=en_US</a> ):  <div style="text-align: center; font-size: 1.2em; color: blue;">BAK - 0017907</div>			
<b>8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form:</u></b>			
Business Name	N/A		
Address			
City, State & Zip			
Name of Agent			

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case

## CITY OF NORWALK PURCHASING DEPARTMENT

of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt + Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include the latest version of Internal Revenue Service (IRS) W-9 Form with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b> MANZI Insurance	<b>Tel:</b> 203 426-2273
<b>Agency Address:</b> MANZI Insurance	14 Church Hill Rd. Newtown, CT 06470 <b>Email:</b> sue@manziins.com

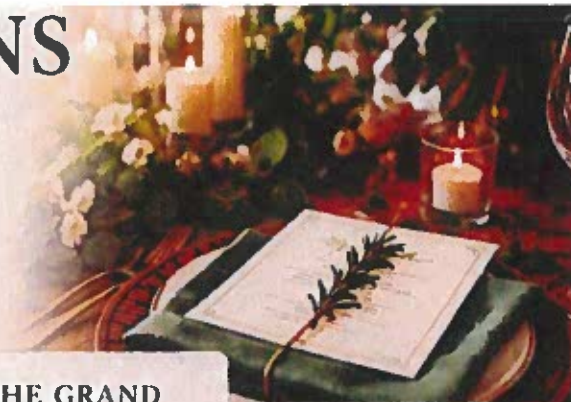
### 1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

# WEDDING COLLECTIONS

*Thoughtfully designed. Beautifully served.*

Our collections are built with care and creativity to help you celebrate your day with unforgettable food and warm hospitality.

Pricing is based on a 75-guest foundation.



## THE INTIMATE Celebration

**\$10,000**

- Chef-curated menu
- Reception hors d'oeuvres
- Plated or buffet service
- Assorted desserts
- Professional service staff
- Setup & breakdown



## THE SIGNATURE Celebration

**\$15,000**

Everything in The Intimate, plus:

- Enhanced menu selections
- Culinary stations or upgrades
- Premium dessert options
- Wedding party hospitality
- Tastings for up to four guests



## THE GRAND Celebration

**\$25,000+**

Everything in The Signature, plus:

- Elevated entrée selections
- Expanded culinary experiences
- Late-night Munch experience
- Premium desserts & displays
- Upgraded table presentation
- Additional service enhancements



INCLUDED WITH SIGNATURE & GRAND

## Wedding Party Hospitality

A special meal experience for your wedding party so they can relax, recharge, and enjoy the celebration right alongside you.



**FOOD & DESSERTS ONLY  
NO ALCOHOL INCLUDED**  
Additional guests available at an adjusted per-person rate.



**CUSTOM MENUS**  
Dietary needs accommodated



**TASTINGS AVAILABLE**  
We invite you to experience Munch before your big day.



### RECEPTION HORS D'OEUVRES

- Passed Hors d'Oeuvres
- Display Tables
- Carving Stations
- Seafood Displays
- International & Themed Stations



### SIGNATURE ENTRÉES

- Chicken
- Beef
- Seafood
- Vegetarian



### PASTA & COMFORT

- Italian Classics
- Creamy Favorites
- Mac & Cheese Experiences
- Comfort Food Stations



### MUNCH DESSERT COLLECTION

- Fresh Baked Cookies
- Cakes & Cupcakes
- Italian Pastries
- Dessert Displays
- Mini Desserts



### BREAKFAST & BRUNCH

Starting at \$40 per guest

- Hot Breakfast Favorites
- Continental Selections
- Brunch Classics
- Sweet Treats



### FULL SERVICE CATERING

Starting at \$75 per guest

- Corporate Events
- Private Celebrations
- Milestone Moments
- Fundraisers
- Holiday Parties
- And More



### BEVERAGE & BAR EXPERIENCES

Enhance your celebration with our non-alcoholic offerings and full-service bar.

#### NON-ALCOHOLIC EXPERIENCES

- Fresh Coffee Service
- Espresso Bar
- Fresh Lemonade Station
- Infused Water Displays
- Specialty Mocktails
- Hot Chocolate Bar

#### BAR EXPERIENCES

(Available as an add-on investment)

- Beer & Wine Packages
- Signature Cocktails
- Premium Spirits
- Champagne Toasts
- Professional Bartending Services



### MUNCH EVENT SPACES

Celebrate with us. We've got the perfect space.



**INDOOR EVENT SPACE**  
Up to 64 Guests



**COVERED PATIO**  
Up to 50 Guests



### THE DETAILS BEHIND THE EXPERIENCE

- Professional Event Staffing
- Event Management & Coordination
- Rental Coordination
- Tables & Chairs
- Delivery, Setup & Removal
- Equipment Transportation
- Specialty Rentals & Décor



# KIDS PARTY MENU

*Delicious Food. Happy Kids. Memorable Moments.*

From birthday parties to school celebrations,  
we make it easy with food kids love  
and parents appreciate.

All menus include eco-friendly plates,  
napkins, utensils & professional service.



## FUN FAVORITES

- Cheeseburgers
- Chicken Tenders
- Mac & Cheese Bites
- Mini Corn Dogs
- Grilled Cheese Bites
- Mozzarella Sticks



## TASTY SIDES

- Crispy French Fries
- Tater Tots
- Soft Pretzels with Cheese
- Veggie Cups with Ranch Dip
- Fresh Fruit Cups



## PIZZA PERFECTION

We serve  
**real, full-size pizzas**  
with fresh ingredients  
and crowd-pleasing  
flavors!



## KID-APPROVED PASTA

- Penne with Butter or Marinara
- Cheesy Baked Ziti
- Mac & Cheese



## SWEET TREATS

- Mini Chocolate Chip Cookies
- Brownie Bites
- Funfetti Cupcakes
- Rice Krispie Treats
- Assorted Donut Holes



## BEVERAGES



Fruit Punch



Lemonade



Iced Tea



Chocolate Milk



Bottled Water

## MAKE IT EXTRA FUN!



Popcorn Station



DIY Ice Cream Bar



Cotton Candy



Balloon Decor  
& More!

## PERFECT FOR ANY CELEBRATION!



BIRTHDAYS



SCHOOL PARTIES



SPORTS TEAM  
CELEBRATIONS



GRADUATIONS



& MORE!

*We Handle the Details. You Enjoy the Celebration.*

# THE MUNCH CATERING PARTNERSHIP PROGRAM

WORKPLACE LUNCH SOLUTIONS FOR VALLEY BUSINESSES & BEYOND



### THE MUNCH PROMISE

*Every Order Matters.*

Whether you're feeding five employees or five hundred guests, every order receives the same attention, care, and commitment to quality.



### GREAT MEETINGS DESERVE GREAT FOOD.

Great food helps your team feel appreciated, encourages connection, and creates a more enjoyable and productive experience.



### WE DON'T JUST DELIVER FOOD. We Become Part of Your Team.

We care about your success as much as you do.

## Meet the Team Behind Munch



### CRISTINA ESPOSITO

Co-Owner & Head Baker

The creative force behind Munch's homemade baked goods, desserts, specialty treats, and many of the recipes that have helped make Munch a local favorite.



### MIKEY

Your Direct Contact

Your personal connection for workplace catering, partnership development, event planning, and customer support.



### CHEF ADAM

A key part of the team responsible for helping ensure every order reflects the quality, consistency, and care that Munch is known for.



## HOW WE SUPPORT OUR PARTNERS

- ✓ Team Lunches
- ✓ Client Meetings
- ✓ Staff Meetings
- ✓ Open Houses
- ✓ Training Sessions
- ✓ Community Events
- ✓ Employee Appreciation
- ✓ Workplace Celebrations

## SOLUTIONS INCLUDE



Individual Boxed Lunches



Sandwich Platters



Fresh Salads



Homemade Cookies & Brownies



Beverage Service



Custom Catering Options

*Made fresh.  
Made from scratch.  
Made for you.*

## AS SEEN ON WTNH CT BUZZ

Proudly featured for our commitment to quality food, homemade baking, and community involvement throughout Connecticut.



SCAN TO WATCH OUR FEATURE

or search "Munch Eatery" on YouTube!

## EXPERIENCE MUNCH BEFORE YOU ORDER

### The Munch First Bite Box™



Request a complimentary First Bite Box™ for your workplace!

#### INCLUDES:

- Sandwich Samples
- Side Samples
- Bakery Samples
- Partnership Information

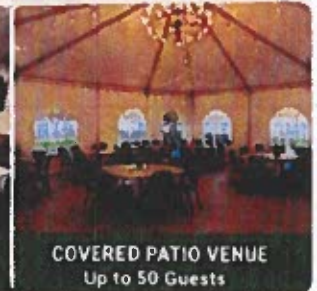
*One box. One experience.  
See why businesses trust Munch.*

## BEYOND WORKPLACE LUNCHES

### Private Spaces for Your Events



PRIVATE BANQUET HALL  
Up to 64 Guests



COVERED PATIO VENUE  
Up to 50 Guests

Perfect for company parties, celebrations, trainings, fundraisers, and special events!



## HOW ORDERING WORKS

At Munch Catering, we believe every successful event begins with a conversation.

- ✓ All catering orders must be confirmed directly with a member of our team.
- ✓ Orders are not accepted through email.
- ✓ Orders are not accepted through voicemail.
- ✓ Every order is personally reviewed to confirm menu selections, guest counts, dietary needs, pricing, delivery details, and event timing.
- ✓ A member of our team will provide confirmation before your order is considered complete.

*Every Order Matters.  
Every Detail Matters.*

## Let's Build a Partnership

Whether you're planning lunch for five employees, coordinating a staff meeting, recognizing your team, or exploring long-term catering support for your organization,



MIKEY  
Your Direct Contact

203-668-0685



MUNCH CATERING  
203-516-5870

Ext. 2



munchcatering.com



facebook.com/muncheatery

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# Risk Management Assessment & Accreditation Support

**Project Number:** 4519

**Prepared for:** City of Norwalk Recreation and Parks Department

**Prepared by:** Keystone Civic Strategies DBA Keystone Civics

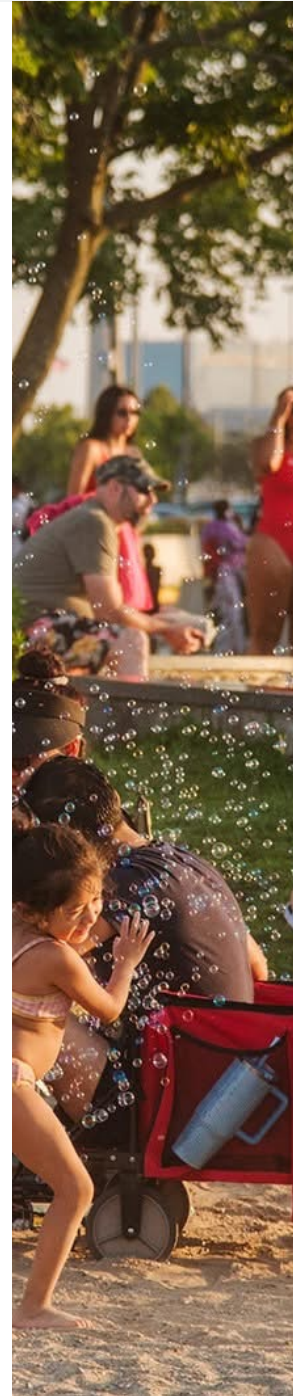
**Submission Date:** JUN 09, 2026



Keystone Civics  
3833 Central Ave  
St. Petersburg, FL 33710  
850-628-2164

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# Section 1: Executive Summary



Keystone Civics is pleased to submit this proposal to support the City of Norwalk Department of Recreation & Parks in advancing its Risk Management Program and achieving CAPRA Accreditation.

Our team recognizes that effective risk management extends beyond compliance. Successful organizations embed safety, accountability, operational consistency, and continuous improvement into everyday practice. Norwalk's commitment to CAPRA Accreditation presents an opportunity to strengthen organizational systems, improve risk mitigation efforts, and establish a sustainable culture of safety throughout the Department.

Keystone Civic offers a unique combination of municipal parks and recreation leadership, CAPRA accreditation expertise, resilience planning, and public-sector organizational improvement. Our team includes Dr. Kesia Blenn, CPRE, an NRPA CAPRA Accreditation Reviewer and former municipal parks leader, and Cynthia Ammerman, a resilience planning and emergency preparedness specialist with extensive experience supporting risk-informed planning and federal coordination initiatives. With the combined experience of NRPA CAPRA Accreditation Reviewer and

risk-informed planning, this team recognizes that effective risk management systems are among the most visible indicators of organizational excellence during accreditation review. Our approach is specifically designed to strengthen safety practices while advancing the City's CAPRA accreditation objectives.

Our approach is designed to move beyond a traditional assessment by providing practical implementation support, staff engagement, committee facilitation, policy development, and long-term operational guidance. Through collaborative engagement with leadership and staff, we will help Norwalk establish a sustainable framework that supports both immediate risk-management objectives and successful CAPRA accreditation.

We look forward to partnering with the City of Norwalk to strengthen safety practices, improve organizational resilience, and support the Department's vision of achieving national accreditation excellence.

Keystone Civics is located at 3833 Central Ave, St. Petersburg, FL, 33713.

# Section 2: Project Team Organization & Staffing

The Keystone Civics team combines municipal park and recreation leadership, accreditation expertise, risk-informed planning, resilience strategy, emergency preparedness, and public-sector organizational improvement experience.

## **DR. KESIA BLENN, CPRE**

*Principal-in-Charge | Project Manager | CAPRA Risk Management & Organizational Systems Lead*

Responsible for project leadership, accreditation-readiness integration, governance review, Safety Action Committee development, policy evaluation, safety manual oversight, and implementation planning.

- Certified Park and Recreation Executive (CPRE)
- NRPA CAPRA Accreditation Reviewer
- Doctor of Education (Ed.D.)
- Graduate Certificate | Program Evaluation
- Graduate Certificate | Human Performance Technology
- Former municipal parks and recreation leader
- Civil Affairs Officer, U.S. Army Reserve
- Experience leading operational assessments, stakeholder engagement, and organizational improvement initiatives

## **CYNTHIA AMMERMAN**

*Risk & Resilience Planning Lead | Safety Systems Specialist*

Responsible for risk assessment, vulnerability analysis, preparedness planning, safety systems review, training support, and risk mitigation recommendations.

- More than 20 years of public-sector planning experience
- FEMA resilience and recovery experience
- Emergency preparedness and hazard mitigation expertise
- Organizational resilience and risk-management planning
- Strategic planning and stakeholder engagement specialist
- Experience supporting implementation of complex public-sector initiatives

## **PERSONNEL ALLOCATION**

Dr. Kesia Blenn will serve as the Principal-in-Charge and Project Manager and is anticipated to provide approximately 58% of total project effort. Cynthia Ammerman will serve as Risk & Resilience Planning Lead and is anticipated to provide approximately 42% of total project effort. Responsibilities and level of effort are distributed according to each phase of work and subject matter expertise. Hourly costs are provided on Pricing page.

# Relevant Experience

## MUNICIPAL PARKS & RECREATION OPERATIONS

### Representative Experience

City of Panama City Parks, Culture & Recreation; operational planning, policy development, capital projects, recreation programming, community facilities, and organizational systems improvement.

### Relevance to Norwalk

Understanding of municipal recreation operations, risk exposure, policy implementation, and organizational accountability.

## CAPRA ACCREDITATION & ORGANIZATIONAL ASSESSMENT

### Representative Experience

NRPA CAPRA Accreditation Reviewer; evaluation of municipal agencies against national accreditation standards, including risk management, safety systems, governance, documentation, and continuous improvement.

### Relevance to Norwalk

Direct experience evaluating accreditation readiness and CAPRA risk-management requirements.

## RISK ASSESSMENT & RESILIENCE PLANNING

### Representative Experience

FEMA resilience planning, hazard mitigation, emergency preparedness, vulnerability assessment, and post-disaster recovery support.

### Relevance to Norwalk

Support risk identification, mitigation strategies, emergency preparedness, and organizational resilience.

## GOVERNANCE, COMMITTEES & STRATEGIC IMPLEMENTATION

### Representative Experience

Public-sector consulting involving policy development, stakeholder engagement, committee facilitation, organizational assessment, and implementation planning.

### Relevance to Norwalk

Supports Safety Action Committee development, governance frameworks, and long-term implementation.

## TRAINING & CONTINUOUS IMPROVEMENT SYSTEMS

### Representative Experience

Program evaluation, performance improvement, staff development, operational review, and organizational systems improvement.

### Relevance to Norwalk

Supports training frameworks, documentation systems, corrective-action tracking, and continuous improvement.



# DR KESIA BLENN, CPRE

PRINCIPAL CONSULTANT | KEYSTONE CIVICS

CAPRA ACCREDITATION | MUNICIPAL SYSTEMS | PARKS OPERATIONS & RESILIENCE

## CONTACT



850 628 2164



DrK@keystonecivics.com



www.linkedin.com/in/dr-kesia-blenn



Saint Petersburg / Florida

## EDUCATION

### Doctorate (Ed.D.) | FSU

*Educational Leadership & Policy*

Dissertation: Community Partnership Schools & Interagency Coordination

### Master (M.Ed.) | FSU

*Instructional Systems & Learning Tech*

Focus: Program Evaluation, Performance Improvement, and Systems Analysis

## AREAS OF EXPERTISE

- CAPRA ACCREDITATION READINESS
- PARKS OPERATIONS & SYSTEMS
- MUNICIPAL STRATEGIC PLANNING
- STAKEHOLDER ENGAGEMENT
- RESILIENCE PLANNING
- COMMUNITY PARTNERSHIPS
- CULTURAL RESOURCE INITIATIVES

## PROFILE

Strategic consultant bringing more than a decade of experience leading municipal parks, recreation, cultural initiatives, resilience efforts, and cross-sector partnerships. Certified Park and Recreation Executive (CPRE) and NRPA CAPRA Accreditation Reviewer with experience supporting accreditation readiness, operational assessment, and systems improvement initiatives. Civil Affairs Officer specializing in resilience, interagency coordination, and risk-informed planning methodologies.

## PROPOSED ROLE ON PROJECT

### PRINCIPAL-IN-CHARGE | PROJECT MANAGER

- Project leadership and client coordination
- CAPRA risk-management alignment
- Operational systems assessment
- Safety manual oversight
- Stakeholder engagement and facilitation
- Implementation strategy and recommendations

## SELECTED QUALIFICATIONS

- Certified Park and Recreation Executive (CPRE)
- NRPA CAPRA Accreditation Reviewer
- Doctor of Education (Ed.D.)
- TS/SCI Security Clearance
- U.S. Army Civil Affairs Officer
- Graduate Certificate in Program Evaluation
- Graduate Certificate in Human Performance Technology
- Florida District Teacher of the Year
- Florida Governor's Shine Award

## RELEVANT PROFESSIONAL EXPERIENCE

### PARKS, CULTURE & RECREATION COORDINATOR

*City of Panama City – Panama City, FL*

2020 - 2026

Led planning, coordination, and implementation of municipal parks, cultural heritage and placemaking initiatives supporting system modernization and community revitalization.

- Supported operational documentation and systems improvements aligned with NRPA CAPRA accreditation standards.
- Managed and coordinated municipal initiatives involving 60M+ in capital investments, including a \$20M MLK Recreation Complex and \$40M Martin Theatre renovation.
- Led cross-departmental and stakeholder coordination efforts involving municipal capital departments, elected officials, nonprofit partners, and community organizations.
- Developed post-disaster community recovery initiatives, including coordination of urban canopy restoration and large-scale tree planting efforts (10,000+ trees).
- Directed cultural heritage, public art, and community engagement initiatives, including 50+ placemaking projects and municipal historic marker program.

# DR KESIA BLENN, CPRE

PRINCIPAL CONSULTANT | KEYSTONE CIVICS

ACCREDITATION | MUNICIPAL SYSTEMS | CULTURAL HERITAGE

## RELEVANT PROFESSIONAL EXPERIENCE

### CIVIL AFFAIRS OFFICER (38G/35A PRESERVATION/MILITARY INTEL)

*United States Army Reserve – Pensacola, FL*

2023 - Present

Specializing in cultural property protection, resilience planning, civil-military coordination, and interagency operational support.

- Supports planning activities involving stakeholder networks, emergency environments, and public-sector coordination.
- Leads planning efforts involving governmental, military, nonprofit, and community stakeholders.
- Coordinates with governmental and non-governmental partners supporting operational objectives.

Security Clearance: Active TS/SCI

### PRINCIPAL CONSULTANT

*Keystone Civic Strategies – St. Petersburg, FL*

2026 - Present

Provides advisory services to municipal governments and civic organizations focused on park system improvement, accreditation readiness, and strategic community development. Representative work includes:

- Conducting CAPRA readiness assessments aligned with NRPA national standards.
- Advising municipalities on parks systems planning, policy, and operational improvement.
- Supporting cultural heritage planning and development of community partnerships and volunteer initiatives.
- Providing strategic guidance on capital projects and system modernization.

### EDUCATOR & CURRICULUM SPECIALIST

*Bay District Schools – Panama City, FL*

2013 - 2019

- Florida District Teacher of the Year.
- Recipient, Governor's Shine Award – Office of the Governor of Florida, recognizing exceptional contributions to education and student success.
- Selected by Florida Department of Education to revise and redevelop Teacher Certification Exam.

## SELECTED MUNICIPAL & RESILIENCE PROJECTS

- CAPRA Readiness Assessment – City of Panama City Parks, Culture & Recreation
- Sustainable Coastal Park Maintenance Framework
- Municipal Historic Marker Program
- ReTreePC Community Resilience Initiative
- Cultural Heritage Preservation Planning

## CONTACT



850 628 2164



DrK@keystonecivics.com



[www.linkedin.com/in/dr-kesia-blenn](http://www.linkedin.com/in/dr-kesia-blenn)



Saint Petersburg / Florida

## EDUCATION

### Doctorate (Ed.D.) | FSU

*Educational Leadership & Policy*

Dissertation: Community Partnership Schools & Interagency Coordination

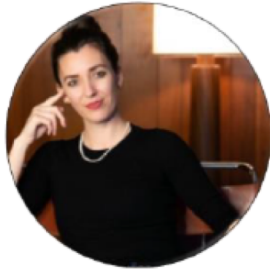
### Master (M.Ed.) | FSU

*Instructional Systems & Learning Tech*

Focus: Program Evaluation, Performance Improvement, and Systems Analysis

## AREAS OF EXPERTISE

- CAPRA ACCREDITATION READINESS
- PARKS OPERATIONS & SYSTEMS
- MUNICIPAL STRATEGIC PLANNING
- STAKEHOLDER ENGAGEMENT
- RESILIENCE PLANNING
- COMMUNITY PARTNERSHIPS
- CULTURAL RESOURCE INITIATIVES



# CYNTHIA AMMERMAN

RISK, RESILIENCE & COMPREHENSIVE PLANNING SPECIALIST

## CONTACT

-  816 529 2681
-  [cynthia.ammerman@gmail.com](mailto:cynthia.ammerman@gmail.com)
-  [www.linkedin.com/in/cynthia-ammerman](http://www.linkedin.com/in/cynthia-ammerman)
-  Kansas City / Missouri

Emergency Preparedness | Resilience Planning | Public Sector Strategy | Federal Planning & Coordination

Kansas City, Missouri | Multi-State Operations

## EDUCATION

### Master of Liberal Arts |

University of Missouri-Kansas City  
*Public Administration & Historic Preservation*

### Bachelor of Liberal Arts |

University of Missouri-Kansas City  
*Philosophy & History*

## PROFILE

Ms. Ammerman brings more than 20 years of experience spanning resilience planning, emergency preparedness, historic preservation, public administration, placemaking, and strategic planning. She has served as a technical advisor and strategist across public, private, federal, and nonprofit sectors, supporting complex initiatives involving risk mitigation, stakeholder coordination, comprehensive planning, and federal compliance.

Her experience includes engagement with federal agencies including FEMA, the National Park Service, the Department of Defense, the Department of the Interior, and the Department of State. Through planning and advisory roles, she has supported multidisciplinary projects involving hazard mitigation, post-disaster recovery, community engagement, resilience strategies, and environmental planning.

Ms. Ammerman's background uniquely combines systems thinking, public-sector planning, and resilience methodologies to help organizations strengthen operational readiness, improve coordination frameworks, and support sustainable implementation strategies. Her experience includes supporting multidisciplinary projects involving disaster recovery, environmental planning, public engagement, and risk-informed decision-making across federal, state, and local environments.

## TECHNICAL PROFICIENCIES

- ArcGIS
- Google Earth
- Bluebeam
- CRIS
- Adobe Creative Suite
- Fulcrum

## AREAS OF EXPERTISE

### RISK & RESILIENCE PLANNING

- Hazard Mitigation Planning (HMP)
- Disaster preparedness and response
- Post-disaster assessments
- Climate adaptation strategies
- Infrastructure documentation
- Asset mapping

### EMERGENCY MANAGEMENT

- Federal disaster recovery operations
- Tabletop exercises and training
- Emergency preparedness planning
- Crisis-response coordination
- Interagency coordination

### COMPREHENSIVE PLANNING

- Master planning and land-use strategy
- Public engagement facilitation
- Planning and zoning support
- Community and stakeholder coordination
- Policy development

### FEDERAL COMPLIANCE

- NEPA
- Section 106
- SHPO/THPO coordination
- Environmental and cultural review processes

## PROPOSED ROLE ON PROJECT

### RISK & RESILIENCE PLANNING SME

- Safety Action Committee support
- Emergency operations planning
- Risk identification and mitigation strategies
- Training and tabletop exercises
- Comprehensive planning support

# CYNTHIA AMMERMAN

RISK, RESILIENCE & COMPREHENSIVE  
PLANNING SPECIALIST

Technical SME | Emergency Preparedness |  
Resilience Planning | Public Sector Strategy

## RELEVANT PROFESSIONAL EXPERIENCE

### FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

*Historic Preservation Specialist – Office of Environmental Planning & Historic  
Preservation/Resilience* 2017-2022 | 2024-Present

- Supported disaster recovery and resilience planning initiatives across federal, state, and local stakeholder environments.
- Participated in environmental and historic review processes associated with disaster response and recovery operations.
- Assisted with hazard mitigation assessments and post-disaster planning activities.
- Coordinated with multidisciplinary partners to support preparedness and resilience objectives.
- Contributed to risk-informed planning and implementation efforts supporting long-term community recovery.
- Supported planning activities related to emergency preparedness and operational resilience.

### POLIS: CULTURAL PLANNING, LLC/AMMERMAN & ASSOCIATES

*Principal Consultant* 2014 - Present

- Leads multidisciplinary projects involving strategic planning, economic development, and public-sector initiatives.
- Managed project budgets up to approximately \$8.7M.
- Conducted policy research, planning analyses, and stakeholder engagement efforts.
- Led planning and research efforts supporting public-space and community initiatives.
- Facilitated public engagement and organizational strategy efforts.
- Supported planning efforts involving parks, public spaces, and community assets.

### DEPARTMENT OF THE ARMY – U.S. ARMY RESERVE

*Military Government Officer – Heritage and Preservation* 2024 - Present

- Supports planning and coordination activities involving cultural resources, interagency collaboration, and operational planning.
- Participates in multidisciplinary environments supporting preservation and public-sector coordination initiatives.

## REPRESENTATIVE CLIENTS

- FEMA
- National Park Service
  - Department of Defense
  - Department of Veterans Affairs
- City of Las Vegas
- Unified Government of Kansas City

## CONTACT



816 529 2681



cynthia.ammerman@gmail.com



www.linkedin.com/in/cynthia-ammerman



Kansas City / Missouri

## EDUCATION

### Master of Liberal Arts |

University of Missouri-Kansas City  
*Public Administration & Historic  
Preservation*

### Bachelor of Liberal Arts |

University of Missouri-Kansas City  
*Philosophy & History*

## TECHNICAL PROFICIENCIES

- ArcGIS
- Google Earth
- Bluebeam
- CRIS
- Adobe Creative Suite
- Fulcrum

# Pricing

Keystone Civics proposes a phased approach aligned with the City’s requested scope of services. Fees are based upon the anticipated level of effort required to complete each phase, provide implementation support, and assist the Department in advancing CAPRA accreditation readiness. One on-site visit is included during each project phase. The project team

	Team Member	Tasks	Hours	Cost
<b>Stage 1: Discovery &amp; Baseline Assessment (Aug-Oct 2026)</b>				
	Kesia Blenn \$175/hr	Kickoff meeting, leadership interviews, program review, policy review, facility inventory review, CAPRA review, baseline memo	70	\$12,250
	Cynthia Ammerman \$150/hr	Risk inventory review, emergency preparedness review, safety systems review, documentation review, findings support	50	\$7,500
Total			120	\$19,750
<b>Stage 2: Analysis &amp; Recommendations (Oct-Dec 2026)</b>				
	Kesia Blenn \$175/hr	Gap analysis, CAPRA mapping, governance review, safety committee framework, safety manual oversight, recommendations report	90	\$15,750
	Cynthia Ammerman \$150/hr	Risk analysis, vulnerability assessment, emergency planning review, training recommendations, safety manual development	70	\$10,500
Total			160	\$26,250
<b>Stage 3: Implementation, Continuous Improvement &amp; CAPRA Alignment (Jan 2027-Dec 2027)</b>				
	Kesia Blenn \$175/hr	Monthly meetings, committee support, CAPRA alignment, safety manual finalization, staff consultation, implementation coaching	190	\$33,250
	Cynthia Ammerman \$150/hr	Committee participation, training sessions, tabletop exercises, emergency planning support, implementation support	130	\$19,500
Total			320	\$52,750
<b>TOTAL</b>			<b>600</b>	<b>\$98,750</b>

## TRAVEL AND ON-SITE SUPPORT

The proposed fee includes one on-site visit during each project phase. These visits will support assessment activities, stakeholder engagement, committee facilitation, training, implementation support as appropriate to each phase. Additional travel requested by the City beyond the three included visits may be reimbursed at actual cost with prior City authorization.

## OPTIONAL CONTINUING SUPPORT/EXTENSION

- Year 1 Extension: 60 Hours = ~\$9,875
  - Quarterly committee participation
  - CAPRA support
  - Annual review
- Year 2 Extension: 40 Hours = ~\$6,600
- Year 3 Extension: 40 Hours = ~\$6,600

# Section 3: Project Approach

The City of Norwalk Department of Recreation & Parks has established a clear objective of achieving CAPRA Accreditation by December 31, 2027. The Department seeks a consultant capable of evaluating existing risk management practices, supporting the development of Safety Action Committee, facilitating implementation of risk-reduction strategies, developing a comprehensive safety manual, and serving as an ongoing technical resource throughout the accreditation process.

We understand that the Department operates a diverse portfolio of services that includes recreation programming, athletic activities, facility rentals, special events, beaches, parks, public spaces, athletic facilities, and community programs. These varied operations create unique risk exposures that require a coordinated, department-wide approach to safety and risk management.

We further recognize that CAPRA accreditation requires not only documented policies and procedures, but evidence of implementation, evaluation, staff engagement, and continuous improvement. As such, our approach focuses on building practical systems that become integrated into daily operations rather than creating stand-alone compliance documents.

We recognize that the Department is not seeking a traditional risk-management audit. Rather, the Department seeks a practical implementation partner capable of helping establish sustainable systems, governance structures, and operational practices that support both risk reduction and accreditation readiness.

Our team will work collaboratively with Department leadership, operational staff, and stakeholders to identify strengths, assess vulnerabilities, prioritize improvements, and implement sustainable risk management practices that support long-term organizational success.



# Project Approach, Methodology & Schedule



## KEYSTONE CAPRA RISK MANAGEMENT & ACCREDITATION READINESS FRAMEWORK

Keystone Civics will conduct a comprehensive Recreation and Parks Risk Management Assessment utilizing a three-layer methodology integrating CAPRA accreditation standards, municipal loss-prevention best practices including principles reflected in Connecticut municipal risk-management guidance and parks and recreation loss-prevention frameworks, and risk-informed operational assessment techniques.

This methodology is specifically designed to support the City of Norwalk Department of Recreation & Parks in achieving CAPRA Accreditation while simultaneously strengthening organizational safety culture, operational consistency, and long-term risk management capacity.

### ➔ LAYER ONE: OPERATIONAL RISK INVENTORY

The project team will conduct a comprehensive review of Recreation & Parks operations utilizing recognized municipal risk-management best practices. Assessment activities will evaluate six primary operational domains:

- Governance and Administration
- Human Resources and Staff Training
- Facilities and Infrastructure
- Recreation Programs and Operations
- Vendor and Contractor Management
- Emergency Preparedness and Organizational Resilience

This review will establish a baseline understanding of existing policies, procedures, training systems, documentation practices, inspection protocols, emergency procedures, and operational controls.

### ➔ LAYER TWO: RISK EVALUATION AND PRIORITIZATION

Following the baseline assessment, operational areas will be evaluated utilizing a standardized risk matrix that measures:

- Severity: The potential impact of an incident on participants, staff, facilities, operations, finances, or public trust.
- Exposure Frequency: The frequency and volume of participant, staff, volunteer, and public interaction with a specific activity, facility, program, or operational process.
- Mitigation Capacity: The extent to which existing policies, training programs, inspections, documentation systems, supervision practices, and operational controls reduce or manage identified risks.

This process allows the project team to identify operational vulnerabilities, prioritize corrective actions, and focus organizational resources on areas presenting the greatest potential risk exposure.

### ➔ LAYER THREE: CAPRA ALIGNMENT

Assessment findings will be mapped to applicable CAPRA standards and accreditation expectations. This process ensures that recommendations support both risk reduction and accreditation readiness.

The project team will identify documentation gaps, operational deficiencies, policy needs, training opportunities, and continuous-improvement measures necessary to strengthen compliance with CAPRA risk-management standards.

# Project Approach, Methodology & Schedule

*continued...*



## KEYSTONE CAPRA RISK MANAGEMENT & ACCREDITATION READINESS FRAMEWORK

Keystone Civics will conduct a comprehensive Recreation and Parks Risk Management Assessment utilizing a three-layer methodology integrating CAPRA accreditation standards, municipal loss-prevention best practices, and risk-informed operational assessment techniques.

This methodology is specifically designed to support the City of Norwalk Department of Recreation & Parks in achieving CAPRA Accreditation while simultaneously strengthening organizational safety culture, operational consistency, and long-term risk management capacity.



### LAYER FOUR: ACCREDITATION READINESS INTEGRATION

While this engagement is focused on risk management program assessment and implementation support, all project activities will be conducted through the lens of accreditation readiness.

The project team will evaluate policies, procedures, training systems, committee activities, documentation practices, and operational controls to identify opportunities that strengthen compliance with applicable CAPRA standards. Findings and recommendations will be organized in a manner that supports future accreditation documentation, continuous improvement efforts, and successful accreditation review.

Rather than treating risk management and accreditation as separate initiatives, Keystone Civics integrates both objectives into a unified implementation framework that strengthens organizational performance while advancing CAPRA readiness.

Activity	Aug	Sep	Oct	Nov	Dec	Jan-Dec 27
Kickoff	●					
Discovery	●	●				
Baseline Assessment	●	●				
Risk Analysis		●	●			
Safety Committee Formation		●	●			
Draft Safety Manual			●	●		
Training & Workshops				●	●	●
Implementation Support					●	●
CAPRA Alignment & Support					●	●



# Project Stages

## 1

### STAGE ONE: DISCOVERY AND BASELINE ASSESSMENT

During Stage One, the project team will establish a comprehensive understanding of Department operations through leadership interviews, document review, facility and program inventories, and evaluation of current risk-management practices.

Deliverables include:

- Leadership and stakeholder interviews
- Program and facility inventory
- Existing policy and procedure review
- Staff training assessment
- Risk-management baseline assessment
- Preliminary CAPRA risk-management review
- Baseline Findings Memorandum

## 2

### STAGE TWO: ANALYSIS AND RECOMMENDATIONS

Stage Two focuses on translating assessment findings into actionable recommendations and implementation strategies.

Deliverables include:

- Comprehensive Risk Assessment Report
- Risk Prioritization Matrix
- Operational Gap Analysis
- Safety Action Committee Charter and Governance Structure
- Staff Training Framework
- Incident Reporting and Documentation Recommendations
- Draft Department Safety Manual

## 3

### STAGE THREE: IMPLEMENTATION, CONINUOUS IMPROVEMENT, AND CAPRA ALIGNMENT

Stage Three supports implementation of recommendations, staff engagement, and long-term sustainability.

Deliverables include:

- Safety Action Committee facilitation
- Staff training workshops
- Tabletop exercises and emergency preparedness activities
- Safety Manual finalization
- CAPRA accreditation support
- Continuous-improvement framework
- Annual risk-management review process

# Committee Support & Outcomes

## SAFETY ACTION COMMITTEE SUPPORT

Keystone Civics will assist the Department in establishing a sustainable Safety Action Committee that serves as the central coordinating body for risk-management and safety initiatives. Committee activities will be structured to support both organizational risk-management objectives and ongoing CAPRA-related continuous-improvement efforts.

Committee responsibilities will include:

- Review of incidents and trends
- Monitoring corrective actions
- Evaluation of training compliance
- Oversight of safety inspections
- Tracking CAPRA-related risk management standards
- Annual review of policies and procedures
- Continuous improvement planning

This structure helps ensure that risk-management practices remain active, measurable, and sustainable long after completion of the consulting engagement.

## EXPECTED OUTCOMES

Upon completion of this engagement, the City of Norwalk Department of Recreation & Parks will possess:

- A comprehensive understanding of organizational risk exposure and operational vulnerabilities
- A prioritized roadmap for risk reduction and safety-system improvement
- A department-wide Safety Manual aligned with municipal best practices
- A functioning Safety Action Committee with clearly defined governance responsibilities
- Enhanced staff training, documentation, and incident-management procedures
- Improved consistency across facilities, programs, events, and operational functions
- Risk-management systems that support CAPRA accreditation readiness
- Documentation and evaluation processes that support continuous improvement and future accreditation efforts
- A sustainable framework for organizational resilience, safety culture, and operational excellence



# Why Keystone Civics?

The City of Norwalk is not seeking a traditional risk-management audit. The Department is seeking a partner capable of strengthening organizational systems, improving operational systems, improving operational consistency, supporting a culture of safety, and advancing CAPRA accreditation readiness.

Keystone Civics offers a unique combination of municipal parks and recreation leadership, accreditation expertise, organizational systems improvement, resilience planning, and public-sector implementation experience specifically aligned with the objectives of this engagement.

Unlike traditional risk-management consultants, our team brings direct experience working within municipal recreation environments. We understand the operational realities of parks, recreation programs, special events, athletic facilities, public spaces, volunteer programs, and community services. Our recommendations are designed to be practical, implementable, and sustainable within the day-to-day operations of a public recreation agency.

As an NRPA CAPRA Accreditation Reviewer and Certified Park and Recreation Executive (CPRE), Dr. Kesia Blenn provides direct insight into nationally recognized standards for risk management, documentation, continuous improvement, and organizational accountability. This experience allows our team to evaluate risk-management systems not only through the lens of safety and operational effectiveness, but also through the lens of accreditation readiness.

Complementing this expertise, Cynthia Ammerman brings more than two decades of experience supporting resilience planning, emergency preparedness, hazard mitigation, stakeholder coordination, and public-sector implementation initiatives. Her background strengthens the Department's ability to identify vulnerabilities, improve preparedness, and establish long-term resilience strategies that support organizational sustainability.

Together, our team offers a rare combination of municipal operations expertise, accreditation knowledge, resilience planning, organizational assessment, and implementation support specifically tailored to the needs of parks and recreation agencies.



# Value-Added Services



As a value-added component of this engagement, Keystone Civics will provide the following services at no additional cost:

## **Accreditation Readiness Observations Memorandum**

Throughout the engagement, the project team will document opportunities observed that may support broader CAPRA accreditation readiness beyond the formal scope of work. These observations will be provided in a summary memorandum to assist Department leadership in future accreditation planning efforts.

## **Safety Action Committee Sustainability Framework**

In addition to committee establishment and facilitation, the project team will develop a long-term governance framework designed to help the Safety Action Committee remain active and effective beyond the conclusion of the project.

## **Executive Implementation Roadmap**

The final report will include a prioritized implementation roadmap identifying immediate, short-term, and long-term actions designed to support leadership decision-making and resource allocation.

## **Risk Management Tools and Templates**

The Department will receive practical templates and tools developed during the engagement that may include inspection forms, risk-assessment tools, committee tracking resources, corrective-action logs, and implementation tracking documents to support ongoing program management.

## **On-Call Technical Consultation**

For a period of sixty (60 ) days following delivery of the final report, Keystone Civics will remain available for limited remote consultation regarding implementation questions, clarification of recommendations, and transition support.

# Section 4: References & Qualifications

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# Representative Project Profile

## PANAMA CITY CAPRA READINESS ASSESSMENT

- **Client:** City of Panama City Parks, Culture and Recreation,
- **Contact:** Former Director Keith Mefford - Phone: 812-292-4639 | Email: kmefford@firststarfl.com & Current Director Keith Meyerl – Phone: 850-348-3754 | Email: kmeyerl@panamacity.gov /
- **Number of Projects:** 1
- **Dates:** April 2025-April 2026
- **Project Description:** Led a department-wide assessment of policies, procedures, operational systems, documentation practices, training programs, performance measures, and accreditation readiness in preparation for future CAPRA accreditation efforts. The assessment included evaluation of risk-management documentation, operational accountability systems, staff responsibilities, policy development needs, continuous-improvement processes, and organizational alignment with nationally recognized parks and recreation standards. Findings were translated into implementation recommendations designed to strengthen organizational performance, improve documentation practices, and support future accreditation readiness.
- **Project Approach & Methodology:** Utilized a comprehensive organizational assessment approach incorporating CAPRA standards, operational best practices, policy review, staff interviews, performance evaluation, documentation assessment, and continuous-improvement principles. Evaluated risk-management practices, governance structures, training systems, operational controls and documentation processes to identify gaps and prioritize recommendations. Findings were organized into actionable implementation strategies designed to improve organizational effectiveness while supporting accreditation objectives.
- **Budget:** Department Budget
- **Team members:** Dr. Kesia Blenn, Project Lead and Department Operations Manager
- **Relevance to Norwalk:** This experience directly relates to the City of Norwalk’s objective of advancing CAPRA accreditation while strengthening risk-management systems. The project involved evaluating operational practices, identifying documentation and policy gaps, supporting organizational improvement initiatives, and developing practical recommendations aligned with accreditation standards. The experience provides firsthand understanding of the challenges recreation agencies face when integrating risk management, continuous improvement, governance structures, staff training, and accreditation readiness into day-to-day operations. This assessment included review of departmental policies, safety-related procedures, documentation systems, training practices, and operational controls many of the same organizational elements identified within the City of Norwalk’s Risk Management Program Assessment and Accreditation Support scope of work.

# Representative Project Profile

## BEAVERCREEK CAPRA REVIEW TEAM ASSIGNMENT

- **Client:** National Recreation and Parks Association
- **Contact:** CAPRA Advisor Michael Morris - Phone: 928-777-1435 | Email: michael.morris@prescott-az.gov
- **Number of projects:** 1 with Michael Morris, 3 with NRPA
- **Dates:** August 2025-May 2026
- **Project description:** Served as a member of the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies (CAPRA) Review Team responsible for evaluating departmental compliance with nationally recognized accreditation standards. Activities included review of policies, procedures, documentation systems, operational practices, governance structures, performance evaluation processes, and risk-management-related standards. Participated in document review, staff interviews, validation of accreditation evidence, assessment of continuous improvement practices, and development of findings and recommendations supporting accreditation compliance.
- **Project Approach & Methodology:** Conducted systematic review of accreditation evidence, policies, procedures, operational documentation, governance practices, evaluation systems, and risk-management standards. Participated in interviews, documentation validation, compliance assessment, and development of accreditation findings.
- **Budget:** Not Applicable – NRPA CAPRA Accreditation Review Assignment
- **Team members:** Dr. Kesia Blenn, CAPRA Accreditation Reviewer
- **Relevance to Norwalk:** This assignment provides direct experience evaluating the same accreditation framework that underpins the City of Norwalk's Risk Management Program Assessment and Accreditation Support initiative. The review included examination of risk-management documentation, policy implementation, staff training systems, governance practices, performance evaluation processes, and continuous-improvement measures. This experience provides firsthand knowledge of accreditation expectations, common compliance challenges, and practical strategies for helping agencies strengthen operational systems while advancing CAPRA readiness.

# Representative Project Profile

## PARKLAND DISTRICT STUDY (KCMO Park Land Use Study)

- **Client/Agency:** Kansas City, Missouri (KCMO) Parks & Recreation for Shockey Consulting, Led by Cynthia Ammerman
- **Contact:** Richard Sanchez, Lead Planner, KCMO Parks - Phone: 816-513-7679 | Email: Richard.sanchez@kcmo.org
- **Number of Projects:** 1
- **Dates:** 2023 | 6 Months
- **Project Description:** Lead a parks planning initiative for Kansas City Parks and Recreation focused on evaluating future land-use opportunities, community priorities, and implementation considerations for public park resources. The project involved stakeholder engagement, policy review, spatial analysis, and coordination among public-sector partners to support informed planning and decision-making.
- **Project Approach & Methodology:** Supported data collection, stakeholder coordination, policy review, and evaluation of planning alternatives. Worked with project partners to assess opportunities, identify implementation considerations, and develop recommendations aligned with organizational goals and community priorities.
- **Budget:** \$75,000
- **Team Members:** Cynthia Ammerman, Consultant Lead
- **Relevance to Norwalk:** Demonstrates proven experience supporting public-sector assessment processes, stakeholder engagement, policy evaluation, and implementation planning. Relevant experience includes facilitation, organizational analysis, governance considerations, and development of practical recommendations that support long-term organizational objectives.

# Representative Project Profile

## POST-DISASTER HAZARD MITIGATION & RECOVER PLANS

- **Client/Agency:** FEMA
- **Contact:** Lynn Starnes, Environmental Planning & Historic Preservation Manager - Phone: 505-238-5445 | Email: lynn.starnes@fema.dhs.gov
- **Number of Projects:** 8+
- **Dates:** 2024-2026
- **Project Description:** Cynthia Ammerman, as a FEMA Environmental & Historic Preservation Resilience Planner, supported the development of post-disaster hazard mitigation and recovery plans for Tribal Nations and local governments. These plans supported community resilience, risk reduction, preparedness, and long-term recovery through evaluation of vulnerabilities, infrastructure considerations, and implementation strategies.
- **Project Approach & Methodology:** Conducted risk-informed planning through vulnerability assessment, stakeholder coordination, review of existing conditions, identification of mitigation opportunities, and development of implementation recommendations. Collaborated with multidisciplinary teams to support practical, actionable planning solutions designed to strengthen organizational and community resilience.
- **Budget:** Federal Disaster Budgets
- **Team Members:** Cynthia Ammerman
- **Relevance to Norwalk:** This experience demonstrates expertise in risk identification, vulnerability assessment, mitigation strategy development, stakeholder engagement, and implementation planning. These skills directly support Norwalk's objectives related to risk management assessment, Safety Action Committee development, organizational preparedness, and long-term operational resilience.

# Section 5: Other Information

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N/A

# Section 6: Forms & Documents

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# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Kesia Blenn</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above. <b>Keystone Civic Strategies, LLC</b></p> <p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____  <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p> <p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>3833 Central Ave</b></p> <p><b>6</b> City, state, and ZIP code <b>St. Petersburg, FL 33713</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
2	5	2	-	6	7	-	5	3	2	2
or										
<b>Employer identification number</b>										

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date <b>4-22-26</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF NORWALK  
PURCHASING DEPARTMENT

SECTION 1 – RESPONSE FORMS

**CITY OF NORWALK  
PURCHASING DEPARTMENT  
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

KEYSTONE CIVIC STRATEGIES DBA KEYSTONE CIVICS
<b>Proposer's Name</b>

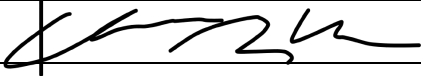
3833 Central Ave
<b>Street Address</b>

St. Petersburg, FL 33713		
<b>City</b>	<b>State</b>	<b>Zip</b>

<b>Business Telephone:</b> 850-628-2164
---

<b>Email Address:</b> DrK@keystonecivics.com
--

Kesia Blenn; Owner/Managing Member/Authorized Representative
<b>Printed Name and Title of Individual Submitting Proposal</b>

<p>The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.</p>	
	08 JUNE 2026
<b>Signature</b>	<b>Date</b>



# CITY OF NORWALK PURCHASING DEPARTMENT

## 1.1 PROPOSAL RESPONSE FORM

<b>Vendor Name -</b> Keystone Civics		
<b>Address -</b> 3833 Central Ave, St. Petersburg, FL 33713		
<b>Phone -</b> 850-628-2164	<b>Fax -</b>	<b>Email -</b> DrK@keystonecivics.com
<b>Manager -</b> Kesia Blenn		<b>Fed ID#</b> 41-5197548

The undersigned hereby declares that they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions and understands that in signing this proposal they waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that they will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

### **A. PROPOSED FEES**

Please provide a cost for Loss Control Services. This cost should be an hourly cost with a "stage" fee that is based on the total projected hours. The contract costs will be capped at the total "stage" fees for internal budget purposes.

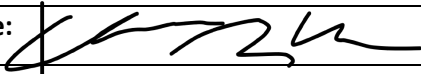
STAGES	DATES	PRICE \$
Stage One Costs: Discovery and Baseline Assessment	8/1/2026 through 10/1/2026	\$ 19,750
Stage Two Costs: Analysis & Recommendations	10/1/2026 through 12/31/2026	\$ 26,250
Stage Three Costs: Implementation, Continuous Improvement & CAPRA Alignment	12/31/2026 through 12/31/2027	\$ 52,750
Year One Extension	(12/31/2027 through 12/31/2028	\$ 9,875
Year Two Extension	(12/31/2028 through 10/1/2029	\$ 6,600
Year Three Extension	12/31/2029 through 12/31/2030	\$ 6,600
<b>TOTAL AMOUNT</b>		<b>\$ 121,825</b>
<b>TOTAL (written in words)</b> one hundred twenty-one thousand, eight hundred and twenty-five dollars		

### **B. Identify the key project team members who will provide these services. Quantify their level of involvement (X%). Give an hourly rate for each member.**

**CITY OF NORWALK  
PURCHASING DEPARTMENT**

Name	Title	% Involved	Hourly Rate
<b>A</b> Kesia Blenn	<b>Principal-In-Charge</b>	58%	\$175
<b>B</b> Kesia Blenn	<b>Project Manager</b>	58%	\$175
<b>C</b> Cynthia Ammerman	<b>Other</b>	42%	\$150
<b>D</b>			

**C. CERTIFICATION**

<b>Submitted By:</b> Kesia Blenn	<b>Signature:</b> 
<b>Authorized Agent of Company (Name &amp; Title):</b> Kesia Blenn, Owner/Managing Member	
	<b>Date:</b> 08 JUNE 2026

D. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	Dated	Addendum #	Dated

# CITY OF NORWALK PURCHASING DEPARTMENT

## 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

<b>1.</b>	<b>Number of years in business:</b> less than 1 year		
<b>2.</b>	<b>Number of personnel employed:</b>	<b>Part Time</b>	<b>Full Time</b>
		1	1

<b>3. List six contracts of this type/size your firm has completed within the last four years:</b>			
Project	Date	Contact Person	Phone No.
CAPRA Readiness Assessment	MAR 2025-MAR 2026	Keith Mefford	812-292-4639
Parkland Dedication Study	MAR 2023-AUG 2023	Richard Sanchez	816-513-7678
Post-Disaster Hazard Mitigation & Recovery Plans	JAN 2024-JUN 2026	Lynn Starnes	505-238-5445
CAPRA Accreditation Review	AUG 2025-MAR 2026	Michael Morris	928-777-1435
Parks & Recreation Advisory Committee - Parks Consolidation	AUG 2025-MAR 2026	Keith Meyerl	850-348-3754
Panama City Serves Volunteer Program Development	OCT 2025-APR 2026	Keith Meyerl	850-348-3754

**\*Please note:** Keystone Civics is a recently established consulting practice. The projects listed above represent the combined relevant experience of the project team and demonstrate qualifications directly related to accreditation readiness risk management, resilience planning, organizational assessment, and public-sector consulting services.

**4. SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK

## CITY OF NORWALK PURCHASING DEPARTMENT

<p>5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)</p>		general partnership	
		limited partnership	
	X	limited liability corporation	
		limited liability partnership	
		corporation doing business under a trade name	
		individual doing business under a trade name	
		other (specify)	
<p>6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled</p>	<p><u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?</p>	<p><b>Yes</b></p>	<p><b>No</b></p>
		X	
	<p><u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)</p>	<p><b>Yes</b></p>	<p><b>No</b></p>
			<p>Keystone Civics LLC is an out-of-state Florida business and is not currently registered in Connecticut. If awarded the contract, the firm will obtain the required Certificate of Authority and complete all applicable Connecticut business registration requirements within the required timeframe.</p>
<p>7. CT eLICENSE (<a href="https://www.elicense.ct.gov">https://www.elicense.ct.gov</a>) / Business Registration (<a href="https://business.ct.gov/?language=en_US">https://business.ct.gov/?language=en_US</a>) : <span style="float: right;">NA</span></p>			
<p>8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u>:</p>			
Business Name	NA		
Address			
City, State & Zip			
Name of Agent			

# CITY OF NORWALK

## PURCHASING DEPARTMENT

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website:

<https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b> Hiscox Insurance Company, Inc	<b>Tel:</b> 866-424-8508
<b>Agency Address:</b> 5 Concourse Pkwy, Ste 2150, Atlanta, GA 30328	<b>Email:</b> contact@hiscox.com

**CITY OF NORWALK  
PURCHASING DEPARTMENT**

1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

# City of Norwalk Vendor Questionnaire

## IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information** (please provide the POC for follow-up questions to this questionnaire):  
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES  NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

*Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.*

YES  NO

**If your answers to Questions 3 and 4 are BOTH “NO”, thank you for completing the IT Information Security Questionnaire.**

**If one or both questions are “YES”, please complete the remaining questions.**

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5. **Office Locations:** How many office locations does your organization have? *Please include the locations of your organization.*

6. **Data Center Locations:** How many data centers does your organization utilize to provide services/products to the City? *Please include the locations of the data centers utilized by your organization.*

7. **Business Entity:** What is your business entity type?

*\*Example: Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Corporation (LLC), Limited Liability Partnership (LLP)*

8. **How many employees and contingent workers do you have in your organization?**

1-10  10-50  50-100  100-500  500-1000  1000 or more

9. **Physical Access:** Does your organization need to be onsite or offsite to provide services/products to the City?

YES  NO

10. **Access to Data:** How is your organization accessing City data?

*\*Example: Is the data supposed to be sent to your organization via email or will the data need to be uploaded to an application?*

*\*Note: For third-parties that are providing an application to perform the services, please specify whether the application will be an internally hosted solution, cloud-based solution (i.e. SaaS, IaaS, PaaS), or a traditional web-based application (i.e. eBay, WebEx, online banking application)*

11. **Data Storage:** Does your organization outsource data storage or does your organization utilize its own databases to store data? Does your organization store data outside of the United States?

YES  NO

12. **Segregation of Data:** Does your organization's database structure allow segregation of sensitive client data?

YES  NO

13. **Independent Attestations:** Does your organization have independent attestations such as (i.e. ISO 27001, SSAE-18 SOC-1, SOC-2, PCI- DSS, ISO 9001)?

**14. Information Security**

a. Does your organization have written information security policies and procedures (WISP)?

YES  NO

b. How often are the information security policies and procedures reviewed and updated?

c. Who in the organization is responsible for reviewing and updating the information security policies and procedures?

d. Does your organization have privacy policies and procedures?

YES  NO

e. How often are the privacy policies and procedures updated?

f. Who in the organization is responsible for reviewing and updating the privacy policies and procedures?

g. What methods of encryption are utilized for data at rest and in transit?

h. Are the encryption methods utilized FIPS 140-2 approved?

YES  NO

i. Does your organization utilize firewalls to filter incoming data and information from the internet into your company network?

YES  NO

j. Does your organization perform penetration testing at least once per year to determine if unauthorized access to the computer network and malicious activity is possible externally?

YES  NO

k. Does your organization perform vulnerability testing at least once per year in order to identify vulnerabilities within the internal network?

YES  NO

l. Does your organization perform background checks on employees and contingent workers prior to onboarding them? Describe the nature of these background checks (i.e., criminal, credit, international, etc.).

YES  NO

m. Does your organization utilize multi-factor authentication?

YES  NO

n. Does your organization utilize scan cards or biometric scans to grant employees and contingent workers access to the building and data centers where data is stored?

YES  NO

o. If offering a technology product, does the organization utilize software development life cycle (SDLC) or Agile to build and maintain technological product?

YES  NO

p. Does the technological product undergo information security testing and quality assurance testing prior to deployment?

YES  NO

q. Does the Vendor provide annual Cybersecurity Awareness training to their employee?

YES  NO

r. Does the Vendor provide annual phishing simulations for their employee?

YES  NO

s. Have users been educated on how to report suspected security violations or vulnerabilities?

YES  NO

t. Does the Vendor have an employee identified as the Chief Information Security Officer?

YES  NO

u. Are all the Vendor laptops encrypted?

YES  NO

v. Are all Vendor computers (workstations, notebooks) required to join the Company's domain and receive Group Policies?

YES  NO

w. Does the Vendor meet the NIST 800-63 password guidelines?

YES  NO

**15. Risk Management**

- a. Does your organization have an enterprise risk management framework implemented at your organization?  
YES  NO

- b. Does your organization have documented enterprise risk management policies and procedures?  
YES  NO

- c. Who in the organization is responsible for reviewing the enterprise risk management policies and procedures?

- d. Does your organization utilize an outside third-party to provide services/products to the client?  
YES  NO

- e. Does your organization have a third-party risk management program (TPRM)?  
YES  NO

f. Does your organization include right-to audit clauses in contracts with third parties?

YES  NO

g. Does your organization have a certificate of insurance (COI)? *Please attach a copy of your COI.*

YES  NO

**Business Continuity/Disaster Recovery**

a. Does your organization have a business continuity plan?

YES  NO

b. How often is the business continuity plan updated?

c. Does your organization conduct business continuity tests once per year?

YES  NO

d. Does your organization have a disaster recovery plan?

YES  NO

e. How often is the disaster recovery plan updated?

f. Does your organization conduct disaster recovery tests once per year?

YES  NO

g. Does your organization have business continuity and/or disaster recovery sites?

YES  NO

h. Are the business continuity/disaster recovery sites located in the United States or outside the United States? *Please include the locations of business continuity/disaster recovery sites?*

YES  NO