

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. 3895

Issued: 08/05/2016

Page 1 of 14 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.: Residential Cycling Center, 642 Christian Lane

Berlin, CT and 55 Harvard Street, New Britain CT.

Date of Bid Opening August 30, 2016 Time 1:00 PM

Delivery Required _____

Jack Pieper
 Purchasing Agent

Amount of Bid Bond None

Bid No. 3895

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	PRICING
1.	<p style="text-align: center;">ROLL-OUT TRASH CARTS</p> <p>Note: No guarantee is made expressed or implied, of the Quantities to be ordered by the City of New Britain</p> <p>Duration of the Bid Price (How long will bid price be held for) Number of Days? _____</p> <p style="text-align: center;">****PLEASE SUBMIT BIDS IN DUPLICATE****</p> <p>THE FOLLOWING MUST BE EXECUTED/COMPLETED AND RETURNED:</p> <ol style="list-style-type: none"> 1. Form Pur. 1 (Request for Quotation). 2. Notice to Prospective Bidders, Pages 10-12 3. Bidders to submit a completed W9 and Non Collusive Form Pages 13 & 9 <p><u>BIDS WILL NOT BE ACCEPTED AFTER THE STATED BID OPENING DATE AND TIME.</u></p> <p><u>PLEASE NOTE THAT BIDS SUBMITTED CANNOT BE FAXED OR E-MAILED.</u></p>	<p style="text-align: center;">PLEASE COMPLETE PAGE 8</p>

IMPORTANT – READ CAREFULLY BEFORE MAILING BID: CONDITIONS, BID TERMS AND INSTRUCTIONS
CITY OF NEW BRITAIN CONNECTICUT- DEPARTMENT OF PURCHASING

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. Quotations must show unit price, amount and grand total, 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. Section 2-578, item 10, allows up to a six percent differential in favor or resident Bidders. Differential percent (up to 6%) is assigned on a bid-by-bid basis by the Acting Purchasing Agent.
10. 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.
11. 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.
12. Acceptance of a bid by the City is not an order to ship.
13. 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.
14. 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.
15. 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.
16. 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 shall be given as security that, if the bid is accepted, a contract will be entered into and the performance guarantee properly secured.
17. 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.
18. 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.

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

ROLL-OUT TRASH CARTS

Specifications for the product required follow. The Purchasing Agent 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.*

Notice to bidders:

- 1. Delivery and any incidental charges must be included in the pricing. Delivery point is City of New Britain, Residential Recycling Center, 642 Christian Lane, Berlin CT for the Roll-Out Trash Carts. 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. Manufacturer must be clearly stated if applicable.
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 Joyce Zukowski, New Britain Public Works, (860) 826-3391.
6. Vendor insurance requirements are as follows:
Vendor 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

CITY OF NEW BRITAIN
PUBLIC BID NO. 3895

* “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 Purchasing Agent prior to purchase order/contract issuance. Vendor 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 vendor agrees to name the City as Additional Insured on all Insurance Policies except Workers Compensation and to provide a Waiver of Subrogation on all Insurance Policies.

Purchaser 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.

7. 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.

8. 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.

9. 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.

10. No guarantee is made expressed or implied, of the Quantities of the Roll-Out Trash Carts to be ordered by the City of New Britain

11. FUNDING CONSIDERATIONS, Any contract executed by the City, as a municipal government, is subject to the appropriation of funds.

15. All Bidders must complete the W9, Non Collusive Affidavit of Bidders 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. The Non Collusive Affidavit 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.

16. Please Submit Bids in Duplicate

SPECIFICATIONS:

Roll-Out Trash Cart

GENERAL

Carts shall be manufactured from high density polyethylene plastic by either the rotational or injected molding process. Each vendor must provide a non-prorated unconditional warranty for a minimum period of ten (10) years, against defects, wear from lifting with mechanical lifter, wear from typical sliding associated with moving the cart, etc. Terms and conditions of the warranty must be fully stated in the bid and will be considered grounds for rejection if considered incomplete or insufficient. All carts must be compatible with all types of rear cart lifters/tippers and automated arm lifters presently manufactured. Carts shall meet the latest ANSI Z245.30 and Z245.60 specifications.

The bidder shall provide, along with the bid submission, brochures which demonstrate how the cart being quoted meets all the specifications contained herein. Vendors being considered for this contract may be required to submit a sample container to be used for evaluation by the City.

CART PROPERTIES

Each cart must meet the following requirements:

Capacity:	95 gallon (minimum)
Weight:	39 pounds (minimum)
Wheels:	2-10” diameter wheels (minimum)
Axle:	¾” (0.750”) diameter (minimum)
Load Rating:	340 pounds (minimum)
Wall Thickness:	0.135” (minimum)

HANDLE:

Each cart must be equipped with a minimum of one handle designed to best facilitate the easiest and most controlled movement of a fully loaded cart.

CART COVER:

Each cart shall have a cart cover configured to ensure that it will no warp, bend, slump or distort, or allow water to enter the cart. The cover, when in the closed position, shall not allow water to pond on it nor allow water to enter the cart. The lid shall not open under normal wind conditions (up to 30 mph). The cover shall not be attached to the cart with latches. The cover shall be attached to the cart in a way that will allow the cover to freely swing open through 270° as the cart is being tipped.

The container lid shall be attached to the handle at a minimum of two (2) points with a rust proof fastener system (a single point pivot hinge is not considered to be suitable) Lid attachment extensions shall be a columnar extension of the lid, reducing stress at the attachments points to eliminate deformation or breakage.

STABILITY:

The cart must be stable and self-balancing when in the upright position loaded or empty. The cart must be designed to withstand, in the upright position, winds of up to 30 mph (miles per hour) when the cart is empty; without tipping over.

LIFT SYSTEM:

All carts must be compatible with all types of rear cart lifters/tippers and automated arm lifters presently manufactured. Carts shall meet the latest ANSI Z245.30 and Z245.60 specifications.

CONTAINER BODY MARKINGS

- Both sides of container shall be hot stamped with the white city seal (8”).
- The serial number shall be located on the container in an area that will not be damaged by automated pick up arms.
- The nine digit serial number of the container shall be hot stamped in 1” white numbers in a sequence that follows:
 - 1st two digits-year of manufacturing followed by the container size followed by a space
 - Last five digits sequential serial number beginning with 00001
 - Example – 1496 00001

COLOR:

The plastic resin must be enhanced with color pigment and ultraviolet inhibitor which must be uniformly distributed throughout the finished cart, lid and wheels.

The cart must be maroon and the cover shall be black. The bidder shall submit brochures, pictures, etc. that show the specific shade(s) available.

WARRANTY:

The bidder must submit, with bid, a document which clearly states the exact warranty of the bidder. The warranty must be for not less than ten (10) full years and must specifically provide for non-prorated unconditional replacement of any of the components, parts, including the whole cart body itself; which fail in materials, workmanship, and/or under normal wear over a minimum period of ten (10) years from the date. The warranty shall insure to the City of New Britain residents that the cart provided will perform its design function adequately for a minimum of ten (10) years. Recognizing that the most probable failures are components which can quickly be changed by field personnel, all vendors shall focus the warranty toward a sufficient supply of replacement parts, cart bodies, covers, grab bars, etc. readily available to the City. The terms of the warranty included with this bid will be considered in the evaluation of bids and the final contract award.

Shipping and handling of replacement carts will be included as part of the warranty.

DELIVERY

Roll-out Carts will be delivered F.O.B. Destination to the City of New Britain, Residential Recycling Center, 642 Christian Lane, Berlin CT – prior to 12:00 noon on a regular City work day.

BID AWARD/PRICING

It is City’s intent to award this Bid to the company that most closely meets the bid specifications contained here-in for the lowest overall cost, the City maintains discretion to award this Bid to the company that they believe provides the best value which may not necessarily equate to the lowest per unit cost for each cart. During the evaluation process of the bids, the City at its discretion, reserves the right, where it may serve the City’s best interest, to request additional information, specifications, clarifications or that an oral presentation be made regarding the type of Recycling Cart that the bid was submitted for by the Bidders.

FUNDING CONSIDERATIONS

Any Bid awarded by the City, as a municipal government, is subject to the appropriation of funds.

EXPERIENCE AND REFERENCES

The bidder must have at least (10) ten years of experience in the USA of continuous production/manufacturing of injection or rotationally molded containers for use in automated and semi-automated collection systems.

CITY OF NEW BRITAIN
PUBLIC BID NO. 3895

Bidder must submit with its bid a reference list of municipalities currently using the bidder's products. The list must include at least (10) municipalities who currently have at least 20,000 carts in service. Include the name of the municipality, year of installation, contact person, phone number, and quantity for each reference. Failure to include these references may result in bid disqualification.

Yes _____ No _____

Notes: _____

PRICING

Roll-Out Carts as per specifications

95 Gallon Roll-Out Carts, Maroon, with Black Cover, Imprinted with City of New Britain Seal, delivered directly to New Britain Residential Recycling Center, 642 Christian Lane, Berlin CT.

Ea. 200 \$ _____

Ea. 300 \$ _____

Ea. 400 \$ _____

Spare Wheels for above, Roll-Out Carts to be delivered to the Residential Recycling Center, 642 Christian Lane, Berlin for later use.

Ea. 50 \$ _____

Spare Lids for above, Roll-Out Carts, including pins and lid removal tool if applicable

Ea. 100 \$ _____

NON COLLUSIVE AFFIDAVIT OF BIDDERS

BID# 3895 – Roll-Out Trash Carts

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.

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

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

The City of New Britain Code of Ordinances, Sec. 2-575, reads 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. 3895 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, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's name(s) and address(es):

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

2. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

3. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

4. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

5. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

CERTIFICATION IS HEREBY MADE THAT _____ (ENTITY SUBMITTING BID) AND PRINCIPALS THEREOF ARE NOT IN DEFAULT ON PAYMENT OF TAXES, LICENSES, OR OTHER MONIES DUE THE CITY OF NEW BRITAIN AS OF THE DATE OF BID SOLICITATION.

Signature of Principal of Entity Submitting Bid:

_____ Date: _____

Review by Tax Collector: (To be filled in only if vendor is awarded the contract as the result of Public Bid)

By: _____ Date: _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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"/> Exempt payee	
	<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.

Social security number										

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

Employer identification number										

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).

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.

Sign Here	Signature of U.S. person ▶	Date ▶

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:

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. 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.



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

Date: _____, 2016

Subject: Roll-Out Trash Carts, Bid #3895

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): _____
