

Form Pur. 1  
 REQUEST FOR QUOTATION  
 BIDS TO BE SUBMITTED TO:  
 DEPARTMENT OF PURCHASES  
 27 WEST MAIN STREET, ROOM 401  
 NEW BRITAIN, CT 06051

Bid No. 3870

Issued: March 09, 2016

Page 1 of 22 Pages

Sealed bids, subject to the conditions set forth on the second page hereof, will be received by the City Purchasing Agent until the time and date set forth. In compliance with all of the conditions hereof, the Bidder, whose name appears hereon, offers and agrees to furnish and deliver to the destination all of the commodities and/or services against which prices are quoted.

Prices Quoted Must be F.O.B. Various City Locations

New Britain, CT

Date of Bid Opening April 07, 2016 Time 11:00 AM

Delivery Required \_\_\_\_\_ Jack Pieper  
 Purchasing Agent

Amount of Bid Bond None

Bid No. 3870

Date Submitted \_\_\_\_\_

Delivery: \_\_\_\_\_ days after receipt of order

Terms: Cash Discount \_\_\_\_\_ % 30 Days

Net Cash \_\_\_\_\_ Days

Bidder \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Signature and Title

(Printed name of signer)

Bidder's Telephone Number \_\_\_\_\_

Bidder's Email Address \_\_\_\_\_

ITEM NO.	DESCRIPTION OF COMMODITIES AND/OR SERVICES	
1	<p align="center"><b>2016 SUMMER BUS TRANSPORTATION</b></p> <p><b>****PLEASE SUBMIT BIDS IN DUPLICATE****</b></p> <p>Duration of the Bid Price (How long will bid price be held for) Number of Days? _____</p> <p>THE FOLLOWING MUST BE EXECUTED/COMPLETED AND RETURNED:</p> <ol style="list-style-type: none"> <li>1. Form Pur. 1 (Request for Quotation).</li> <li>2. Notices to Prospective Bidders, Pages 20-21.</li> <li>3. A Bid Bond is required for all goods or services that are \$25,000.00 or greater.</li> <li>4. Non Collusive, Compliance with City Wage Ordinance 2-626, and W9Forms , Pages 16&amp;19</li> </ol> <p><u>BIDS WILL NOT BE ACCEPTED AFTER THE STATED BID OPENING DATE AND TIME.</u></p> <p>PLEASE NOTE THAT BIDS SUBMITTED CANNOT BE FAXED OR E-MAILED.</p>	<p align="center"><b>PLEASE FILL IN PRICES AND OTHER NEEDED INFORMATION AS PER THE ATTACHED SPECIFICATIONS ON PAGES 10 and 11</b></p>

**IMPORTANT - READ CAREFULLY BEFORE MAKING BID: CONDITIONS, BID TERMS AND INSTRUCTIONS  
CITY OF NEW BRITAIN CONNECTICUT -DEPARTMENT OF PURCHASES**

1. All bids must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the Bidder may attach a letter hereto which will be made a part of the bid. All bids must be submitted in duplicate in sealed envelopes clearly identified with the appropriate bid number.
  2. Bids and amendments thereto, or withdrawal of bids submitted, if received by the City after the date and time specified for bid opening, will not be considered. If any person contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the specifications, plans or other documents, he should submit a written request for an interpretation thereof to the City Purchasing Agent at least 10 days prior to scheduled bid opening. An interpretation of the bid invitation documents will be made only by addendum duly issued to each person receiving a bid invitation and/or holding plans. The City of New Britain will not be responsible for explanations or interpretations of bid invitation documents except as issued in accordance herewith. Note regarding addenda: Addenda shall be mailed via certified mail to all vendors listed on the City's list of plan holders. Addenda will be made available to those vendors downloading specifications from a website at that same website.
  3. Prices should be stated in units of quantity specified, with packing and delivery to destination and all other incidental charges included.
  4. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the Bidder shall so state.
  5. Samples, when requested, must be furnished free of expense to the City, and if not destroyed, will, upon request, be returned at the Bidder's risk and expense.
  6. Price Quotations must be stated in units of quantity specified, show unit pricing, include packing and delivery to destination and all other incidental charges included in the grand total price or bid may be rejected. In case of error in the extension of prices, the unit price shall govern.
  7. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict Bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, Bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish. The City reserves the right to make final determination of equivalency.
- Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the City. If the Bidder does not indicate that the commodity he proposed to furnish is other than specified, it will be construed to mean that the Bidder proposes to furnish the exact commodity described.
8. Bidder declares that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. Abstracts of bids received are prepared for distribution by the Department of Purchases.
  9. Award will be made to the lowest responsible qualified Bidder, who shall be determined in accordance with and pursuant to Section 2-578, inclusive of the Purchasing Ordinances City of New Britain. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award.
  - 10. Section 2-578, item 10, allows up to a ten (10) percent differential in favor of resident Bidders for all purchases and contracts except construction and/or capital improvements. Any city-based bidder, which has submitted a bid, shall be awarded the bid provided that such city-based bidder agrees to accept the award of the bid at the amount of the low bid. In a situation where no city-based bidder submits a bid or where a city-based bidder does not come within the ten (10) percent or chooses not to meet the lowest bid however, there are bids submitted by companies based in Connecticut and other companies based outside Connecticut, in that event the Purchasing Agent shall allow a five (5) per cent differential in favor of the Connecticut based bidder. If more than one Connecticut based bidder submits a bid of not more than five (5) percent higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the bidder who has submitted the lower/lowest bid shall be awarded the bid. A "Connecticut based bidder" shall mean a business with a legal principle place of business located with in the State of Connecticut. A business shall not be considered a Connecticut based bidder unless evidence satisfactory to the purchasing agent has been submitted with the bid documents has a bona fide principle place of business within the State of Connecticut. For construction projects or capital improvements the lowest bidder shall be determined in the following order unless otherwise prohibited by applicable state and federal legislation. (1) For construction projects or capital improvements involving a total contract price of one million dollars (\$1,000,000.) or less any city-based bidder that submitted a low bid not more than eight (8) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. (2) For construction projects and capital improvements of involving a total contract price of more than one million dollars (\$1,000,000.) but less than five million dollars (\$5,000,000.) any city-based bidder that submitted a low bid not more than four (4) percent higher than the lowest bidder, provided such city –based bidder agrees to accept the award of the bid at the lowest bid amount. For construction projects and capital improvements involving a total contract price of over five million dollars (\$5,000,000.) any city-based bidder that submitted a low bid not more than two (2) percent higher than the lowest bid, provided such city-bases bidder agrees to accept the award of the bid at the lowest bid amount.**
  11. The City reserves the right to award by item, groups of items or total bid; to divide the award; to reject any and all bids, in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the City will be served.
  12. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low Bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
  13. Acceptance of a bid by the City is not an order to ship or a commitment to purchase the goods or services from the bidder.

14. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the commodities and/or services described therein shall constitute a contract between the Bidder and the City, which shall bind the Bidder on his part to furnish and deliver the articles quoted at the prices stated and in accordance with the conditions of said accepted bid.
15. Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bid. Where part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
16. In event of default by the Bidder, the City reserves the right to procure the commodities and/or services from other sources and hold the Bidder liable for any excess cost occasioned thereby. If, however, public necessity requires use of materials or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a proper reduction in price.
17. Where a bid bond is required, such bond must accompany the bid; it must be executed by a surety company licensed to do business in the State of Connecticut; or it may be in the form of a cashier's or certified check made out to the "Treasurer, City of New Britain". Said bond or check in the amount of Ten Percent (10%) of the total bid amount shall be given as security that, if the bid is accepted, a contract will be entered into and the performance guarantee properly secured.
18. The bid bond, cashier's or certified check shall be forfeited and the principal amount of said bid bond shall be paid to the City or said check shall be surrendered to the City as the agreed amount of liquidated damages in case of failure of Bidder to enter into contract as above described. The bid bond or check will be released or returned to the Bidder in case his bid is rejected. Bid bonds or checks from the three lowest bidders will be held for a period of 60 days after the bids are opened.
19. All contracts for goods or services where the contract price is more than \$50,000.00 will require a performance bond that must be executed by a surety company licensed to do business in the State of Connecticut in accordance with and pursuant to Section 2-702 inclusive of the Purchasing Ordinances of the City.
20. The Bidder guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Bidder is not the patentee, assignee or licensee.
21. The Bidder, where applicable, agrees to pay its labor force Prevailing Wage Rates and to comply to all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor and the City of New Britain Connecticut.

The City of New Britain, through its Purchasing Agent, is seeking competitive bids for the following commodity:

**2016 SUMMER BUS TRANSPORTATION FOR THE  
NEW BRITAIN PARKS AND RECREATION DEPARTMENT**

Specifications for the product required follow. The Purchasing Administrator reserves the right to divide the award and the right to reject any and all bids, in whole or in part, as best serves the interests of the City of New Britain. SEALED BIDS ARE TO BE SUBMITTED BY THE DATE AND TIME SPECIFIED ON THE COVER SHEET TO: CITY OF NEW BRITAIN PURCHASING DEPT., ROOM 401, 27 WEST MAIN ST., NEW BRITAIN, CT 06051. BID ENVELOPE IS TO BE CLEARLY MARKED ON THE OUTSIDE WITH BID NUMBER AND NAME. BIDS ARE TO BE SUBMITTED IN DUPLICATE

**NOTICE TO BIDDERS:**

1. All delivery and any incidental charges must be included in the pricing. Delivery point is: New Britain, CT. Stated quantities are estimates only; no guarantee is given, express or implied, as to actual quantities to be ordered.
2. The City of New Britain is exempt from the payment of taxes imposed by the federal government and/or the State of Connecticut; such taxes shall not be included in the bid prices.
3. Exceptions to specifications must be clearly stated on a separate piece of paper.
4. Costs of licenses, fees and permits as may be applicable are the responsibility of the contractor
5. Questions regarding the Purchasing process may be directed to Jack Pieper, Purchasing Agent, (860) 826-3402. Questions regarding technical specifications may be directed to Megan Dowling, Park and Recreation Department, City of New Britain, (860) 826-3356.
6. Contractor Insurance Requirements are as follows:

The Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

\* "The City of New Britain and Consolidated School District" shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits

Employers' Liability	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Acting Purchasing Agent prior to purchase order/contract issuance. The Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation. The Contractor shall name the City as Additional Insured on all insurance policies, except Workers Compensation and to provide a Waiver of Subrogation on all policies.

Bidder shall agree to submit proof of the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to Best Publication's latest edition Key Rating Guide. Proof should be submitted at the time of the bid opening.

7. **HOLD HARMLESS AGREEMENT:** The Contractor, its agents and assigns shall indemnify and hold harmless the City of New Britain, including but not limited to, its elected officials, its officers, and agents, ("the City") from any and all claims made against the City, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the Contractor during the Contractor's performance of this Agreement or any other Agreements of the Contractor entered into by reason thereof. The City agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

8. The award will be made to the lowest responsible bidder, who shall be determined in accordance with and pursuant to Section 2-578 Items 1 through 11, inclusive, of the City of New Britain Code of Ordinances. **A ten (10) percent differential will be given in favor of resident bidders.**

9. **SUBCONTRACTING:** The successful bidder may utilize the services of specialty subcontractors on those portions of the work which, under normal contracting practices are performed by specialty subcontractors. The successful bidder shall not award any portion of the work to a subcontractor without prior written approval of the City. The acceptance of any and all subcontractors shall reside with the City, and the City's decision shall be final. The successful bidder shall be fully responsible to the City for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

The successful bidder shall cause appropriate provisions to be included in all subcontracts relative to this project to bind subcontractors to the provisions of the Contract and these Bid Documents as applicable to work performed by the subcontractor on this projects; and appropriate provisions to give

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the City the same powers and authority over any subcontractor as it has over the Contractor under the provisions of said documents.

10. Addenda and Interpretations: No interpretation of the meaning of the plans, specifications or other Bid Documents will be made to any bidder orally. Every request for such interpretation should be made in writing addressed to the persons listed in section 5, and, to be given consideration, must be received at least ten days prior to the scheduled bid opening. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Bid Documents which, if issued, will be mailed by CERTIFIED mail with return receipt requested to all prospective bidders (at the respective addresses furnished for such purpose) not later than five days prior to the scheduled bid opening. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under their bid as submitted. All addenda so issued shall become part of the Bid Documents. It is also the Bidder's responsibility to check on-line a minimum of twenty-four (24) hours in advance of the bid opening to determine if an addenda have been issued.

11. Submission of a bid in response to this solicitation indicates that the Contractor understands and agrees to the terms of this section. Contractor shall comply with City of New Britain Code of Ordinances, Section 2-625-628, Section 2-578, item 10 and provisions following, as may be applicable:

Sec. 2-625. For the purposes of this division, the following definitions shall apply:

- (a) "Building, property equipment or maintenance services" includes any janitorial, cleaning, maintenance or related service.
- (b) "Contractor" means any provider of food, clerical, transportation, securing building, property, equipment or maintenance services whose rate of reimbursement or compensation is determined by a service contract with the City or any City agent, including (1) building, property or equipment service companies, (2) management companies providing property management services, (3) companies providing food preparation or service, or both, (4) companies providing transportation services, (5) companies providing clerical services and (6) companies providing security services.
- (c) "Effective wage" means, for a worker not paid on an hourly basis, his/her income from the employer in question for the most recent full pay period divided by the number of hours he/she worked during that pay period.
- (d) "Employer: means any person, organization or other entity that uses or received money from or through the City, and shall include the City.
- (e) "Worker" or "employee" means a natural person who performs services for an employer for whom the employer is required to withhold income taxes pursuant to the federal Internal Revenue Code.
- (f) "Food services" means the services of a contractor involving the regular provision of food at a City owned facility under a contract with the city. Only contracts of greater than twenty-five thousand dollars (\$25,000.00) may be considered "food service".
- (g) "Living wage" means the poverty guideline for a family of four most recently published by the U.S. Department of Health and Human Services, divided by 1,763. (This wage level allows a full-time worker to earn 118% of the poverty guideline.)
- (h) "Local job agency" means any nonprofit organization based in or with an office in the City of New Britain which maintains a list of residents of the City of New Britain.

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- (i) "Lowest paid worker" means the employee of a contractor performing work under a service contract with the city who receives the lowest hourly pay of all the employees of said contractor doing work under said contract, considering both the wages of wage employees and the effective wages of non-wage employees.
- (j) The "lowest pay" means the wage or effective wage of the contractor's lowest paid worker.
- (k) "Pay period" means the period of time worked by an employee for which he/she is paid in a single paycheck.
- (l) "Paycheck" shall mean any regular disbursement of funds to an employee by an employer for work performed.
- (m) "Service Contract" means a contract or agreement between a business and the City or any City agent for the provision of food, clerical, transportation, building, property, equipment or maintenance services by the business. Construction contracts shall not be deemed service contracts. Contracts for services to be performed for a duration of five or fewer days or on an "as-needed" basis shall not be deemed service contracts.
- (n) "Worker" or "employee" means a natural person who performs services for an employer for whom the employer is required to withhold income taxes pursuant to the federal Internal Revenue Code.

Sec. 2-626. Notwithstanding any other provision of this Code of Ordinances and in addition to the requirements of Section 2-569 of said Code, no bid for an amount in excess of twenty-five thousand dollars (\$25,000.00) shall be accepted pursuant to Division 3 of Article VIII of Chapter 2 of said Code without being accompanied by an affidavit, signed by the owner or an officer of the company under the pains and penalties of perjury, attesting that:

- (a) The company agrees that, should need arise for the company to hire workers within three months of the purchase in question for work to be performed within ten miles of the boundaries of New Britain, the company shall mail to each local job agency a notice of the job opening(s) at least two business days prior to the date that any final hiring decision is made. Each such notice shall include a description of the work to be performed, the pay and benefits to be paid for such work and the date(s), time(s), place(s) and manner by which one may apply for such employment, including any application and manner by which one may apply for such employment, including any application form(s) that may be used. The company shall also agree to give first preference to hiring any person referred by a local job agency whose qualifications are at least equal to those of all other applicants. This shall not apply when an employer is hiring someone from within their current organization.
- (b) The contractor agrees to inform employees who might be eligible of their possible right to the federal Earned Income Credit ("EIC") under Section 32 of the Internal Revenue Code of 1954, 26 U.S.C. Section 32, and shall make available to employees forms informing them about the EIC and forms required to secure advance EIC payments from the employer.
- (c) The contractor agrees to be bound by the terms and penalties of this Division, including, but not limited to any requirement that monies otherwise to be paid to the contractor be withheld by or returned to the City in the event a violation is found.

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Sec. 2-627. Notwithstanding any other provisions of this Code of Ordinances, all service contracts in excess of twenty-five thousand dollars (\$25,000.00) entered into by the City shall include:

- (a) A requirement that the contractor maintain the wage level or effective wage level of its lowest paid worker at no lower than the living wage at all times during the effective period of the service contract.
- (b) A requirement that the contractor agrees to inform employees who might be eligible of their possible right to the federal Earned Income Credit ("EIC") under Section 32 of the Internal Revenue Code of 1954, 26 U.S.C. Section 32, and shall make available to employees forms informing them about the EIC and forms required to secure advance EIC payments from the employer.
- (c) A requirement that, should need arise for the contractor to hire workers to carry out the terms of the contract in question or for any other activities to occur or commence during the period of the contract in question within ten miles of the boundaries of New Britain, the contractor shall mail to each local job agency a notice of the job opening(s) at least two business days prior to the date that any final hiring decision is made. Each such notice shall include a description of the work to be performed, the pay and benefits to be paid for such work and the date(s), time(s), place(s) and manner by which one may apply for such employment, including any application form(s) that may be used. The contractor shall also agree to give first preference to hiring any person referred by a local job agency whose qualifications are at least equal to those of all other applicants. This shall not apply when an employer is hiring someone from within their current organization.
- (d) A requirement that the contractor be bound by the terms and penalties of this Division, including, but not limited to any requirement that monies otherwise to be paid to the contractor be withheld by or returned to the City in the event a violation is found.

Sec. 2-628. (a) Each local agency shall maintain a list which shall include the names, addresses, telephone numbers and job skills of persons declaring their need for employment and shall also note the last date each such person declared to the local job agency his or her need for employment. No name shall be maintained on such list for more than three months after the last date the person seeking employment declared his or her need for employment.

(b) The City purchasing agent shall keep an updated list of all nonprofit agencies opting to act as local job agencies, including their names, addresses and telephone numbers. This list shall be made available to any company required to utilize it to comply with the Code of Ordinances and to other business or organization seeking to hire workers.

**Section 2-578, item 10, allows up to a ten (10) percent differential in favor of resident Bidders for all purchases and contracts** except construction and/or capital improvements. Any city-based bidder, which has submitted a bid, shall be awarded the bid provided that such city-based bidder agrees to accept the award of the bid at the amount of the low bid. In a situation where no city-based bidder submits a bid or where a city-based bidder does not come within the ten (10) percent or chooses not to meet the lowest bid however, there are bids submitted by companies based in Connecticut and other companies based outside Connecticut, in that event the Purchasing Agent shall allow a five (5) per cent differential in favor of the Connecticut based bidder. If more than one Connecticut based bidder submits a bid of not more that five (5) percent higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the bidder who has submitted the lower/lowest bid shall be awarded the bid. A "Connecticut based bidder" shall mean a business with a legal principle place of business located with in the State of Connecticut. A business shall not be considered a Connecticut based bidder unless evidence satisfactory to the purchasing agent has been submitted with the bid documents has a bona fide principle place of business within the State of Connecticut. For construction projects or capital improvements the lowest bidder shall be determined in the following order unless otherwise prohibited by applicable state and federal legist ration.

12. The City may consider as irregular any bid on which there is an alteration of or departure from the Bid Forms hereto attached and at its option may reject the same. The City reserves the right to reject any Bid submitted that is not in full compliance with these Instructions to Bidders as being not responsive. The City also reserves the right to reject the Bid of any Bidder it considers not responsible.

13. The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the Bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any and all bids if evidence submitted by or investigation of such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work or delivery the items contemplated therein.

14. The City shall not be held responsible for any misspellings, typographical errors, omission or conflicting information within the bid documents. If the Bidder finds any within the bid documents, the Bidder should contact the Purchasing Agent requesting clarification.

15 The City also reserves the right to accept or reject any or all bids, and to withdraw this invitation to bid at any time before or after the bids are opened.

**16. All Bidders must complete the W9, Non Collusive Affidavit of Bidders, Affidavit for Compliance with Section 2-626 of the City Code of Ordinances and the Notice To Prospective Bidders Certification Required forms, with are attached, and submit them with their bid documents in order for their bids to be considered. Bidders shall certify that neither they nor any business or corporation fully or partially owned by the bidders are not delinquent on the payment of City property taxes or fees. The Non Collusive Affidavit and Affidavit for Compliance with Section 2-626 of the City Code of Ordinances must be also be signed and notarized by an official State Notary and the Notary's seal placed on it. If the required forms are not completed the City reserves the right to reject the submitted bid.**

17. If City Hall is closed on the day of the bid opening due to inclement weather or any other conditions, the bid opening date shall be postponed until the same hour on the next day that City Hall is officially open for business.

**18. All employees who will be driving from the contractor will possess the required Connecticut State Driver's license with the proper endorsements.**

**19. All buses utilized for this service will be safe and have passed all Connecticut DOT inspections.**

## **SPECIFICATIONS**

- A.** Four (4) buses, two (2) hours in the morning and two (2) hours in the afternoon. Pick up children at neighborhood sites (2016 schedule is attached - any changes will be forwarded prior to start of Camp) and bring them to Willow Brook Pool and A.W. Stanley Park. Monday, June 20, 2016 through Friday, August 5, 2016, excluding Monday, July 4, 2016.

**Again this year: Buses MUST BE EQUIPED with radios or cell phones to transmit back and forth to dispatch.**

**NOTE: Payment will not be made for days cancelled.**

Day rate per bus \$ \_\_\_\_\_

Total Cost per bus, 34 days, 6/20 – 8/5/2016 \$ \_\_\_\_\_

- B.** Approximately two (2) additional buses for special trips outside the City approximately six (6) times during the summer. Trips are to places such as Auer Farm in Bloomfield, Dinosaur Place in Oakdale, Berlin Batting Cages in Berlin, SCSU in New Haven and Lake Compounce in Bristol. (Pick up points are at A.W. Stanley Park, and Willow Brook Pool)

\*Rate per hour, per bus \$ \_\_\_\_\_.

- C.** Approx. 1-5 buses for trips inside the City approximately five (5) times during the summer: Mayor's Pencil Hunt, (A.W. Stanley Park), Carnival Day (A.W. Stanley Park), and possible rain days transportation from Willow Brook Park and A.W. Stanley Park to Roosevelt Middle School & Holmes Elementary School in New Britain.

\*Rate per hour, per bus \$ \_\_\_\_\_.

- D.** Approximately 1-2 field trip buses outside of the City to Camp Schade in Burlington, CT approximately ten (10) times during the summer on Wednesdays and Fridays.

\*Rate per hour, per bus \$ \_\_\_\_\_.

1. All prices must contain full and complete prices including driver, gas, mileage and insurance costs.

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2. Children are not allowed to ride on the bus unless authorized by our Parks and Recreation Department. (Bus Company employees' children are not allowed on bus routes or trips unless properly registered through the New Britain Parks and Recreation Department).
3. \*No additional time should be charged before or after scheduled runs.
4. The New Britain Parks and Recreation Department reserves the right to remove or transfer at any time any driver who, in the Superintendent of Recreation's or Recreation Supervisor's judgment, is not fitted by temperament, personality or other reason, including, but not limited to, neatness in appearance, courteousness, and careful operation of bus transporting school children, or where necessary in order to protect the safety and well being of New Britain Participants.
5. All employees who will be driving for the contractor will possess the required Connecticut State Driver's license with the proper endorsements.

Vendor Name:

Address:

Town/City:

Contact Person:

Telephone #:

**2016 BUS SCHEDULE**

**AW Stanley A.M. Bus Routes**

**BUS 1**

AW Stanley A.M. Rt. 1 / 14 min (25 min)			
STOP	TO	STOP	TIME (minutes)
Gaffney @ 8:00am		DiLoreto @ 8:05am	2 (5)
DiLoreto @ 8:05am		Jefferson @ 8:10am	2 (5)
Jefferson @ 8:10am		Pulaski @ 8:15am	4 (5)
Pulaski @ 8:15am		AW Stanley @ 8:25am	6(10)

AW Stanley A.M. Rt. 2 / 37 min (40 min)			
STOP	TO	STOP	TIME (minutes)
AW Stanley @ 8:25am		Smalley @ 8:35am	9 (10)
Smalley @ 8:35am		Chesley @ 8:40am	7 (5)
Chesley @ 8:40am		Roosevelt @ 8:45am	2 (5)
Roosevelt @ 8:45am		Northend @ 8:50am	5 (5)
Northend @ 8:50am		AW Stanley @ 9:05am	14 (15)

**BUS 2**

AW Stanley A.M. Rt. 3 / 26 min (30 min)			
STOP	TO	STOP	TIME (minutes)
NBHS @ 7:45am		Vance @ 7:50am	4 (5)
Vance @ 7:50 am		Lincoln @ 7:55am	4 (5)
Lincoln @ 7:55am		Walnut Hill @ 8:00am	5 (5)
Walnut Hill @ 8:00am		Washington @ 8:05am	5 (5)
Washington @ 8:05am		AW Stanley @ 8:15am	8 (10)

AW Stanley A.M. Rt. 4 / 21 min (30 min)			
STOP	TO	STOP	TIME (minutes)
AW Stanley @ 8:20am		N.B.P.D. (Main St) @ 8:30am	11 (10)
N.B.P.D. (Main St) @ 8:30am		Corner of Lafayette St and Beaver St @ 8:35am	2 (5)
Corner of Lafayette St and Beaver St @ 8:35am		Stanley Quarter @ 8:45am	6(10)
Stanley Quarter @ 8:40am		AW Stanley @ 8:45am	2 (5)

**AW Stanley P.M. Bus Routes**

**BUS 1**

AW Stanley P.M. Rt. 2 / 34 min (35 min)			
STOP	TO	STOP	TIME (minutes)
AW Stanley @ 3:00pm			Northend @ 3:15pm
Northend @ 3:15pm		Roosevelt @ 3:20pm	5 (5)
Roosevelt @ 3:20pm		Chesley @ 3:25pm	2 (5)
Chesley @ 3:25pm		Smalley @ 3:30m	7 (5)
Smalley @ 3:30pm		AW Stanley @ 3:40pm	8 (10)

AW Stanley P.M. Rt. 1 / 15 min (25 min)			
STOP	TO	STOP	TIME (minutes)
AW Stanley @ 3:45pm			Pulaski @ 3:50pm
Pulaski @ 3:50pm		Jefferson @ 3:55pm	4 (5)
Jefferson @ 3:55pm		DiLoreto @ 4:00pm	2 (5)
DiLoreto @ 4:00pm		Gaffney @ 4:05pm	2 (5)

**BUS 2**

AW Stanley P.M. Rt. 4 / 24 min (30 min)			
STOP	TO	STOP	TIME (minutes)
AW Stanley @ 3:00pm			Stanley Quarter @ 3:05pm
Stanley Quarter @ 3:05pm		Corner of Lafayette St and Beaver St @ 3:15pm	9 (10)
Corner of Lafayette St and Beaver St @ 3:15pm		N.B.P.D. (Main St) @ 3:20pm	2 (5)
N.B.P.D. (Main St) @ 3:20pm		AW Stanley @ 3:25pm	11 (10)

AW Stanley P.M. Rt. 3 / 25 min (30 min)			
STOP	TO	STOP	TIME (minutes)
AW Stanley @ 3:30pm			Washington @ 3:40pm
Washington @ 3:40pm		Walnut Hill @ 3:45pm	6 (5)
Walnut Hill @ 3:45pm		Lincoln @ 3:50pm	4 (5)
Lincoln @ 3:50pm		Vance @ 3:55pm	3 (5)
Vance @ 3:55pm		NBHS @ 4:00pm	4 (5)

**Willow Brook A.M. Bus Routes**

**BUS 1**

Willow Brook A.M. Rt. 1 / 20 min (25 min)			
STOP	TO	STOP	TIME (minutes)
Gaffney @ 8:00am		DiLoreto @ 8:05am	2 (5)
DiLoreto @ 8:05am		Jefferson @ 8:10am	2 (5)
Jefferson @ 8:10am		Pulaski @ 8:15am	4 (5)
Pulaski @ 8:15am		Willow Brook @ 8:25am	12(10)

Willow Brook A.M. Rt. 2 / 23 min (35 min)			
STOP	TO	STOP	TIME (minutes)
Willow Brook @ 8:25am		Smalley @ 8:30am	4 (5)
Smalley @ 8:30am		Chesley @ 8:40am	6 (10)
Chesley @ 8:40am		Roosevelt @ 8:45am	2 (5)
Roosevelt @ 8:45am		Northend @ 8:50am	5 (5)
Northend @ 8:50am		Willow Brook @ 9:00am	6 (10)

**BUS 2**

Willow Brook A.M. Rt. 3 / 22 min (25 min)			
STOP	TO	STOP	TIME (minutes)
Lincoln @ 8:00am		Vance @ 8:05am	3 (5)
Vance @ 8:05am		Walnut Hill @ 8:10am	3 (5)
Walnut Hill @ 8:10am		Washington @ 8:15am	6 (5)
Washington @ 8:15am		Willow Brook @ 8:25am	10 (10)

Willow Brook A.M. Rt. 4 / 33 min (40 min)			
STOP	TO	STOP	TIME (minutes)
Willow Brook @ 8:25am		N.B.P.D. (Main St)@ 8:35am	8 (10)
N.B.P.D. (Main St) @ 8:35am		Corner of Lafayette St and Beaver St @ 8:40am	2 (5)
Corner of Lafayette St and Beaver St @ 8:40am		A.W. Stanley @ 8:50am	9 (10)
A.W. Stanley @ 8:50am		Stanley Quarter @ 8:55am	5 (5)
Stanley Quarter @ 8:55am		Willow Brook @ 9:05am	9 (10)

**Willow Brook P.M. Bus Routes**

**BUS 1**

**Willow Brook P.M. Rt. 2 / 23 min (35 min)**

STOP	TO	STOP	TIME (minutes)
Willow Brook @ 3:00pm		Northend @ 3:10pm	6 (10)
Northend @ 3:10pm		Roosevelt @ 3:15pm	5 (5)
Roosevelt @ 3:15pm		Chesley @ 3:20pm	2 (5)
Chesley @ 3:20pm		Smalley @ 3:25	6 (5)
Smalley @ 3:25pm		Willow Brook @ 3:35pm	4 (10)

**Willow Brook P.M. Rt. 1 / 20 min (25 min)**

STOP	TO	STOP	TIME (minutes)
Willow Brook @ 3:35pm		Pulaski @ 3:45pm	12 (10)
Pulaski @ 3:45pm		Jefferson @ 3:50pm	4 (5)
Jefferson @ 3:50pm		DiLoreto @ 3:55pm	2 (5)
DiLoreto @ 3:55pm		Gaffney @ 4:00pm	2 (5)

**BUS 2**

**Willow Brook P.M. Rt. 4 / 36 min (40 min)**

STOP	TO	STOP	TIME (minutes)
Willow Brook @ 3:00pm		Stanley Quarter @ 3:10pm	9 (10)
Stanley Quarter @ 3:10pm		A.W. Stanley @ 3:15pm	5 (5)
A.W. Stanley @ 3:15pm		Corner of Lafayette St and Beaver St @ 3:25pm	9 (10)
Corner of Lafayette St and Beaver St @ 3:25pm		N.B.P.D. (Main St) @ 3:30pm	5 (5)
N.B.P.D. (Main St) @ 3:30pm		Willow Brook @ 3:40pm	8 (10)

**Willow Brook P.M. Rt. 3 / 22 min (25 min)**

STOP	TO	STOP	TIME (minutes)
Willow Brook @ 3:40pm		Washington @ 3:50pm	10 (10)
Washington @ 3:50pm		Walnut Hill @ 3:55pm	6 (5)
Walnut Hill @ 3:55pm		Vance @ 4:00pm	3 (5)
Vance @ 4:00pm		Lincoln @ 4:05pm	3 (5)

# NON COLLUSIVE AFFIDAVIT OF BIDDERS

## BID# 3870 – 2016 Summer Bus Transportation

State of (\_\_\_\_\_);

County of (\_\_\_\_\_).

I state that I am the \_\_\_\_\_ of \_\_\_\_\_  
(title) (name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Bid.

I certify that:

- (1) The price and amount on this Bid has been arrived at independently and without consultation, communication, or agreement with any other bidder.
- (2) Neither the price(s) nor the amount of this Bid and approximate price(s) nor approximate amount of this Bid has been disclosed to any other firm or person who is a Bidder and that no disclosure of these items will be made prior to the Bid opening.
- (3) No attempt has been or will be made to induce any firm or person to refrain from proposing on this Bid, or to submit a Bid higher than this Bid, or to submit any intentionally higher or non competitive Bid.
- (4) Neither the said Bidder nor any of its officers, partners, owners, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from Bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Britain, owner, or any person interested in the proposed Contract.
- (5) The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non competitive proposal.

(6) I state that \_\_\_\_\_ understands and acknowledges that all  
(name of my firm)

representations of this affidavit are material and important, and will be relied on by the City of New Britain in awarding a contract for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of New Britain of the true facts relating to the submission of Bids for this contract. That the City of New Britain also reserves the right to reject our Bid if failure to complete this document, have it notarized and submitted with our Bid documents.

The undersigned Bidder further certifies that this statement is executed for the purpose of including the City of New Britain to consider the Bid and make an award in accordance therewith.

Subscribe and Sworn to me this  
\_\_\_\_\_ day of \_\_\_\_\_,  
2016

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Signature and Title of Person

Notary Public  
My Commission Expires

\_\_\_\_\_  
Date

**AFFIDAVIT FOR COMPLIANCE WITH SECTION 2-626 OF THE CODE OF ORDINANCES FOR BIDS EXCEEDING \$25,000.00**

**BID# 3870 - Summer 2016 Bus Transportation**

The undersigned, being duly sworn, hereby deposes as follows:

1. I am over the age of eighteen (18) years and understand the obligations of an oath.
2. I have personal knowledge of the facts recited herein.
3. This affidavit is signed under the penalties of perjury and false statement and is being signed in connection with Public Bid Number \_\_\_\_\_.
4. I hold the position of \_\_\_\_\_ with \_\_\_\_\_ and certify that I am authorized to sign this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible for my firm to comply with the Labor Standards set forth per the City Ordinances, section 2-625 through sections 2-628 as indicted in this bid specifications.
5. I further certify that \_\_\_\_\_
  - (a) Will maintain the wage level or effective wage level of its lowest paid worker at no lower than the living wage at all times during the effective period of the contract. I agree that my firm will inform our employees who might be eligible of their possible right to the federal Earned Income Credit ("EIC") under Section 32 of the Internal Revenue Code of 1954, 26 U.S.C. Section 32, and shall make available to our employees forms informing them about the EIC and forms required to secure advance EIC payments from my firm.
  - (b) Should a need arise for my firm to hire workers to carry out the terms and conditions of this bid or its contract or for any other projects to occur or commence during the contract period within ten miles of the boundaries of New Britain, my firm shall mail to each local job agency a notice of the job opening(s) at least two business days prior to the date that any final hiring decision is made. Each such notice shall include a description of the work to be performed, the pay and benefits to be paid for such work and the date(s), time(s), place(s) and manner by which one may apply for such employment, including any application form(s) that may be used. My firm also agrees to give first preference to hiring any person referred by a local job agency whose qualifications are at least equal to those of all other applicants. This shall not apply when my firm is hiring someone from within our organization.

6. \_\_\_\_\_ furthers agrees to be bound by the terms and

Name of Company

requirements set forth in sections 2-625 through 2-628 of the Code of Ordinances including that monies otherwise due to be paid under the terms of the contract may be withheld by or required to be reimbursed to the City of New Britain in the event a violation of these provisions is determined

Dated at \_\_\_\_\_, Connecticut

This \_\_\_\_\_ day of \_\_\_\_\_ 2016

\_\_\_\_\_  
Legal Name of Bidder/Company

\_\_\_\_\_  
Street Business Address

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Duly Authorized Signature and Title of Person

STATE OF CONNECTICUT ss: \_\_\_\_\_ 2016

COUNTY OF \_\_\_\_\_

Personally appeared, \_\_\_\_\_ Title \_\_\_\_\_ of

\_\_\_\_\_, duly authorized, who signed the foregoing  
Name of Company

Instrument and acknowledged the same to be his/her free act the free  
act and deed of said \_\_\_\_\_ before me.  
Name of Company

Notary Public \_\_\_\_\_  
Commissioner of Superior Court

**Request for Taxpayer  
 Identification Number and Certification**

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>												
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<b>Employer identification number</b>												
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**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).

**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 on page 4.

<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.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If 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).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

NOTICE TO PROSPECTIVE BIDDERS  
CERTIFICATION REQUIRED

The City of New Britain Code of Ordinances, Sec. 2-575, read as follows:

Sec. 2-575. Rejection of bid where bidder is in default to city.

The agent shall not accept the bid of a contractor, who is in default on the payment of taxes, licenses or other monies due the city.

The agent shall include in the bid document a form to be executed by a bidder, certifying that said bidder is not in default on the payment of taxes, licenses or other monies due the city.

As used in this section, (1) a "principal" of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner; and (2) "default in the payment of taxes" shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Tax Collector.

In accordance with this provision, prospective vendors make the following certification:

The principals, as defined above, of the entity submitting responses to Public Bid No. 3870 are: (Please type or print clearly and use additional pages if necessary).

1. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as defined above, is in any local entity other than the entity submitting a response to this Public Bid listed above, state the entity or entity's name(s) and address(es):

Entity's Name \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

NOTICE TO PROSPECTIVE BIDDERS  
CERTIFICATION REQUIRED

2. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as described above, is in any local entity other than the entity submitting a response to this Public Bid No. listed above, state the entity or entity's names(s) and address(es):

Entity's Name \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

3. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as defined above, is in any local entity other than the entity submitting a response to this Public Bid No. listed above, state the entity or entity's name(s) and address(es):

Entity's Name \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

Signature of Principal and their Title of the Entity Submitting this Bid hereby indicates by signing this Notice to Prospective Bidder that the Entity or its Principles as listed herein are not in default on the payment of taxes, licenses, or other monies due to the City of New Britain as of the date of this bid solicitation.

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

Review by Tax Collector: (To be completed by the City of New Britain's Tax Collector only if the Bidder is awarded the contract as the result of this Public Bid)

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



**City of New Britain**  
New Britain, Connecticut 06051

*"New Britain:  
A City for  
All People"*

27 WEST MAIN ST., NEW BRITAIN, CT 06051

PHONE: (860) 826-3434  
FAX: (860) 612-4204  
E-MAIL: [jpieper@newbritainct.gov](mailto:jpieper@newbritainct.gov)

Date: \_\_\_\_\_, 2016

Subject: 2016 Summer Bus Transportation, Bid No. 3870

To Whom It May Concern:

Specifications for subject bid solicitation are enclosed for your review and response.

If you do not submit a bid, we request that you complete the bottom portion of this letter and return to the writer's attention. This shall assist the City of New Britain in maintaining accurate bidders' lists.

Your cooperation is greatly appreciated.

Very truly yours,

Jack Pieper  
Purchasing Agent

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

We are not responding to subject bid solicitation for the following reason:

- Our company does not sell the requested product.
- Our company does not provide the requested service.
- Our schedule will not allow us to provide the requested service at this time.
- Other (please explain): \_\_\_\_\_

\_\_\_\_\_