

**Purchasing Department  
290 Greenwich Avenue  
Greenwich, Connecticut 06830  
(203) 625-7411  
eugene\_watts@greenwich.k12.ct.us**

EUGENE H. WATTS  
Senior Buyer

July 20, 2022

Dear Sir/Madam:

You are invited to submit a proposal for Campus Monitors for Greenwich Public Schools. The attached proposal specifications detail the Service requirements.

Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Proposals must be submitted on the schedule forms attached. All unit prices must be filled in and the cost sheet must be the first page of the submitted proposal. Each Proposal must be submitted and clearly marked as (1) original and five (5) copies of the proposal. Proposers must submit proposals in a clear, concise and legible manner to permit proper evaluation of responsive proposal. The cost sheet must be the first page of the submitted proposal. Faxed or emailed proposals will not be accepted however, hand delivered, mailed or overnight proposals will be accepted Monday through Friday between the hours of 8:30am -12:00 pm and 1:30 pm - 3:00pm at: Greenwich Public Schools 290 Greenwich Avenue Greenwich, CT 06830. Late proposals will not be accepted.

Greenwich Public Schools is seeking proposals from qualified Companies to provide uniformed security service for sixteen 15 Locations. This document is a Request for Proposal (RFP) for the services described below and does not obligate Greenwich Public Schools to accept responses from eligible Companies. The RFP establishes minimum requirements a proposal must meet in order to be eligible for consideration as well as information to be included in the Company's proposal response.

The original proposals and copies must be in a sealed envelope plainly marked with the company name and address and the following information:

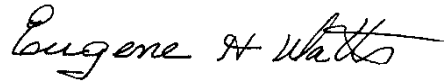
**Campus Monitors Proposal  
Opening Date: 8/11/22  
Opening Time: 10:00 a.m.  
RFP # 2383-22**

The meeting for the Proposal opening will be held remotely by telephone in real time. The details to join the meeting remotely are as follows:

Dial-In by phone: [\(US\)+1 314-730-2252](tel:(US)+13147302252) PIN: 848 050 754#

All Proposer's and other interested people are invited to call in to hear Proposal 2383-22 being read at 10:00 a.m.

Very truly yours,

A handwritten signature in cursive script that reads "Eugene H. Watts". The signature is written in black ink and is positioned above a horizontal line.

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Eugene H. Watts

**GREENWICH PUBLIC SCHOOLS  
GREENWICH, CT**

**REQUEST FOR PROPOSAL  
CAMPUS MONITORS**

**1. Background**

The Town of Greenwich, CT is about 30 miles northeast of New York City and has a population of about 60,000 people. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. Our fifteen public schools have a current enrollment of 9,000 students and consist of eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our district also offers some pre-K and alternative high school programs.

**2. Proposal Evaluation Criteria:**

The District has decided on utilizing Level II of security guard.

The selection of the successful Company will be made based on Greenwich Public Schools evaluation and determination of the relative ability of each proposer to deliver quality service in a cost-effective manner.

The following criteria guidelines will be used in analyzing and evaluating this proposal.

- 1 Company History and Organization
- 2 Management Approach
- 3 Personnel Selection Process
- 4 Development and Retention of Personnel
- 5 Total Quality Management Program
- 6 Cost Proposal and Invoicing
- 7 Training Programs (State certification, first aid/cpr certification, etc.
- 8 Computer Management System
- 9 Value Added Features
- 10 Insurance
- 11 Benefits Program
- 12 Employee Recognition Programs
- 13 Transition Plan
- 14 References

Greenwich Public Schools is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the proposer must be duly licensed or otherwise have the ability to perform work in

accordance with all governing local authorities and to the satisfaction of those authorities.

**3. AWARD OF CONTRACT:**

The contract will be awarded by the Greenwich Public Schools to the qualified company or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of goods and/or services.

**4. PROJECT DESCRIPTION:**

The general scope of work shall be to supply all labor, materials, equipment and supervision necessary to provide licensed, unarmed and uniformed Campus Monitors at Greenwich Public Schools. The Campus Monitors shall be seated at the front entrance of the school building. He/she shall greet all visitors, ask for state approved identification, provide sign in sheet, a visitor badge and escort them to their destination.

The service must be rendered for 182 to 187 school days, dependent upon the school calendar and emergency closings, in sixteen (15) school locations (2 of those days are training with our local police). Greenwich Public also reserves the option to include summer school. The Company will be notified of any emergency closings of the District and the Company shall not bill the District for those days. The Company will follow the school calendar for the required coverage for the District. No coverage will be required if the schools are closed and no PM coverage will be required on half day dismissals. If coverage is required for additional days or hours (graduation ceremony, concerts, sports events, summer school, etc.), the Company shall bill the District at the same hourly rate listed in the proposal. All Campus Monitors will be supplied a Board of Ed cell phone and radio. Campus Monitors will be asked to wear a uniform which will be approved by the Board of Ed.

**The following is a list of services that must be performed but not limited to:**

- Checking doors are securely latched around the perimeter of the building
- Making sure radios and phones are active and ready
- Monitoring all of the cameras for the building (inside and outside)
- Overseeing the access control for the building from the front door station
- Monitoring the physical aspect of the building
- Greeting guests to the building and requiring guests to sign in and out and wear a name tag

- Provide a welcome entrance to staff and students providing a sense of security. Immediately report all suspicious activity or emergencies to the local police department. Assist school personnel with emergency actions, such as fire evacuation, lock down, etc.

**The minimum requirements for the guards are:**

- Minimum of 19 years of age.
- High school graduate or possess a General Equivalency Diploma (GED).
- Able to speak, read and write effectively in English.
- Preferably Spanish speaking.
- Have a valid and current Connecticut State Department Guard registration.
- Must have fingerprint clearance to work in school environment Completed all Division of Criminal Justice Services (Department of Emergency Services and Public Protection) Campus Monitors training.
- Must clear a State of Connecticut Educational Background Check in accordance with Public Act 16-67
- Must be in good physical condition to perform the essential duties of the position.

**5. EXPECTATIONS:  
INSTRUCTIONS TO PROPOSERS**

(Please insert your text in the space following each section. Reference any attachments in the text and include printed copies of attachments at back of this document).

The Proposal is to address the following subjects in the response:

**1 Company History and Organization**

Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

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**2 Management Approach**

Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the [Company] account. Indicate the support staff available to this project manager by function. Proposer must supply an Organization Chart depicting the structure of the local

servicing office and regional Should provide an overview of how the 15 security officers will be supervised on a daily basis.

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### **3 Personnel Selection Process**

Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experience and qualified to perform the work to which they are assigned. Proposal shall have a documented employment process which shall include application, interview, drug testing and background check phases. A written description of the Proposal employment process and qualifications is to be included in the response.

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### **4 Development and Retention of Personnel**

Describe your [Company] succession planning and development of officers, supervisors and managers. Describe methods and initiatives designed to promote employee retention.

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### **5 Total Quality Management Program**

Outline administrative controls, plans and process to monitor and assure contract compliance of security services. Include methods of quality control, contract administration, audits, management inspection programs, conduct and job performance standards, corrective action planning and follow-up reporting.

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## **6. COST PROPOSAL AND INVOICING**

Provide billing rates for each of the following:

- o Security Officer \_\_\_\_\_
- o Shift Supervisor \_\_\_\_\_
- o Account Manager \_\_\_\_\_

Include overtime policies, holiday policies and rates.

Propose invoicing frequency and procedures and applicable discounts. All invoices will clearly be identified applicable job site coding in order to associate Company's actual costs with [Company]'s job site or job codes. Explain how discounts will be applied for different payment terms.

## **7. TRAINING PROGRAMS**

Describe in detail the training programs in place to support this project. Include the following:

- o Pre-Assignment Training
- o Job and Task Specific Training (OJT)
- o Formal Continuous Training
- o Annual Retraining and Recertification

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## **8. COMPUTER MANAGEMENT SYSTEM**

Describe productivity and technology applications utilized to enhance and improve business processes, integration of scheduling, payroll and billing systems or other benefits of computerization. Summarize how such systems will benefit [Company].

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**9. VALUE ADDED FEATURES**

Indicate features or programs not covered elsewhere in the response which are offered to enhance your firm’s ability to effectively manage this project.

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**10. INSURANCE**

The successful proposal shall carry and maintain, with respect to any work or service to be performed at [Company] facilities, insurance written by a responsible insurance [Company], to provide for the following:

Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. **General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:**
  - 1. **Commercial General Liability.**
  - 2. **Town as additional insured.**
  - 3. **Owners and Contractors Protective Liability (separate policy in the name of the Town).**
- B. **Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.**
- C. **Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.**
- D. **Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.**
- E. **Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.**
- F. **Other (Builder's Risk, etc.): \_\_\_\_\_.**
- G. **CERTIFICATE HOLDER: TOWN OF GREENWICH  
ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)  
290 Greenwich Avenue, Greenwich, CT 06830.**



**11. TRANSITION PLAN**

Submit a projected Transition Plan for implementation if awarded the contract to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers and email addresses.

**12. REFERENCES**

Provide at least three (3) client references whose facilities are comparable in size, profile and security service hours to [Company]. Include [Company] name, address, contact person and contact number.

**REFERENCES:**

Provide at least three (3) client references whose facilities are comparable in size, profile and security service hours to [Company]. Include [Company] name, address, contact person and contact number.

1. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

2. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

3. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

**13. GUARD HOURS:**

- 1. Elementary Schools: 8-hour day time to be determined
- 2. Middle School: 8-hour day time to be determined
- 3. Windrose: 8-hour day time to be determined
- 4. Any other hours as requested by the District Administration.

**14. PROJECT SCHEDULE:**

This is for the 2022/2023 school year. The successful firm or individual will be expected to be flexible.

**NOTE:** The Town, at its discretion, may choose to extend the contract for additional option years.

Base Contract period is: 2022-2023  
First option year is: 2023-2024  
Second option year is: 2024-2025  
Third option year is: 2025-2026

**FEE PROPOSAL:**

Please indicate your proposed fee for these services on an hourly basis for the 2022-2023, 2023-2024, 2024-2025, and 2025-2026 school years.

<b>School Years</b>	
2022 - 2023	\$ _____
2023 - 2024	\$ _____
2024 - 2025	\$ _____
2025 – 2026	\$ _____

**SELECTION PROCEDURE:**

The intention of this RFP is to establish contracts with one or more firms, who will, upon request, provide the District with the services, labor and supplies described in the solicitation.

This is no guarantee as to the amount of services, labor or supplies that the Board of Education may purchase during the term of this contract.

Selected firms submitting proposals conforming in all respects to this RFP will be interviewed by a selection committee. Finalists will be required to provide additional copies of their proposal as necessary.

Greenwich Public Schools reserves the right to reject any and all proposals not deemed to be in the best interest of the Town of Greenwich.

**15. The Detailed Proposal Shall Include:**

An outline of the procedures to be used to provide Security Services indicated above, how cost estimates will be calculated and the names of the members of your company who will be responsible for the security guards.

**16. Please include in your firm's submittal for Security Services, consideration of the seven (7) items listed below:**

- a. Proximity of Campus Monitors offices with respect to Greenwich.
- b. If invited to interview, it is anticipated that the persons representing the Campus Monitor Services company will be the same persons assuming the lead roles for the guards. These same persons shall be available to meet with Greenwich Public Schools on an as-needed basis throughout the project.
- a. The proposal shall include resumes and experience in similar projects of the intended architect and of each professional engineer that will be responsible for work in each of the engineering disciplines listed in the preceding paragraphs.

**17. QUESTIONS:**

Questions concerning this Proposal will be received by e-mail only directed to the ([bid\\_department@greenwich.k12.ct.us](mailto:bid_department@greenwich.k12.ct.us)). In the subject line you must write Proposal #2383-22 Security Services. All questions must be received no later than noon July 28, 2022. All answers will be posted as an addendum to our website, [www.greenwichschools.org](http://www.greenwichschools.org) no later than noon on August 4, 2022. Failure to comply with these conditions will result in the proposer waving his/her right to dispute the Proposal specifications and conditions. It is the proposer's responsibility to check our

website for all addenda up to the day before the opening date.

**18. ACCEPTANCE:**

The Board of Education will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications.

**19. GENERAL TERMS AND CONDITIONS:**

- a. Sealed proposals for furnishing Architectural Services for Greenwich Public Schools, as specified on the attached proposal specification sheets, will be received at the time and date stated. All proposers and other interested persons are invited to be present at the opening of these proposals that will take place at the Board of Education.
- b. The Board of Education reserves the right to waive any informality in the proposal or reject any or all proposals or to accept any proposal, which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.
- c. The Board of Education may consider proximity of vendor's service as a factor in determining responsible proposal.
- d. If the Board of Education deems it necessary, the Board of Education may postpone the date for the opening of these proposals by notifying each proposer by telephone, mail or the issuing of an addendum.
- e. The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the Board of Education that the proposer is qualified to carry out properly the terms of the contract.
- f. Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.
- g. The Proposer is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.

**20. TAX:**

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut.

**21. COLLUSION AMONG PROPOSERS:**

- a. More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all proposers in which the proposer is interested. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.
- b. Participants in such collusion may not be considered in future offers for the same work. Each proposer, by submitting a proposal, certifies that it is not a part to any collusive action.

**22. Employment Discrimination by Company Prohibited:**

- a. The successful proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Company. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful Proposer in all solicitation or advertisements for employees, placed by or on behalf of the Company, will state that such successful Proposer is an Equal Opportunity Employer.
- b. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

## INSURANCE PROCEDURE

PLEASE NOTE:

**THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL/PROPOSAL BEING REJECTED.**

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the proposal documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Proposal/Proposal. Any proposals/Proposals with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The proposal/Proposal cost reflects any additional costs relating to insurance requirements for this work.

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Signature

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Date

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Company

## Insurance Requirement Sheet

**Insurance Requirements:** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
  - 1. Commercial General Liability.
  - 2. Town as additional insured.
  - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- F. Other (Builder's Risk, etc.): \_\_\_\_\_.
- G. CERTIFICATE HOLDER: TOWN OF GREENWICH  
ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)  
290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter **must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A: VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

AGENT/BROKER

(LETTERHEAD)

(Date)

Eugene H. Watts, Senior Buyer  
Purchasing Department  
Town of Greenwich/Board of Education  
290 Greenwich Avenue – Havemeyer Building  
Greenwich, CT 06830

Re:

Town of Greenwich/Board of Education / **Contract #**  
Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich and The Greenwich Board of Education have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage] to [name of insured]**;
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form



**ACORD**

**CERTIFICATE OF LIABILITY INSURANCE**

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED

**Contract #**

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

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

INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS								
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG								
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU-</td> <td>OTH- ER</td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT</td> </tr> <tr> <td colspan="2">E.L. DISEASE-EA EMPLOYEE</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT</td> </tr> </table>	WC STATU-	OTH- ER	E.L. EACH ACCIDENT		E.L. DISEASE-EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT	
WC STATU-	OTH- ER												
E.L. EACH ACCIDENT													
E.L. DISEASE-EA EMPLOYEE													
E.L. DISEASE - POLICY LIMIT													
	Professional Liability												

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Additional Insured: The Town of Greenwich and The Greenwich Board of Education are named as additional insured for Contract # \_\_\_\_ It is agreed by both parties to Contract No \_\_\_\_ that the Companys insurance will be primary and non-contributory

CERTIFICATE HOLDER



ADDITIONAL INSURED; INSURER LETTER: \_\_

CANCELLATION

**Certificate Holder:**

**Town of Greenwich & The Greenwich Board of Education  
101 Field Point Road  
Greenwich, CT 06830**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

**INSURANCE PROCEDURE**

**PLEASE NOTE:**

**THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL/PROPOSAL BEING REJECTED.**

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the proposal documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Proposal/Proposal. Any proposals/Proposals with deficient insurance requirements will be rejected. The firm who is awarded the Proposal/Proposal must return the contract, agent/broker and insurance form within two (2) weeks from the date on the award letter.

<b><u>PLEASE CHECK THE APPROPRIATE BOX</u></b>		<b><u>YES</u></b>	<b><u>NO</u></b>
1. General Aggregate	\$2,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2. Per Occurrence	\$1,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
3. Automobile Liability	\$1,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
4. Excess Liability	\$5,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
5. Professional Liability		<input type="checkbox"/>	<input type="checkbox"/>
6. Worker's Compensation and Employer's Liability		<input type="checkbox"/>	<input type="checkbox"/>
7. Town as Additional Insured		<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to Return Contract and Insurance Documents Within Two (2) Weeks		<input type="checkbox"/>	<input type="checkbox"/>
9. Able to Provide the Town with Thirty (30) Days Prior Written Notice of Cancellation		<input type="checkbox"/>	<input type="checkbox"/>

**STATEMENT OF VENDOR:**

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The proposal/Proposal cost reflects any additional costs relating to insurance requirements for this work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

**NON-COLLUSION AFFIDAVIT**

**GREENWICH PUBLIC SCHOOLS  
290 GREENWICH AVE  
GREENWICH, CONNECTICUT**

State of \_\_\_\_\_:

County of \_\_\_\_\_:s.s.

I state that I am the \_\_\_\_\_ of \_\_\_\_\_  
(TITLE) (NAME OF MY 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 proposal.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation communication or agreement with any other Company, proposer or potential proposer.
- (2) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before proposal opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated may cause rejection of all proposals in which the proposer is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the proposers. Participants in such collusion may not be considered in the future offers for the same work. Each proposer by submitting a proposal certifies that it is not a part to any collusive action.
- (5) The proposal 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 noncompetitive proposal.

(6) \_\_\_\_\_ its affiliates, subsidiaries, officers,  
(NAME OF MY FIRM)  
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that  
(NAME OF MY FIRM)

the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the proposal 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 Greenwich Public Schools of the true facts relating to the submission of proposals for this contract.

(7) I agree to furnish and deliver all services on the date and time agreed on by \_\_\_\_\_ and the Greenwich Board of Education at \_\_\_\_\_  
(NAME OF MY FIRM)

The time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a proposer submits a proposal on any item he/she will be responsible for delivering that item at the proposal cost, in accordance with the attached above specifications, which were submitted with this proposal and upon which the proposal was made.

- (8) In submitting this proposal, the undersigned declares that this is made without any connection with any persons making another proposal on the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this proposal, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the proposal. If found to be false, the Town of Greenwich retains the right to reject said proposal and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said proposal and contract or purchase order.
- (11) Proposers attests that they have read the Request for Proposal (RFP) for Campus Monitor services and fully understand its intent.
- (12) Proposers certify that they have adequate personnel, equipment, and facilities to fulfill the requirements thereto.
- (13) Proposer warrants that it is willing and able to comply with State of Connecticut laws and regulations.
- (14) Proposer understands that all information included in, attached to, or required by this RFP shall become public record upon delivery to the District.
- (15) Proposer certifies that the completion of the Proposal is a binding commitment to provide the Campus Monitor services requested as proposed herein.
- (16) Proposer warrants that it is willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- (17) Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Greenwich Public Schools District.

- (18) Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- (19) The Greenwich Code of Ethics can be found at [www.greenwichct.org](http://www.greenwichct.org). Code of Ethics stated as follows:

(1) **DEFINITION.**

Indirect interest, without limiting its generality, shall mean and include the interest of any subcompany in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town.

Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town.

Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town.

Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.

- (2) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
- (3) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use is office to exert his influence or to vote on such transaction or action.

**VENDOR INFORMATION.** (Please print the following)

---

VENDOR NAME

---

ADDRESS

---

TELEPHONE

---

FAX #

---

E-MAIL

---

WEB SITE

---

AUTHORIZED SIGNATURE

---

TITLE

(20) By signing this affidavit, the proposer understands and agrees to all the attached terms, conditions, and specifications, including Collusion among Proposers and Employment Discrimination by the Company Prohibited.

\_\_\_\_\_  
SIGNATURE

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR  
THE COUNTY OF \_\_\_\_\_ AND THE STATE OF

\_\_\_\_\_ THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_  
NOTARY PUBLIC

**THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE  
TOWN OF GREENWICH CONTRACT FOR YOUR REVIEW.  
YOU MUST BE ABLE TO SIGN THIS CONTRACT AND MEET  
THE NECESSARY INSURANCE AS REQUIRED BY THE  
TOWN OF GREENWICH IN ORDER FOR YOUR PROPOSAL  
TO BE CONSIDERED.**

**PERSONAL SERVICE CONTRACT**

**Contract No.**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2022,  
by and between the TOWN OF GREENWICH (hereinafter referred to as “Town”), acting  
herein by the undersigned official, and \_\_\_\_\_ (hereinafter referred to  
as “Company”), whose principal office is located at  
\_\_\_\_\_, acting herein by  
\_\_\_\_\_ its \_\_\_\_\_, hereunto duly authorized,

**WITNESSETH:**

WHEREAS, the Town contemplates:

WHEREAS, the Town desires to retain the services of the Company to perform the  
following work:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein  
contained, the parties agree as follows:

- 1. Describe services to be performed:
  
- 2. Describe method and terms of payment:

This agreement consists of:

Personal Service Contract form (pp.     );  
Exhibit A, Insurance Requirements & Certificate of Insurance (pp.     );  
Other exhibit(s) (yes/no) entitled     (pp.     );  
Other attachment(s) (yes/no) entitled     (pp.     );  
for a total number of     numbered pages (hereinafter collectively referred to as “Contract”)



3. Any conflict between this Contract and any invitation to proposal, request for Proposal, exception that any provision of an invitation to proposal, request for Proposal, proposal or response to request for Proposal, that is attached as an Exhibit to this Contract, which Exhibit provides proposal or response to request for Proposal shall be resolved in favor of this Contract, with the for a higher standard of obligation or service by Company, shall control as to the standard of obligation and service required of the Company and shall thereby supplement this Contract.

4. The Town may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the Town may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. Stoppage of work under this article shall not give rise to any claim against the Town.

5. The service and work contemplated under this Contract shall be completed in full on or before .

6. The Town may at any time and for any reason terminate this Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the Town after consultation with the Company and shall be subject to audit by the Town Comptroller. Termination under this section shall not give rise to any claim against the Town for damages for compensation in addition to that provided hereunder.

7. It is the intent of this Contract to secure the personal services of the Company or a duly authorized and competent representative(s) of the Company acceptable to the Town. Failure of the Company for any reason to make the personal service of such a person available to the Town to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of this Contract.

8. The Company shall not assign this Contract without prior consent of the Town in writing.

9. In the event of death or disability of the principal of the Company, any qualified partner or associate of the Company may be authorized, at the option of the Town, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

10. If the Company has been delayed and as a result will be unable, in the opinion of the Town, to complete performance fully and satisfactorily within the time allowed therefore, the Company, upon submission of evidence of the cause of the delay, satisfactory to the Town, shall at the discretion of the Town, be granted an extension of time for performance equal to the period that the Company was actually and necessarily delayed.

11. When the Town shall have reasonable grounds for believing that a) the Company will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, or b) a meritorious claim exists or will exist against the Company or

the Town arising out of the negligence of the Company or the Company's breach of any provision of this Contract, then the Town may withhold payment of any amount otherwise due and payable to the Company hereunder. Any amount so withheld may be retained by the Town for such period as it may deem advisable to protect the Town against any loss and may, after written notice to the Company, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Town. No person shall have any right against the Town or claim against the Town by reason of the Town's failure or refusal to withhold monies. No interest shall be payable by the Town on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Town.

12. The acceptance by the Company, his successors or assigns, of any payment made on the final requisition under this Contract, or of any final payment due on termination of this Contract, shall constitute a full and complete release of the Town from any and all claims, demands and causes of action whatsoever which the Company, his successors or assigns, have or may have against the Town under the provisions of this Contract.

13. The Company shall not assert any claim arising out of any supervisory act or omission by any agent, officer or employee of the Town in the execution or performance of this Contract against any such agent, officer or employee. The Company shall require each person supplying labor or materials to the Company to agree in writing to the Company not to make any claim against the Town, its officers, agents or employees by reason of such labor or materials, or by reason of any acts or omissions of the Company.

14. The Company shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault, or contractual default of the Company, its officers, agents, servants or employees, any of its subcompany's, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Company shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Company shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

15. The Company shall take out and maintain during the life of this Contract the types and amounts of insurance as are set forth in the attached Exhibit B. Before commencing the work called for in this Contract, the Company shall furnish the Town with a completed certificate of insurance on the Acord form that is referenced in the attached Exhibit B evidencing such coverage.

16. Company agrees to comply in every respect with applicable State and Town laws, regulations and ordinances.

17. Company shall at all times be deemed to be an independent Company and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Contract. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between the Town, its agencies, employees, agents and Company, its employees and agents. Company assumes exclusively the responsibility for the acts of its employees and agents as they relate to the services to be provided during the course and scope of their employment. Company, its agents and employees shall not be entitled to any rights and privileges of Town employees and shall not be considered in any manner to be Town employees.

18. The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

19. The Proposal is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.

Dated at Greenwich, Connecticut,  
this \_\_\_\_\_ day of \_\_\_\_\_ 2022

**Witnessed by:**  
**GREENWICH**

\_\_\_\_\_

**L.S.**

\_\_\_\_\_

**Witnessed by:**

\_\_\_\_\_

**L.S.**

\_\_\_\_\_

**THE TOWN OF**

**By** \_\_\_\_\_

**Its** \_\_\_\_\_

**THE COMPANY**

**By** \_\_\_\_\_

**Its** \_\_\_\_\_

**STATUTORY SHORT FORMS OF ACKNOWLEDGMENT**

**FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT:**

STATE OF \_\_\_\_\_ )  
 ) ss: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by \_\_\_\_\_  
(name of person acknowledged)

---

Notary Public  
My Commission Expires:

**FOR A CORPORATION:**

STATE OF \_\_\_\_\_ )  
 ) ss: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2022 by \_\_\_\_\_  
name and title of officer/agent  
of \_\_\_\_\_ a \_\_\_\_\_  
name of corporation State or place of incorporation  
corporation, on behalf of the corporation.

---

Notary Public  
My Commission Expires:

FOR A PARTNERSHIP:

STATE OF \_\_\_\_\_ )  
 ) ss: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by \_\_\_\_\_  
acknowledging partner or agent  
partner (or agent) on behalf of \_\_\_\_\_, a partnership.  
name of partnership

---

Notary Public  
My Commission Expires:

BY ANY PUBLIC OFFICER, TRUSTEE, OR PERSONAL REPRESENTATIVE:

STATE OF \_\_\_\_\_ )  
 ) ss: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_  
name and title of position

---

Notary Public  
My Commission Expires:

## Insurance Requirement Sheet

**Insurance Requirements:** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
  - 1. Commercial General Liability.
  - 2. Town as additional insured.
  - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
  
- B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
  
- C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
  
- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
  
- E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
  
- F. Other (Builder's Risk, etc.): \_\_\_\_\_.
  
- G. CERTIFICATE HOLDER: TOWN OF GREENWICH  
ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)  
290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form. If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A: VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

**ACORD**

# CERTIFICATE OF LIABILITY INSURANCE

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSUREERS AFFORDING COVERAGE
INSURED	<b>Contract #</b>
	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

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

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS								
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG								
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATUL</td> <td>OTIFR</td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT</td> </tr> <tr> <td colspan="2">E.L. DISEASE-EA EMPLOYEE</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT</td> </tr> </table>	WC STATUL	OTIFR	E.L. EACH ACCIDENT		E.L. DISEASE-EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT	
WC STATUL	OTIFR												
E.L. EACH ACCIDENT													
E.L. DISEASE-EA EMPLOYEE													
E.L. DISEASE - POLICY LIMIT													
	Professional Liability												

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS** Additional Insured: The Town of Greenwich and the Greenwich Board of Education are named as additional insured for Contract # \_\_\_\_ It is agreed by both parties to Contract No \_\_\_\_ that the Companys insurance will be primary and non-contributory

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: __	CANCELLATION
<b>Certificate Holder:</b> <b>Town of Greenwich &amp; Board of Education</b> <b>101 Field Point Road</b> <b>Greenwich, CT 06830</b>		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS



**(SAMPLE ENDORSEMENT LETTER)**

**AGENT/BROKER  
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer  
Purchasing Department  
Town of Greenwich/Board of Education  
290 Greenwich Avenue – Havemeyer Building  
Greenwich, CT 06830

Re:

Town of Greenwich/Board of Education / **Contract #**  
Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (6) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (7) The Town of Greenwich and The Greenwich Board of Education have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage]** to **[name of insured]**;
- (8) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (9) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (10) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form