



Request for Proposals (RFP)

Business Tenant Opportunity at the Historic Train Station, 225 Main Street, Windsor Locks, Connecticut

Town: Windsor Locks, Connecticut

RFP No.: 2026-004

Issue Date: August 25, 2026

Proposal Due: September 25, 2026 at 11 a.m.

Submission Method: Electronic submissions only; all proposal documents in PDF format.

Proposal Recipient: Yana Abramovich, Finance Director (yabramovich@wlocks.com)



1. Introduction and Invitation

The Town of Windsor Locks, Connecticut (the “Town”) is soliciting proposals for the lease and activation of the Town-owned historic train station building located at 225 Main Street, Windsor Locks, CT 06096 (the “Property”). The Town seeks a tenant whose use will complement the restored station, support the surrounding Main Street district, serve rail passengers and residents, and contribute to local economic development. Interested parties are invited to submit a proposal in accordance with the requirements and conditions set forth in this request for proposals (the “RFP”).

2. Project Background

The Property is a Town-owned historic building located adjacent to the new Windsor Locks train station. The building has been recently renovated and is expected to function as a welcome center serving commuters, visitors, and the broader community. The Town intends to select a business tenant that can bring regular activity to the building while preserving its civic and historic character.



3. Property Description

Property Address	225 Main Street, Windsor Locks, CT 06096
Ownership	Town of Windsor Locks
Building Size	Approximately 3,300 gross square feet
Current Condition	Vacant, recently renovated shell space; tenant fit-out is to be the responsibility of the selected lessee.
Utilities	The tenant shall be responsible for water, sewer, gas, and electric service.
Parking	No dedicated parking is available for the building. Public parking associated with the new train station and on-street parking are available subject to applicable rules.
Public Function	The building is intended to include a welcome center function and public restrooms that must be maintained as part of the overall operation.
Zoning	BDRD Zone, and within the Main Street Overlay Zone. Zoning Regulations can be found at: https://cdn.townweb.com/windsorlocksct.org/wp-content/uploads/2026/01/MASTER_ZR_May_2025_V5.pdf

4. Desired Business Use

The Town is interested in uses that are compatible with transit-oriented activity, the historic character of the station, and the needs of residents, commuters, visitors, and nearby businesses. Examples may include, but are not limited to, a café, coffee shop, small food and beverage operation, ice cream shop, visitor-serving retail, market concept, community-oriented commercial use, or another business that can provide consistent hours and a welcoming public presence. Uses such as private offices, appointment-only businesses, or other businesses which are typically closed to the public are not preferred.

5. Scope of Lease Opportunity

The successful proposer will be expected to negotiate a lease agreement with the Town and operate the space in a manner that supports the public purpose of the building. The lease will address tenant improvements, maintenance responsibilities, public restroom access, signage, hours of operation, insurance, utilities, rent, term, renewal options, and other provisions deemed necessary by the Town.



6. Proposal Requirements

Proposals shall include the following information:

- Proposer's business name, primary contact, address, phone number, and email address.
- Description of the proposed business concept and intended use of the space.
- Proposed hours of operation and expected customer base.
- Relevant operating experience, qualifications, and references.
- Preliminary fit-out plan, including anticipated improvements, equipment, utilities, and timing.
- Proposed lease terms, including monthly rent, lease duration, renewal options, and any requested Town participation.
- Approach to maintaining the public-facing character of the station, including restrooms and visitor information functions.
- Evidence of financial capacity to complete tenant improvements and operate the business.
- Any anticipated permits, approvals, or licenses that must be obtained, or regulatory requirements that must be met.
- A statement verifying that the insurance requirements found in Addendum A of this RFP can be met by the tenant. The successful proposer will be required to provide proof of such insurance at or before the time of lease signing.

7. Evaluation Criteria

The Town may evaluate proposals based on the criteria below, in no particular order:

- Compatibility of the proposed use with the historic train station, welcome center function, and surrounding Main Street area.
- Strength and feasibility of the business plan.
- Proposer's experience, qualifications, and financial capacity.
- Quality and feasibility of proposed tenant improvements.
- Public benefit, including service to commuters, residents, visitors, and downtown businesses.
- Proposed lease terms and overall value to the Town.



- Ability to open and operate within a reasonable timeframe.
- Commitment to maintaining the property in a clean, safe, and attractive condition.
- A background check relating to any previous businesses and/or criminal history of the proposer.

In accordance with § 324-2 of the Town of Windsor Locks Code, the Town shall not award the lease to any business or individual against which any taxes and/or sewer user fees are deemed to be delinquent.

8. Submission Instructions

Proposals shall be submitted via email to Yana Abramovich, Finance Director, Town of Windsor Locks at yabramovich@wlocks.com. All proposal documents must be in PDF format. Proposals must be submitted by 11 a.m. Eastern Daylight Time on September 25, 2026. Late proposals shall not be considered under any circumstances. The Town reserves the right, either before or after the opening of proposals, to conduct interviews, to request additional information, and to ask any proposer to clarify its proposal. Questions regarding the RFP should be submitted in writing as set forth in Section 11 below.

9. Anticipated Schedule

Event	Date/Time (ET)
RFP Issued	August 25, 2026
Building Open to Potential Proposers	September 9, 2026 – 10 a.m. to 12 p.m.
Questions Due	September 11, 2026 – 11 a.m.
Responses/Addenda Issued (if any)	September 17, 2026
Proposals Due	September 25, 2026 – 11 a.m.
Interviews (if held)	Week of September 28, 2026
Anticipated Selection / Award	October 2026

10. Site Visit

On September 9, 2026, between the hours of 10 a.m. and 12 p.m., the Property will be open to any and all parties interested in responding to this RFP. Proposers are not required to visit the Property in order to submit a proposal, and a proposer's attendance or lack thereof shall have no bearing on the evaluation of its proposal. During the site visit described



herein, potential proposers may observe the interior and exterior of the building and take notes at their discretion. The Town will not provide any additional information or answer questions during the site visit. Potential proposers may submit follow-up questions after the site visit in accordance with the process outlined in Section 11 below.

11. Questions; Addenda; Communications

Questions must be submitted via email to Yana Abramovich, Finance Director, Town of Windsor Locks at yabramovich@wlocks.com no later than 11 a.m. Eastern Daylight Time on August 21, 2026. Proposers are prohibited from contacting any other Town employee or official with respect to this RFP. Failure to comply with such requirement shall be grounds for disqualification.

Responses, if any, shall be issued by written addendum and posted on the Town's website. No oral statement, including oral statements by the Finance Director or other Town representatives, shall waive, change, or otherwise modify any of the provisions of this RFP.

12. Disclaimer and Reservation of Rights

Nothing in this RFP shall be construed to obligate the Town to award a lease, enter into any agreement, or reimburse any costs incurred in the preparation of a proposal submitted in response to this RFP.

The Town reserves the right to reject any or all proposals received in response to this RFP, to waive informalities or irregularities, to request clarifications or additional information, to negotiate with one or more proposers, to modify or cancel this RFP in part or in its entirety, and to award a lease in the manner determined, in the Town's sole discretion, to be in its best interests. The Town may or may not conduct interviews prior to the award of this lease.

13. Public Records (FOIA)

All proposals and their contents are subject to disclosure pursuant to the Connecticut Freedom of Information Act ("FOIA"). If a potential proposer believes that any portion of its proposal is exempt from disclosure, it must clearly identify such portions and provide the legal basis for the claimed exemption. The Town shall comply with its obligations under the



FOIA and makes no guarantee that any portion of a proposal will be withheld from disclosure.

14. Compliance

The successful proposer shall comply with all federal, state, and local laws, regulations, and ordinances, including the Town of Windsor Locks Purchasing Guidelines, at all times relevant to its proposal and its performance under any subsequent award. The Town may require additional certifications and/or representations in accordance with applicable practices and legal requirements.

The successful proposer shall be responsible for maintaining all such permits, approvals, and licenses during the term of the lease and shall immediately notify the Town in writing if any such permit, approval, or license is suspended, revoked, or otherwise not maintained.

15. Nondiscrimination

The successful proposer shall not make employment decisions, including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action, or termination, on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, veteran status, gender identity or expression, or any other class protected under federal, state, or local law, except in the case of a bona fide occupational qualification.



Addendum A: Tenant Insurance Requirements

Tenant Insurance Requirements

The selected tenant shall, at its own expense, procure and maintain the following insurance coverage throughout the term of the lease at the historic train station, 225 Main Street, Windsor Locks, CT:

1. Business Personal Property Insurance

- Coverage for tenant's personal property, equipment, fixtures, and improvements.
- Limit: Sufficient to cover full replacement value of tenant's property.

2. Commercial General Liability Insurance

- Coverage for bodily injury, property damage, personal injury, and contractual liability.
- Minimum Limits:
 - o \$1,000,000 per occurrence
 - o \$2,000,000 aggregate
- The Town of Windsor Locks, its officers, employees, and agents shall be named as Additional Insureds.

3. Commercial Automobile Liability Insurance

- Applies to owned, hired, and non-owned vehicles used in connection with tenant operations.
- Minimum Limits:
 - o \$1,000,000 per accident (bodily injury and property damage combined)
- The Town of Windsor Locks, its officers, employees, and agents shall be named as Additional Insureds.

4. Workers Compensation Insurance

- Coverage for all employees as required by Connecticut law.
- Includes Employer's Liability coverage with minimum limits:
 - o \$500,000 per accident
 - o \$500,000 per employee for disease
 - o \$500,000 policy limit for disease

5. Evidence of Insurance & Additional Requirements

- Certificates of Insurance and, upon request, copies of policies shall be provided to the Town prior to lease commencement and upon renewal.
- All insurance policies shall be issued by companies licensed to do business in Connecticut and rated "A-" or better by A.M. Best.
- All required insurance shall be primary and non-contributory to any insurance carried by the Town.

6. Notice of Cancellation

- Policies must provide at least thirty (30) days' written notice to the Town prior to cancellation or material change.