



24 FEB 2022

Memorandum

From: Rich Rainer, Town Administrator
To: Portsmouth Town Council

SUBJ: OPERATION AND MANAGEMENT SERVICES FOR THE GLEN MANOR HOUSE

Honorable Council,

The Town received interest from three companies in response to a Request for Information (RFI) which was issued prior to the release of a Request for Proposals (RFP) for Operation and Management Services for the Gen Manor House. Three companies responded and information learned during that process informed the development of the RFP. All three companies expressed interest in the RFP and requested tours of the facility. Only one company responded: Russell Morin Catering and Events (RMCE).

The proposal was reviewed by staff, the Chair of the Glen Manor House Authority, and the current caretakers of the facility. It is our unanimous recommendation to award the bid to RCME.

I respectfully request Council approval to enter in to a contract negotiation with RCME with the intent to bring a negotiated agreement before the Council for final approval upon mutual agreement to terms governing the future operation and management of the Glen Manor House.

Very respectfully,



Rich Rainer