MAYOR
CAROLINE SIMMONS

PURCHASING MANAGER
ERIK J. LARSON

F32.130_RFP

CITY OF STAMFORD
PURCHASING DEPARTMENT

Request for Proposal No.	2026.0289	
Title	City RFP - Citywide Property Revaluation for October 1, 2027	
Date Issued	February 26, 2026	
Requesting Department	Tax Assessor's Office	
Proposals Due	May 28, 2026 @ 4:00 P.M.	
Submit Responses	Online via ProcureWare at https://stamfordct.procureware.com	
Name saved file as	*Proposer Name* Response to Stamford RFP No. *XXX*	
Deadline for questions	May 14, 2026 @ 11:59 P.M. Questions must be submitted online via the Clarifications feature in ProcureWare.	
Project Manager	Gregory Stackpole, Tax Assessor	
Pre-Proposal Meeting	N/A	
Mandatory		

Introduction

In accordance with the provisions of the Connecticut General Statutes, the City of Stamford is in the process of conducting a city-wide revaluation (see §12 62(a)(2) C.G.S.) and is therefore requesting proposals for revaluation services for residential, residential waterfront, commercial, industrial, public utility, and special purpose properties.

The full scope of work is described in the scope/specifications and drawings appended hereto.

CITY OF STAMFORD
ASSESSOR'S OFFICE

REQUEST FOR PROPOSALS

FOR
REVALUATION CONSULTING SERVICES FOR
RESIDENTIAL, COMMERCIAL, INDUSTRIAL,
PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

Introduction:

In accordance with the provisions of the Connecticut General Statutes, the City of Stamford is in the process of conducting a city-wide revaluation (see §12-62(a)(2) C.G.S.) and is therefore requesting proposals for revaluation services for residential, residential waterfront, commercial, industrial, public utility, and special purpose properties.

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THE CITY OF STAMFORD MAY CHOOSE TO HAVE ALL OF THE REQUESTED SERVICES PERFORMED BY A SINGLE CONTRACTOR, BUT ALTERNATIVELY MAY CHOOSE TO HAVE IDENTIFIED AREAS OF WORK PERFORMED BY DIFFERENT CONTRACTORS AND/OR IN-HOUSE PERSONNEL. THEREFORE, IN ADDITION TO A PROPOSAL ENCOMPASSING ALL OF THE WORK IDENTIFIED IN THIS RFP, PROPOSALS TO DO EACH PORTION OF THE ENTIRE PROJECT ARE ENCOURAGED TO BE SUBMITTED, INCLUDING BUT NOT LIMITED TO, SEPARATE PROPOSALS TO REVALUE COMMERCIAL PROPERTIES ONLY AND TO REVALUE RESIDENTIAL PROPERTIES OR WATERFRONT PROPERTIES ONLY. ADDITIONALLY, PROPOSALS GIVING ALTERNATIVE SERVICE SCENARIOS AND COSTS ARE ENCOURAGED TO BE SUBMITTED. ALSO NOTE COMPLETION OF SECTION 7.7 IS REQUIRED.

Attached are the contract specifications for the revaluation program to be used by the City of Stamford.

CONTRACT SPECIFICATIONS

1. DEFINITIONS

For the purposes of the Request for Proposal, the following words shall have the following meaning:

1.1 ASSESSOR: The word "ASSESSOR" shall mean the duly appointed Assessor of the City of Stamford.

1.2 PROJECT: The word "PROJECT" shall mean the revaluation consulting services regarding the revaluation of all taxable real property and of all non-taxable real property in the City of Stamford for tax assessment purposes, with a valuation date of October 1, 2017 (or such later date as may be determined).

1.3 CERTIFIED: The word "CERTIFIED" shall mean having certification in accordance with the provisions of Title 12 of the Connecticut General Statutes and the Regulations of State Agencies.

1.4 CITY: The word "CITY" shall mean the City of Stamford, Connecticut.

1.5 CONTRACTOR: The word "CONTRACTOR" shall mean any person, firm, association, corporation, limited liability company or other entity, other than a municipal assessor or assistant assessor, which is duly authorized pursuant to Title 12 of the Connecticut General Statutes and §12-2b-1 et seq. of the Regulations of Connecticut to provide revaluation services as set forth herein.

1.6 REVALUATION: A revaluation conducted in accordance with the provisions of Section § 12-62 et seq. of the Connecticut General Statutes.

1.7 RFP: This request for revaluation services proposal.

2. SCOPE OF REVALUATION CONSULTING SERVICES

2.1 BASIC SCOPE: CONTRACTOR understands that the project requires reappraisal of taxable and non-taxable real property within the Corporate Limits of the City of Stamford, Connecticut as of October 1, 2027. All work for the project shall be in accordance with contract specifications to be entered into by the CONTRACTOR and the CITY and the provisions of State Statutes and the Regulations of State Agencies. It is further understood by the CONTRACTOR(s) that the City of Stamford may or may not choose to have all the requested services performed by a single CONTRACTOR. Proposals to do each portion of the entire project are encouraged to be submitted, and if a portion of the project is awarded to a CONTRACTOR, multiple CONTRACTORS and/or in-house personnel may be used. For example, if a proposal to revalue commercial properties only, residential properties, or ocean front properties only is accepted by the CITY, it may result in the CITY hiring two or more CONTRACTORS (or doing part of the work through in-house personnel). Proposals giving alternative scenarios and costs are encouraged to be submitted.

All work will be carried out and all forms, materials and supplies utilized by CONTRACTOR in this project shall conform to, and be carried out in accordance with, the Connecticut General Statutes, the Rules and Regulations of the Secretary of the Office of Policy and Management pertaining hereto and the Regulation of State Agencies. Furthermore, said work shall be subject to direct supervision and approval of the ASSESSOR of the City of Stamford, Connecticut.

The values to be determined by the CONTRACTOR shall be the full fair market, as defined in Sections §12-63 and §12-62i of the Connecticut General Statutes and shall be based upon nationally recognized methods of appraising.

CONTRACTOR's revaluation consulting services program will cover and include all real property in the City of Stamford in the following categories:

A. All taxable real estate, land, buildings and improvements.
B. All tax-exempt real estate, land, buildings and improvements.
C. All public utility land and buildings.
D. All special purpose properties.

In the event that the CONTRACTOR is the successful proposer on a portion of the entire project, then said CONTRACTOR's consulting services will only cover the property that is the subject of said consulting services.

2.2 EFFECTIVE DATE: The effective date of this revaluation project shall be on the Grand List of October 1, 2027. The pricing and valuation by CONTRACTOR of all land, buildings, and property under this contract shall reflect a fair market value for the effective date set by State and Local Authorities.

2.3 PARCEL COUNT:

A. CONTRACTOR's price for the revaluation is based upon the following anticipated parcel counts (estimated by the CITY as of October 1, 2025.)

PROPERTY TYPE		PARCEL COUNT
RESIDENTIAL		34,085
COMMERCIAL		1,607
INDUSTRIAL		324
PUBLIC UTILITY		44
VACANT LAND		959
SPECIAL USE		69
APARTMENTS		377

B. Current basis of assessment is 70%.

C. Taxable Grand List as of October 1, 2025 was $27,433,405,693.

D. The last revaluation was effective as of October 1, 2022.

E. Estimated 2024 population is 139,134.

F. Area of the CITY is approximately 40 square miles.

3 GENERAL CONDITIONS

3.1 STATE CERTIFICATION: The CONTRACTOR must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section §12-2c of the Connecticut General Statutes.

3.2 PERSONNEL: CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. CONTRACTOR shall submit to the CITY written qualifications of all personnel assigned to this project.

All personnel assigned to this project shall be subject to the approval of the ASSESSOR prior to the commencement of the individual's duties in the CITY and shall be caused to be removed from the project by the CONTRACTOR upon written notification of the ASSESSOR.

3.3 IDENTIFICATION: All CONTRACTOR field personnel shall carry suitable visible I.D. cards, which shall include an up-to-date photograph supplied by the CITY. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by CONTRACTOR's field personnel shall be registered with the City of Stamford Police Department providing license number, make, model, year and color of the vehicle. All personnel will be subject to background checks by the Stamford Police Department.

3.4 OFFICE HOURS AND STAFFING: CONTRACTOR shall maintain a local office from the commencement of work on this project through the conclusion of the public hearings. This office shall be staffed at the CONTRACTOR's expense with clerical staff as needed, as well as other qualified full-time persons so as to ensure the successful completion of this project in accordance with the completion dates set forth in the contract specifications and any addenda thereto.

3.5 CONFLICTS OF INTEREST AND POTENTIAL CONFLICTS OF INTEREST: No CITY employee or resident shall be employed by CONTRACTOR, except in a clerical capacity, without the approval of the ASSESSOR. Further, the CONTRACTOR shall notify the CITY as to whether it has been involved (either as a principal party or acting as a consultant) in legal actions concerning the valuation of real property within the boundaries of the City of Stamford, including but not limited to, tax appeals against the City of Stamford that have been active within the last five (5) years. In the event that the CONTRACTOR has been involved in property value related litigation against the CITY within the aforementioned time period, said CONTRACTOR shall provide the CITY with a written list of the properties and property owners.

4 PROTECTION OF THE CITY

4.1 BONDING:

PROPOSAL SURETY:

Surety shall be required in the amount of ten percent (10%) of the total fee proposed. The surety may be in the form of a bond or certified check; if a bond, it shall be submitted on

a form provided by and executed by an insurance company licensed by The Insurance Commission of the State of Connecticut to issue such bonds in the State of Connecticut; if a certified check, it shall be drawn to the order of the City of Stamford. The bond shall remain effective for one (1) complete calendar year beyond completion of the revaluation.

PERFORMANCE BOND:

In the event that the project is assigned to a single CONTRACTOR, then a performance bond in an amount equal to the amount of the entire project contract shall be required and shall be in place upon the execution of the contract by the CONTRACTOR. If, however, the project is assigned to more then one CONTRACTOR, then upon the execution of their individual contract, each such CONTRACTOR shall submit a bond equal to its individual contract.

4.2 INSURANCE: (See attached insurance requirements).

4.3 Failure by CONTRACTOR to complete all work prior to the date specified herein, December 1, 2027, shall be cause for a penalty payment by CONTRACTOR, on request of the ASSESSOR, in the amount of FIVE HUNDRED DOLLARS ($500.00) per day beyond specified date of completion. For the purposes of this penalty only, completion of all work no later than December 1, 2027 is defined as follows:

> **4.3a** Completed property record cards with all pricing, review and final valuations.
>
> **4.3b** Final Assessment notices mailed to tax payers in a format approved by the Assessor.

This penalty, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God or an order of court or other public authority are excepted.

4.4 BANKRUPTCY, RECEIVERSHIP, INSOLVENCY: If CONTRACTOR, with the result that it does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within 60 days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the CITY shall have the right, at its option and without prejudice to its rights hereunder, to terminate the contract.

4.5 TERMINATION: If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue for 30 days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall, at the option of the ASSESSOR, be delivered to him.

CONTRACTOR shall be entitled to the release of the performance bond and to receive just and equitable compensation for any work performed under this agreement completed prior to the date of termination.

Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

5 COMPLETION DATE AND TIME SCHEDULE

5.1 SIGNING OF CONTRACT: Within 15 days after receipt of notice of acceptance by the CITY of its proposal (as revised by any negotiations that may take place), CONTRACTOR shall execute with the CITY a contract in the form agreeable to the CITY and incorporating these contract specifications.

5.2 CHANGES AND SUBLETTING OF CONTRACT:

A. Changes: CONTRACTOR understands that changes in these contract specifications or in the contract will be permitted only upon written mutual agreement of CONTRACTOR and the CITY.

B. Subletting: CONTRACTOR shall not assign, sublet and/or transfer the contract or any interest or part therein without first receiving written approval from the CITY. It shall be mutually agreed and understood that said consent by the CITY shall in no way release CONTRACTOR from any responsibility as covered in these contract specifications and contract.

5.3 TIME SCHEDULE[1]**:** The CONTRACTOR shall commence the revaluation work second quarter 2027, and shall continue uninterruptedly in a diligent fashion so as to ensure completion within the schedule of completion dates hereinafter set forth below:

5.3.1.a Complete and deliver to the ASSESSOR residential and commercial sales data verification by August 1,2027 (except for current and open building permits). Including the review of all applicable sold properties and input of any changes into the database.
5.3.1.b Complete and deliver to the ASSESSOR commercial, industrial, public utility, and tax exempt valuation by September 1, 2027 (except for current and open building permits).
5.3.1.c Complete and deliver to the ASSESSOR land study and values set by September 1, 2027.
5.3.1.d Complete and deliver building cost manual by October 1, 2027.
5.3.1.e Complete and deliver to the ASSESSOR study of market rents, expenses and capitalization factors by October 1, 2027.
5.3.1.f Deliver completed CAMA database with digital images, property record cards with all measurements, listings, sketches, pricing, and suggested values to the ASSESSOR no later than October 15, 2027.
5.3.1.g ASSESSOR completes review and final adjustments made for real property no later than November 5, 2027.
5.3.1.h Assessment change notices mailed to comply with requirements of Connecticut State Statutes, Section §12-62(f) and City of Stamford Charter provisions (3-9, 1165) by December 1, 2027.(CONTRACTOR to pay postage)

[1] Completion dates are based on an effective valuation date of October 1,2027.

5.3.1.i Informal hearings to begin no later than December 18, 2027 and end no later than January 12, 2028. (Scheduling and management of the Informal Hearings to be handled by CONTRACTOR, and held at City of Stamford Government Center)
5.3.1.j Notices of results of informal hearings performed shall be completed on forms approved by the ASSESSOR and mailed out (CONTRACTOR to pay postage), computer filed and final property record cards printed and delivered to the ASSESSOR in alphabetical street order no later than January 18, 2028.
5.3.1.k Contractor shall obtain and deliver to Assessor the State of Connecticut Performance Board Standards Certification form and reports by February 15, 2028.

5.3.2 Assessment Date:
The completed appraisal, upon approval of the ASSESSOR, will serve as the basis for assessments effective on the Grand List of October 1, 2027.

5.3.3 Delays: CONTRACTOR shall not be liable for delays caused by reasons of war, strike, explosion, acts of God, order of court or other public authority.

6 PAYMENT SCHEDULE

6.1 PERIODIC PAYMENTS: Payments shall be paid in the following manner: 30 days after the execution date of this contract and at the end of each 30 day period thereafter covered by this contract, CONTRACTOR will certify, by written progress report to the ASSESSOR, the percentage of total work completed during the said 30 day period. The CITY will review each report and within ten business days of receipt, either approve it for payment as follows or return it to CONTRACTOR with a written statement of reasons for its rejection. Upon determination by the ASSESSOR that CONTRACTOR'S work during said period is accurate, the City will pay CONTRACTOR a percentage of the total contract price equal to the percentage of work performed less 10 percent, which is to be retained by the CITY to ensure full and satisfactory performance of the contract.

If the ASSESSOR determines that CONTRACTOR'S progress report is inaccurate, the ASSESSOR shall give written notice as stated above, specifying exactly what is unsatisfactory by item, and CONTRACTOR shall make every reasonable attempt to correct the inaccuracy. The ASSESSOR shall retain the right to delay payment, only for the specified items, until said items are resolved to the satisfaction of both the ASSESSOR and CONTRACTOR. Upon satisfactory resolution, the ASSESSOR shall pay CONTRACTOR said amount due, less 10 percent.

Upon completion of the duties of the Board of Assessment Appeals, following the completion of the Informal Hearings, and upon determination by the CITY and certification by the ASSESSOR that CONTRACTOR has performed fully and satisfactorily all its obligations and requirements under the contract and/or contract specifications, the retained 10 percent of the contract price will be paid to CONTRACTOR.

6.2 SUGGESTED SCHEDULE AND PERCENTAGE OF COMPLETED WORK:

Code	Task	%
100	Planning & organization	2.5%
200	Data collection, quality control, data entry(1)	10%
300	Property analysis & valuation	42.5%
400	Property field review, data entry	10%
500	Documentation	10%
600	Impact notices, hearings, field work, data entry	15%
700	Project finalization, change notices, special land pricing, Client meetings, support of values, goodwill	10%
	TOTAL	**100%**

(1) Sales Verification

7 RESPONSIBILITIES OF CONTRACTOR

7.1 PUBLIC RELATIONS: CONTRACTOR recognizes that good public relations are required in order that the residents and taxpayers of the CITY may be informed as to the purpose, benefits and procedures of the revaluation program. CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs and property owner groups as a means of establishing an understanding of, and support for, the revaluation program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases will be approved by the ASSESSOR prior to its release.

7.2 CONDUCT OF CONTRACTOR EMPLOYEES: As a condition of this contract, CONTRACTOR'S employees will, at all times, treat the residents, employees and taxpayers of the CITY with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who persistently violate such terms of this provision.

7.3 RECORDS

A. General Provision: CONTRACTOR will provide all supplies, equipment, forms, literature and papers to be used in this project at no additional cost to the CITY.
IT is understood that all existing street cards will be updated in conjunction with this revaluation.

CONTRACTOR may, at its option and at no cost to the CITY, utilize computers for its information processing, provided that backup disks/databases containing all support data are available to the CITY in a format accessible to the City using its currently-available equipment and software if deemed to be required by the ASSESSOR.

B. Additional Supplies: All forms shall be subject to approval by the ASSESSOR as to format, design, content, shape, size, color, quality and quantity, and shall be

further subject to the approval of the Secretary of the Office of Policy and Management as required by Connecticut State Statutes.

C. Records are CITY'S Property: The original or a copy of all records and computations, including machine-readable database, made by CONTRACTOR in connection with any appraisal of property in the CITY shall, at all times, be the property of the CITY and, upon completion of the project or termination of this contract by the CITY, shall be left in good order in custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

1. Assessor's Maps
2. Land Value Maps
3. Materials and Wages, Cost Investigations and Schedules
4. Data Collection Forms, Listing Cards, Property Record Cards with property valuations, sketches and digital images
5. Capitalization Rate Data
6. Sales Data
7. Depreciation Tables
8. Computations of land and/or building values
9. All letters of memoranda to individuals or groups explaining methods used in appraisals
10. Income and Expense statements of income properties
11. Duplicate notice of valuation changes
12. Database of all property records, CAMA system
13. In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the CONTRACTOR shall be made available by CONTRACTOR for public inspection in the ASSESSOR'S office and shall be available thereafter, all in accordance with Section § 12-62 (c) of the Connecticut General Statutes.

D. Assessor's Records — CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the CITY without prior written permission of the ASSESSOR.

E. Property Record Cards (Street Cards) — CONTRACTOR shall complete and file by Street order, Property Record Cards, commonly referred to as "Street Cards" or "Field Cards". These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 70% assessment value will be shown.

A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards. The "Street Cards" or "Field Cards" will contain an updated digitized photo of each dwelling.

7.4 ASSESSMENT NOTICES: At the close of the revaluation, a notice shall be sent, at CONTRACTOR'S expense (including envelope) by First Class Mail, to each owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared on a form approved by the ASSESSOR. CONTRACTOR will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his/her property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Connecticut State Statutes and City Charter.

The CONTRACTOR shall, at its own expense, send out an additional notice for real property classified under C.G.S.A. §12-107c (farm land), §12-107d (forest land) and §12-107e (open space).

7.5 INFORMAL HEARINGS: At a time mutually agreeable to the ASSESSOR and CONTRACTOR, but following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR will hold informal public hearings at such times and at such locations as the ASSESSOR may specify so that owners of real and personal property, or their legal representatives, may appear at specified times to discuss with qualified members of CONTRACTOR'S staff the manner and methods of arriving at value. Informal public hearings, at the Assessor's discretion, may be held on weeknights and Saturdays.

CONTRACTOR will provide a sufficient number of qualified personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer shall be given consideration and adjustments shall be made where warranted. The public hearings shall be completed by January 12, 2028.

CONTRACTOR will provide the owner(s), or the legal representative, who appear(s) at a hearing a form indicating whether or not CONTRACTOR will review each property being questioned. Such decision to review will be at the reasonable discretion of the CONTRACTOR. Any such review shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR will, at its own expense by First Class mail, notify each taxpayer who has appeared at an informal hearing of the results of that hearing as soon as the results are determined, and the form of such notices shall be subject to the prior expressed approval of the ASSESSOR.

7.6 CITY BOARDS: CONTRACTOR will have a qualified member or members of its staff with first hand knowledge of the project and CONTRACTOR'S duties under the contract, available upon request, for attendance at any Board meeting or deliberations of the Board of Assessment Appeals held after the completion of the revaluation (Sundays excluded) to assist in the settlement of complaints and to explain the valuations made; but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals with respect to the October 1, 2027, to

assist in the settlement of complaints and to explain the valuations made. It is understood that CONTRACTOR shall furnish said individual for up to twenty (20) days at no charge.

7.7 LITIGATION: In the event of appeals to the courts, CONTRACTOR shall furnish a competent witness or witnesses, approved by the ASSESSOR, to defend the valuation of the properties appraised. It is understood that CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the October 1, 2027 Grand List assessment for up to twenty (20) days at no charge. After the initial twenty (20) days a per Diem rate of $____ for Residential properties and $___ per Diem for Commercial/Industrial properties shall be charged. In the event that a witness is required only for a half day, the charge shall be 60% of the full-day rate. It shall be at the sole discretion of the Assessor as to which cases and which phases of litigation the witness(es) will be utilized, including pretrials as well as trials.

CONTRACTOR shall provide supporting data, including written appraisal if deemed necessary by the ASSESSOR, for any said court appeals. CONTRACTOR shall also comply with any request by the CITY to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. The fee for such consultation and litigation-support activities and services will be at the rate of $____ per hour.

CONTRACTOR shall not be held responsible for any assessments changed from the original revaluation figure by parties other than CONTRACTOR, unless the figure determined by CONTRACTOR was unreasonable, insupportable or erroneous in the view of the ASSESSOR.

7.8 INFORMATION: CONTRACTOR will give the ASSESSOR any and all information requested pertaining to the revaluation work for a period of one year after completion of the duties of the Board of Assessment Appeals on the October 1, 2027 Grand List.

7.9 BUILDING COST SCHEDULES:

A. GENERAL: CONTRACTOR shall prepare for usage in the project as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the CITY for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by CONTRACTOR.

B. TYPES OF COST SCHEDULES:

I. RESIDENTIAL: Residential cost schedules shall include schedules for various classifications, types, models and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different type of heating systems, bathrooms,

porches, breezeways, attached, detached, and basement garages, and finished basements and schedules for other building improvements usually found on residential property, including but not limited to, in-ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

II. COMMERCIAL: Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.

III. INDUSTRIAL and PUBLIC UTILITY: Cost schedules for industrial and public utility structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

IV. FARM: Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

C. DEPRECIATION SCHEDULES: Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

D. SCHEDULE FOR CITY: CONTRACTOR shall supply and leave for the CITY not less than three (3) copies of all the above required building cost schedules and depreciation schedules for the CITY'S usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules. CONTRACTOR shall also provide the information in an electronic format accessible to the City using its currently-available equipment and software

8 APPRAISAL SPECIFICATIONS

8.1 APPRAISAL OF LAND: CONTRACTOR shall appraise all land within the CITY, including residential, vacant, commercial, industrial, agricultural, special use, public utility, and tax-exempt.

8.1.1 LAND VALUE STUDY: Land shall be valued on the basis of an analysis of all sales data occurring during the two-year period prior to October 1, 2027. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the CITY. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, flood zones, topography, soil condition, utilities, size, vacancy, form of ownership, nonconforming uses, and zoning variances.

Non-conforming uses and zoning variances shall be considered in establishing values. A brief description of each lot or parcel of land, together with the valuation computations, shall be entered on the field record card.

8.1.2 LAND VALUE INSPECTION: CONTRACTOR will make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

8.1.3 LAND VALUE UNIT: CONTRACTOR shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

8.1.4 LAND VALUE MAP: CONTRACTOR shall delineate the land value units on all streets and acreage in the CITY on a suitable map to be provided by the CITY. The land value map shall be returned to the CITY prior to the completion of the PROJECT.

8.1.5 NEIGHBORHOOD DELINEATION: After consideration of the environmental, economic and social characteristics of the CITY, CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the CITY. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

8.2 APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES:

8.2.1 PHYSICAL DETAILS: CONTRACTOR shall make careful and complete listings of physical construction details of all structures and all structural improvements appurtenant to real property in the CITY, on proper forms as previously covered in these specifications.

8.2.2 PHYSICAL INSPECTIONS: CONTRACTOR shall physically inspect any and all Real Property located in the CITY that has sold and use for determining market values of similar properties.

CONTRACTOR will verify or correct the complete listing of all exterior physical details for all buildings and all structural improvements and attempt to perform an interior inspection.

8.2.3 DATA MAILERS (Sale Properties): To ensure public confidence, if requested by Assessor, taxpayers must play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. CONTRACTOR, as a quality check of the existing CAMA database, shall at their expense, prepare and send out a data mailer to every owner of each parcel which sold one year prior to the effective valuation date. For property types with limited sales data, this timeframe shall be extended to 18 months. Included with these data mailers will be a cover letter, which explains the purpose and content of the mailer. For any property owner that reports a discrepancy, the CONTRACTOR

shall ensure that these properties are reviewed for accuracy by virtue of the best available information, including a field review of the property.

Should the data mailer indicate the need for correction, the CONTRACTOR shall physically inspect the premises prior to correcting the data base. The format and content of the data mailer, as well as the cover letters, shall be subject to approval by the ASSESSOR.

CONTRACTOR shall be responsible for making any corrections to the existing CAMA database as a result of the returned data mailers and the CONTRACTOR shall field inspect such properties as the ASSESSOR shall require prior to making the corrections shown on the returned data mailers.

8.2.4 EXTERIOR FIELD REVIEW:
8.2.4a All properties shall be reviewed in the field by Contractor's personnel qualified as reviewers as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable properties. The ASSESSOR shall be notified of the dates of review and be entitled to accompany the reviewers during this phase of the revaluation.

8.2.4b Field Recording: Physical data and characteristics of the land parcel shall be observed in the field and recorded.

8.2.5 PRICING AND VALUATIONS: Pricing and valuations of all land and buildings must reflect the present true and actual value as of October 1, 2027.

The final valuation shall be the true and actual value of the structures plus the true and actual value of the land. In arriving at the true and actual value of the structures, replacement cost new less depreciation from all causes may be considered along with other factors affecting the value of the property, all of which shall be noted on the property record card.

8.3 APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

8.3.1 GENERAL: All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these specifications.

8.3.2 INCOME APPROACH: Income and expense data gathered by the CITY shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules shall become the property of the CITY. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-200 et seq. of the Connecticut General Statutes (Freedom of Information Act); CONTRACTOR shall not disclose the information in such reports to any third party nor use such information for any purpose not related to the PROJECT without written permission from the ASSESSOR. From these returns and other data sources, such as field investigations and interviews, CONTRACTOR will

establish market or economic rent and expenses for income producing properties. CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, CONTRACTOR shall perform the income approach using both actual and economic ("market") income and expenses. CONTRACTOR shall be responsible for entering all income data and income tables into the CAMA system.

8.3.3 REVIEW: All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

8.4 CONTROL AND QUALITY CHECKS:

8.4.1 FIELD CHECKS: The ASSESSOR shall spot check in the field properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor.

8.4.2 BUILDING PERMITS: The ASSESSOR shall screen and make available on a timely basis to CONTRACTOR, copies of all building permits issued during the course of the revaluation to allow the inclusion of all new construction, additions, and remodeling in CONTRACTOR'S appraisals.

8.4.3 INCOMPLETE CONSTRUCTION: CONTRACTOR shall code as unfinished construction all property cards which appear to have incomplete improvements on the effective valuation date of October 1st. The street card shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation.

8.4.4 SALES ANALYSIS: Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios, price-related differentials, and coefficients of dispersion. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

8.4.5 PERFORMANCE BASED REVALUATION STANDARDS: All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Connecticut Office of Policy and Management in accordance with Section 12-62i of the Connecticut General Statutes.

9 RESPONSIBILITIES OF THE CITY

9.1 NATURE OF SERVICE: It is clearly understood and agreed that the services rendered by CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

9.2 COOPERATION: The ASSESSOR/CITY and its employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.

9.3 ITEMS FURNISHED BY THE CITY: The CITY shall furnish the following:

9.3.1 MAPS: The CITY shall furnish one (1) set of the most up-to-date CITY Tax Maps that are currently available showing streets, and property lines and boundaries.

9.3.2 LAND DIMENSIONS: The CITY will make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the present records fail to disclose measurement or acreage.

9.3.3 ZONING: The CITY shall provide a copy of current City zoning and planning regulations and zoning maps.

9.3.4 EXISTING PROPERTY RECORD CARDS: The CITY will make available the present street cards.

9.3.5 PROPERTY TRANSFERS: The CITY shall notify CONTRACTOR, on a regular basis, of property splits, consolidations and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall update the revaluation database as necessary.

9.3.6 BUILDING PERMITS: The CITY shall make available copies of all building permits issued during the course of the revaluation project up to the effective revaluation date of October 1st of the revaluation year.

9.3.7 SIGNING OF COMMUNICATIONS: The CITY shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property.

9.3.8 MAILING ADDRESS: The CITY shall make available through the ASSESSOR'S or Tax Collector's Office the current mailing address and other relative data that exists on the administrative program for all property owners.

9.3.9 OFFICE SPACE: The CITY shall furnish to CONTRACTOR sufficient office space to carry out the terms of this contract.

9.3.10 SALES INFORMATION: The CITY shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

10 TRAINING

10.1 PERSONNEL: The Assessor shall determine the individuals and the amount of training each individual shall receive. If more than one person is receiving training at the same time, the training time shall be calculated as if one person is receiving training.

10.2 LOCATION: All training shall take place on the CITY'S computer hardware within the CITY, unless both the CITY and CONTRACTOR agree to an alternate training site or computer hardware.

10.3 DOCUMENTATION: CONTRACTOR will provide a detailed user manual for the CAMA software and Grand List production interface.

11 TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

11.1 RECORDS: Regular periodic delivery of appraisals and other information required under this agreement, as completed, and in accordance to a schedule hereinabove set forth or agreeable to the ASSESSOR shall be made to the ASSESSOR for his review. All appraisals of buildings, either complete or under construction, shall be completed as of October 1 2027. All completed and/or corrected records shall be turned over to the ASSESSOR as of January 19, 2028. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of the effective revaluation date of October 1.

This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under provisions of applicable law.

It is understood and agreed that the Revaluation of properties covered by this contract shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes sec. 12-621-1 to 12-621-7), shall be acceptable to the ASSESSOR and shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, CONTRACTOR shall meet with said ASSESSOR to discuss the progress and various other details of the project.

Proposal Instructions:

In addition to addressing each item in the specifications, the Proposer must submit as part of its proposal the following information:

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the CONTRACTOR, stating that the offer is effective for at least 120 calendar days from the deadline for submission on proposals.

2. A list of company qualifications including major projects completed by the Contractor, State Certifications, assessment/mass appraisal education and experience, and projects completed within Stamford/Fairfield County.

The selected contractor or contractors shall perform the revaluation services as described in the statement of services. The contractor(s) shall utilize the Vision Appraisal CAMA system licensed by the City of Stamford in implementing the revaluation.

Proposals will be evaluated by an evaluation team using comparative criteria set forth as follows:

1. Contractor's Experience with Vision Appraisal CAMA System 5
2. Resources Available During Project 5
3. Contractor's Level of Performance for Revaluation Services for other Connecticut Municipalities 10
4. Knowledge and Experience with Statistical Techniques Relevant to Mass Appraisals 10
5. Experience with litigation in CT Courts 10
6. Experience with local Market (Stamford) with respect to commercial Rents/Vacancy/Cap Rates 20
7. Work Load (Active Revaluations Projects planned for 2026 & 2027) 20
8. Cost Competitiveness 20

The City of Stamford reserves the right to reject any or all proposals received if they determine it to be in the best interests of the Municipality. Furthermore, the provisions of this RFP are directory in nature and the City reserves the right to waive or alter said provisions. The City of Stamford intends to select the vendor that, in its opinion, best meets the City's needs, not necessarily the vendor that proposes the lowest fees.

Vendors may be asked to present their proposals to the selection committee and/or to respond to questions. Based on the information provided in the proposal and any additional information presented, a final selection will be made.

INTERNET USAGE ACKNOWLEDGEMENT

Caution: The competitive bid/proposal process requires the City of Stamford provide all competitors with equal and timely access to information. To enhance our capabilities, the Purchasing Department is providing bid information over the Internet. You may use this application provided you agree with the following understandings:

1. The City cannot guarantee that the equipment involved in this technology will be available to provide information or receive transmittals. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE CURRENT INFORMATION AND THAT QUOTATIONS ARE RECEIVED AT THE DESIGNATED LOCATION, COMPLETE AND ON TIME.

2. The City is not responsible for the confidentiality of information transmitted over the Internet.

3. The City makes no guarantee as to the completeness or accuracy of downloaded "Request for Bid", "Request for Proposal" or "Request for Qualification."

RFQ/RFP SUBMISSION REQUIREMENTS

The Purchasing Department requests that you identify clearly your fee proposal sheet(s), as well as your bid bond pages if applicable.

Bids/Proposals must be received by the due date and time in order to be considered. Please be advised that the Purchasing Department does not accept bids or proposals by email or fax.

The following documents should be returned with your RFQ/RFP:

- ☐ Contractor's Statement
- ☐ Non-Collusion Affidavit
- ☐ City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit (**For all school projects**)
- ☐ A Certificate of Corporate Resolution signed by the Secretary of your firm, authorizing you to execute a contract.

  Or
- ☐ A Certification as to Contract Signatory for Limited Liability Companies (LLCs) signed by the Secretary of your firm, authorizing you to execute a contract.
- ☐ Proposer's Information and Acknowledgement Form
- ☐ Department of the Treasury Internal Revenue Service Form W-9. Proposers shall download, complete and return the current IRS W-9 form - https://www.irs.gov/forms-pubs/about-form-w-9
- ☐ Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders Form http://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf
- ☐ Supplier Registration Form

The Purchasing Agent reserves the express right, on behalf of the City of Stamford, to waive any/all technical defects, irregularities and omissions if the best interest of the City is served.

Issuing Office

This Request for Proposals is issued by the City of Stamford Purchasing Department on behalf of the department identified on the coversheet, hereinafter referred to as the "City." The Purchasing Department is the sole entity authorized to issue, amend, or clarify this RFP. All communications, inquiries, and submissions related to this RFP must be directed to the Purchasing Department.

The City's Purchasing Agent, or their designee, will serve as the official point of contact throughout the procurement process. No other City official, employee, or representative is authorized to provide information or guidance regarding this RFP. Any communication with unauthorized personnel may result in disqualification.

Inquiries

All inquiries regarding this RFP must be submitted online via the Clarifications feature in ProcureWare. The deadline for submitting questions is listed on the cover page. Do not submit questions to the Project Manager. Questions submitted outside of ProcureWare and/or after the deadline will not receive a response. Please be advised while a solicitation is active, requests for information, including information related to the prior solicitation from prospective bidders/proposers, should be submitted via the Clarifications feature. Answers will be provided via an addendum.

Incurring Cost

The City of Stamford will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal or for any work performed prior to the issuance of a contract.

Rejection/Acceptance of Proposals

The City of Stamford reserves the right to accept or reject any or all proposals submitted in response to this RFP, to waive informalities or irregularities, and to request clarification of information submitted. The City may accept any proposal deemed to be in the best interest of the City, regardless of whether the proposal meets every requirement of this RFP.

Submission of a proposal shall not be construed as creating any contractual relationship between the proposer and the City. The City is under no obligation to award a contract as a result of this solicitation and may elect to discontinue the procurement process at any time.

The City further reserves the right to:

- Reject proposals that are incomplete, non-responsive, or fail to meet the requirements of this RFP
- Accept proposals in whole or in part
- Negotiate with any proposer, regardless of whether that proposer submitted the lowest-priced proposal, if it is in the best interest of the City of Stamford.
- Request additional information from any proposer
- Conduct reference checks, site visits, or interviews as part of the evaluation process

The City of Stamford reserves the right to contract with any firm for any reason. The City's determination of the proposal that best meets its needs shall be final.

Addenda to RFP

Amendments to this RFP may be necessary prior to the closing date and will be furnished to all prospective proposers. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

Submission of Proposals

Each proposer must submit their proposal via ProcureWare by the date and time stated on the cover sheet. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the proposer. Neither mailed, faxed or emailed RFP responses will be accepted as qualified RFP submission.

Proprietary Information

The City of Stamford will not disclose any portion of the proposals except to members of the proposal evaluation team prior to contract award. The City of Stamford retains the right to disclose the name of the successful proposer, the financial considerations and any other information in the proposal that is pertinent to the selection of the proposer.

Key Personnel

The personnel and commitments identified on any proposer's proposal will be considered essential for the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the proposer must notify the City fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The proposer will make no deviation without the prior written consent of the City. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the proposer, who in the sole opinion of the City is unacceptable, shall be removed from the project pursuant to the request of the City. The proposer will have fourteen (14) calendar days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the City.

The City shall have the right to reject or terminate any of the staff provided by the proposer with 24-hour notice, and the proposer shall be able to provide immediate, temporary replacement and within 30 days, provide permanent replacement.

Independent Project Cost Determination and Gratuities

By submission of a proposal, the proposer certifies that in connection with its procurement:

The financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other proposer or competitor.

The financial data quoted in this offer will not change for a period of one hundred twenty (120) days after the receipt date at the City of Stamford of this offer.

Unless otherwise required by law, the financial data which has been quoted in this offer have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to award, directly or indirectly to any other proposer or to any competitor.

No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

No elected official or appointed official or employee of the City of Stamford shall benefit financially or materially from this contract.

Prime Contractor Responsibility

Vendors submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the City of Stamford. If sub-contractors or partners are planned to be used, this should be clearly explained in the response. The prime contractor will be responsible for the entire contract performance whether or not a sub-contractor or partner is used to perform. Under this RFP, the City of Stamford retains the right to approve all partners or sub-consultants.

Availability of Funds

The contract award under this RFP is contingent upon the availability of funds to the department identified on the coversheet. **In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.**

Termination for Default or for the Convenience of the Contracting Agency

Performance under any contract resulting from this RFP may be terminated by the City of Stamford whenever:

The contractor shall default in the performance of his/her contract and shall default within the period specified by the contracting officer in a notice specifying default; or

The contracting officer shall determine that termination is in the best interest of the Office of Administration/Operations, the Purchasing Department or the City of Stamford.

Termination will be effected by delivery to the contractor of a notice to terminate, stating the date upon which the termination becomes effective.

In the event of termination of this agreement as a result of a breach by the Consultant hereunder, the City shall not be liable for any fees and may, at its sole discretion, award an agreement of the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder.

Ambiguity in the Request for Proposal (RFP)

Prior to submitting the proposal, the contractor is responsible to bring to the City's attention any ambiguity in this RFP. Failure to do so shall result in the contractor forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent contractor.

In the event of any ambiguity between the City's RFP and the proposer's proposal, then whatever shall be more favorable to the City of Stamford as determined in the sole discretion of the City shall prevail and take precedence.

Ownership Information

The City of Stamford shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFP.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the City of Stamford and may not be copied or removed by any employee of the proposer without written permission of the City of Stamford.

The contractor shall not:

- Use City data for any purpose other than fulfilling contractual obligations
- Sell, share, or disclose City data to third parties
- Retain City data after contract termination, except as required by law
- Upon request, the contractor must provide the City with a complete export of all data in a usable, non-proprietary format.
- All intellectual property developed specifically for the City under this contract shall be considered "work for hire" and shall be owned by the City

Negotiated Changes

In the event negotiated changes occur after the awarding of the contract, any policies called for in the original contract will remain in effect. Additional Services shall be negotiated prior to their performance or acceptance by the City of Stamford.

Contract Agreement

The proposer selected for award shall be required to enter into a formal written contract with the City of Stamford. The contract will be prepared by the City's Law Department and will incorporate the terms and conditions of this RFP, the proposer's response, and any negotiated modifications.

No work may begin until the contract is fully executed and all required insurance certificates and documentation have been submitted and approved by the City.

Insurance Requirements

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies and terms acceptable to the Risk Manager of the City of Stamford. See attached insurance requirements.

Competition Intended

It is the City's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the City in writing if any language, requirement, scope, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the City not later than seven (7) days prior to the date set for acceptance of proposals.

Tax Exempt

The City of Stamford is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price.

Sample Agreement

A sample agreement follows and is made a part of these conditions. It is an example only. The actual contract submitted for your firm's signature will vary based upon the particulars of the specific bid package. The sample is for illustrative purposes only and the terms of the final contract may differ substantially.

Notification to Bidders (Rev. 9-1-17)

The contract awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes.

The City of Stamford is an Affirmative Action/Equal Opportunity Employer/purchaser. Small, Minority, Women and Disadvantaged Business Enterprises are encouraged to respond.

The City of Stamford aggressively solicits the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials. "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: (I) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as"(!) Black Americans; (2) Hispanic Americans; (3) persons who have origins in the Iberian Peninsula; (4) Women; (5) Asian Pacific Americans and Pacific Islanders; and (6) American Indians. An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The City will consider the following factors when reviewing the Bidder's/Proposer's qualifications:

(a) success in implementing an affirmative action plan;
(b) where applicable, success in developing an apprenticeship program complying with Sections 46a-68-l to 46a-68-l 7 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) a promise to develop and implement a successful affirmative action plan;
(d) submission of employment statistics contained in the Connecticut Commission on Human Rights and Opportunities ("CCHRO") "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) a promise to set aside a portion of the contract for legitimate minority business enterprises.

2. Non-Discrimination

(a) The contractor agrees and warrants that in the performance of the contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that it will make good faith efforts to employ minority business enterprises as subcontractors and supplies of materials on such project. The contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
(b) the contractor agrees, in all solicitations or advertisements for employees placed by or on

behalf of the contractor, to state that it is an "Affirmative Action-Equal Opportunity Employer" in accordance with regulations adopted by the CCHRO;
(c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a copy of these provisions, advising the labor union or worker's representative of the contractor's commitments under these provisions and to post copies of the notice in conspicuous places available to employees and applicants for employment;
(d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said CCHRO;
(e) the contractor agrees to provide the City with such information requested by the City, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor.

3. Subcontractors

The contractor shall include the provisions of subsection (2) in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the City and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CCHRO. The contractor shall take such action with respect to any such subcontract or purchase order as the City may direct as a means of enforcing such provisions.

The contractor agrees to comply with the CCHRO's requirements as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

GIFTS:

During the term of this contract, including any extensions, the Contractor shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of the City of Stamford or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to the Contractor shall include its officers, directors, employees, and owners of more than 5% equity in the contractor. Violation of this provision shall constitute a material breach of this Agreement, for which this Agreement may be summarily terminated.

A G R E E M E N T

THIS AGREEMENT dated the _____ day of _____ , ____, is by and between the **CITY OF STAMFORD** (hereinafter the "City"), a municipal corporation organized and existing pursuant to the laws of the State of Connecticut with a principal place of business located at 888 Washington Boulevard, Stamford, Connecticut, and acting herein by Caroline Simmons, its duly authorized Mayor, and _____ (hereinafter the "Consultant"), a _____ company with a principal place of business located at _____, and acting herein by _____ _____, its duly authorized _____.

W I T N E S S E T H

WHEREAS, The City solicited Request for Proposals No. _____ for _____ _____ (hereinafter the "City's RFP No. _____");

WHEREAS, The Consultant submitted a proposal in response to the City's RFP No. _____ _____; and

WHEREAS, The City has accepted the Consultant's proposal pursuant to the terms hereinafter set forth;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. INCORPORATION OF RECITALS. The above terms and conditions are contractual in nature and not merely recitals and are hereby incorporated into this Agreement;

2. CONTRACT DOCUMENTS AND SCOPE OF SERVICES. The Contract Documents consist of this Agreement and the following Exhibits that, combined, define the duties, functions, obligations, responsibilities, and tasks of the Scope of Services:

Exhibit A – The City's RFP No. _____; and

Exhibit B – The Consultant's Proposal;

both attached hereto and hereby made a part hereof as if fully set forth herein;

3. NO EXCLUSIVE RIGHT TO WORK. Nothing contained herein shall grant the Consultant an exclusive right to perform the Scope of Services. The City may enter into similar agreements with other Consultants at its sole discretion on an as-needed basis;

4. DAYS/HOURS OF OPERATION. The Consultant shall, as directed by the City's _____ _____, provide the Scope of Services for _____ (_____) hours per _____ and _____ (_____) days per _____ in the City's _____, during normal _____ hours, and shall always be readily available in person or by telephone for _____ consultation with the City's _____;

5. COMPENSATION. The Consultant shall be compensated for the Scope of Services at the __ _____ rate of _____ ($_____) Dollars, payable in _ _____ installments;

6. TERM. The Term of this Agreement shall commence when signed below by the City's Mayor and terminate _____ (_____) year(s) thereafter. The parties may, by mutual agreement, extend the Term of this Agreement for _____ (_____), additional years provided that all

other terms of this Agreement remain the same. No such extension shall be for greater than _____ _____ (_____) year(s) and, under no circumstances, shall the entire Term of this Agreement, including any extension years, exceed _____ (_____) years;

or

COMMENCEMENT AND COMPLETION OF WORK. The Consultant shall commence the Scope of Services upon the execution of this Agreement by both parties and shall complete said services in a timely, efficient and diligent manner (certain time to complete? Any milestone dates?);

7. CONSULTANT'S REPRESENTATIVE AND KEY PERSONNEL. The following representative of the Consultant is hereby authorized to act on behalf of the Consultant with respect to the Scope of Services and shall have full authority to accept instructions, make decisions, communicate for and act on behalf of the Consultant at all times.

Consultant Representative: _____
Title:

In addition to the Consultant's Representative, the following Key Personnel of the Consultant shall be assigned to, participate in and be available to the City for the Scope of Services.

Key Personnel: _____
Title:

_____
Title:

Neither the Consultant's Representative nor the Key Personnel shall be replaced by the Consultant without fifteen (15) days prior written consent of the City;

8. REPRESENTATIONS. The Consultant represents that it is qualified in relation to the Scope of Services and further represents that it has the requisite skill, expertise, and knowledge necessary to perform the Scope of Services, including any supplementary services. The Consultant hereby acknowledges that the City has relied upon said representations in entering into this Agreement;

9. CAPACITY/INDEPENDENT CONTRACTOR. Consultant is acting as an independent contractor and is not an employee of the City. This Agreement is for services only and does not create a partnership or joint venture between the Consultant and the City. The City shall not be required to pay, or make any contribution to, any social security, local, state of federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term of this Agreement. The Consultant is responsible for paying, and complying with reporting requirements for, all state, local, and federal taxes related to payments made to the Consultant under this Agreement;

10. INDEMNIFICATION. The Consultant shall indemnify, hold harmless and, at the City's option, defend the City, its officers, agents and employees, from third party claims for loss, cost, damage, liability, and/or injury to or death of a person, including the agents and employees of the Consultant, or loss of or damage to property, resulting directly or indirectly from the Consultant's or the Consultant's officers', agents' or employees' negligent performance pursuant to this Agreement, or by any negligent omission to perform some duty imposed by law or this Agreement upon the Consultant, its officers, agents and employees. The foregoing indemnity shall include

reasonable attorneys' fees and costs of suit, if applicable, shall not be limited by reason of any insurance coverage required pursuant to this Agreement, and shall survive the termination of this Agreement;

11. INSURANCE. The Consultant shall procure, at its sole expense, and maintain for the entire Term of this Agreement, including any extensions, insurance coverages as set forth in the City of Stamford Insurance Requirements included in the City's Request for Proposals No. _____ attached hereto as Exhibit A;

12. LIMITATION OF LIABILITY. The Consultant's sole remedy for City delays shall be an extension of time to complete the Scope of Services and the Consultant hereby waives any claims for consequential damages, including, but not limited to, principal office expense, loss of financing, reputation and/or lost profit;

13. ASSIGNMENT. The Consultant shall not assign or transfer any portion of the Scope of Services without the prior written approval of the City;

14. SUBCONTRACTING/SUBCONSULTING. Aside from those subconsultants/subcontractors disclosed in the Consultant's Proposal, attached hereto as Exhibit B, the Consultant is prohibited from further subconsulting/subcontracting the Scope of Services or any part of it unless the City first approves such subconsulting/subcontracting in writing and approves, in writing, of the specific subconsultant(s)/subcontractor(s) the Consultant proposes to be used. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void. Should the City approve of a proposed subconsultant, the Consultant agrees to comply with the City's Code of Ordinances § 103.4;

15. REVIEW OF WORK. The Consultant shall permit the City, its agents and/or employees to review, at any time, all work performed pursuant to the terms of this Agreement at any stage of the work;

16. BOOKS AND RECORDS. The Consultant shall maintain or cause to be maintained all records, books, or other documents relative to charges, costs, expenses, fees, alleged breaches of this Agreement, settlement of claims, or any other matter pertaining to the Consultant's demand for compensation by the City for a period of not less than three (3) years from the date of the final payment for services performed under this Agreement;

17. CONTRACT EXTRAS. Pursuant to the City of Stamford Code of Ordinances, Section 23-18.4 C., it is specifically understood and agreed by the Consultant that all contract extras regarding this Agreement shall be governed by the City of Stamford Charter and/or Code of Ordinances. The City shall not be liable for payment of any additional costs, except as otherwise expressly set forth in this Agreement, unless the provisions of the City of Stamford Charter and/or Code of Ordinances are fully complied with. The City of Stamford Charter and Code of Ordinances can be found at www.municode.com;

18. COMPLIANCE WITH CITY OF STAMFORD CODE PROVISIONS. The Consultant hereby agrees to fully comply, to the extent applicable, with the requirements of the City of Stamford Code of Ordinances, Sections 103-1 through 103-10, regarding consultants in general. Failure to so comply shall constitute a material breach of the terms of this Agreement. The provisions of the City of Stamford Code of Ordinances can be found at www.municode.com;

19. TERMINATION.

A. TERMINATION FOR CAUSE, SANCTIONS AND PENALTIES. If, through any cause, the Consultant shall fail to fulfill, in a timely and proper manner, its obligations under this Agreement, or if the Consultant shall violate any laws or any of the covenants, agreements,

or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement for cause by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished reports, documents, data, studies, photographs, or other material prepared by the Consultant pursuant to its performance under this Agreement shall, at the option of the City, become the City's property. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory services completed up to the effective date of termination. The Consultant shall not be responsible for any claims resulting from the City's use of the documents on another project or changes made to the documents without the Consultant's express written permission;

The term "cause" includes, without limitation the following:

1) If the Consultant furnished any statement, representation, warranty or certification in connection with this Agreement, which is materially false, deceptive, incorrect, or incomplete;

2) If the Consultant fails to perform to the City's satisfaction any material requirement of this Agreement or is in violation of any specific provision thereof or any State or Federal law or requirement; or

3) If the City reasonably determines that satisfactory performance of this Agreement is substantially endangered or can reasonably anticipate such an occurrence or default.

Should the City terminate this Agreement for cause, the Consultant shall not be relieved of liability to the City for any damages sustained by the City by virtue of any breach of this Agreement by the Consultant and the City may withhold any payment to the Consultant for the purposes of setoff until such time as the exact amount of damages due the City from the Consultant is determined. Further, if applicable, the City shall have the right to:

1) Complete the Scope of Services, or any part thereof, either by itself or by other consultants, at the expense of the Consultant;

2) Purchase the products or services that are the subject of this Agreement elsewhere and hold the Consultant responsible for any increase in cost;

3) Pursue any equitable remedy, including, but not limited to, specific performance or injunction; and/or

4) Disqualify the Consultant from bidding on, submitting proposals for, or being awarded any City contract for a period not to exceed two (2) years from the date of such termination;

B. TERMINATION FOR CONVENIENCE. The City may terminate this Agreement at any time the City determines that the purposes of the distribution of monies under the Agreement would no longer be served by the services provided. The City shall effect such termination by giving written notice of termination to the Consultant and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials as described Subsection A shall, at the option of the City, become property of the City. If the Agreement is terminated by the City as provided herein, the Consultant shall be paid an

amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed to the effective date of termination bear to the total services of the Consultant pursuant to the terms of the Agreement, less payments of compensation previously made, and subject to the City's right of set off for any damages pursuant to the terms of the Agreement;

20. DISPUTE RESOLUTION.

A. EXECUTIVE MEETING. The parties shall endeavor to resolve all claims, disputes, or other matters in controversy arising out of or related to this Agreement ("Claims") through a meeting of the chief executives of each party, or their respective designees ("Executive Meeting").

A request for an Executive Meeting shall be made by a party in writing and delivered to the other party. The request may be made concurrently with the filing of a non-binding mediation as set forth herein. The Executive Meeting shall be a condition precedent to mediation unless 30 days have passed after the Executive Meeting has been requested with no meeting having been held.

The Executive Meeting shall be held in the place where the Project is located, unless another location is mutually agreed upon.

B. MEDIATION. Any Claim subject to, but not resolved by, an Executive Meeting shall be subject to mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules and procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation.

The request may be made concurrently with the filing of arbitration but, in such event, mediation shall proceed in advance of arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

C. ARBITRATION. Any Claim subject to, but not resolved by, mediation shall, in the sole discretion of the City, be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules and procedures in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for

arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law.

Any judgment will be entered or court action will be brought in a court of competent jurisdiction within the State of Connecticut.

D. PERFORMANCE DURING DISPUTE. Unless otherwise directed by the City, the Consultant shall continue performance under this Agreement while matters in dispute are being resolved.

E. CLAIMS FOR DAMAGES. Should either party to this Agreement suffer injury or damage to person or property because of any act or omission of the other party or of any of its employees, agents or others for whose acts it is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage;

21. COMPLIANCE WITH LAWS. The Consultant shall be responsible for compliance with all applicable federal, state and local laws, rules, regulations, codes, orders, ordinances, charters, statutes, policies and procedures;

22. CONFIDENTIALITY. During and after the Term of this Agreement, the Consultant, including, without limitation, its employees, agents, servants and representatives, shall not directly or indirectly disclose or make available to any person, firm, corporation, association or other entity of any reason or purpose whatsoever, or use or cause to be used in any manner adverse to the interest of the City, any financial, administrative or other confidential business information, except as require by law;

23. SETOFF OF PROPERTY TAXES OWED TO THE CITY OF STAMFORD. Pursuant to the City of Stamford Code of Ordinances Section 23-18.4.1 and Section 12-146b of the Connecticut General Statutes, as amended, the Consultant hereby acknowledges that the City shall have the right to set-off or withhold any payment, or portion thereof, due to the Consultant pursuant to this Agreement if any taxes levied by the City of Stamford against any property, both real and personal, owned by the Consultant are delinquent and have been so delinquent for a period of not less than one year. Any amount withheld from the Consultant pursuant to this section shall be applied to the Consultant's delinquent taxes, provided, however, that no such amount withheld shall exceed the amount of tax, plus penalty, lien fees and interest, outstanding at the time of withholding;

24. GIFTS. During the Term of this Agreement, including any extensions, the Consultant shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of the City of Stamford or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to the Consultant shall include its members, officers, directors, employees, and owners of more than 5% equity in the Consultant;

25. CODE OF ETHICS. The Consultant is prohibited from using its status as a consultant to the City to derive any interest(s) or benefit(s) from other individuals or organizations and the Consultant shall comply with the prohibitions set forth in the Stamford Municipal Code of Ethics as codified in Chapter 19 of the City of Stamford Code of Ordinances;

26. MORALS CLAUSE. Neither the Consultant, the Consultant's Representatives nor the Consultant's key personnel shall commit any act or do anything which might reasonably be considered: (i) to be immoral, deceptive, scandalous or obscene; or (ii) to injure, tarnish, damage or otherwise negatively affect the community and/or the reputation and goodwill associated with the City. If the Consultant, the Consultant's Representative or the Consultant's key personnel is accused of any act involving moral or ethical issues, dishonestly, theft or misappropriation, under any law, or any act which casts an unfavorable light upon its association with the community and/or the City or the Consultant is accused of performing or committing any act which could adversely impact the Consultant's events, programs, services, or reputation, the City shall have the right to terminate this contract upon fifteen (15) days written notice specifying the reason, within which period the Consultant may cure such offense. The determination of whether and to what extent the offense is cured shall be made by the City at its sole discretion;

27. NON-APPROPRIATION. The Consultant acknowledges that the City is a municipal corporation, that the City's obligation to make payments under this Agreement is contingent upon the appropriation by the City's Board of Representatives of funds sufficient for such purposes for each budget year in which the Agreement is in effect;

28. GOVERNING LAWS. The parties deem this Agreement to have been made in the City of Stamford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Agreement to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Fairfield, at Stamford, only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court. The Consultant hereby waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding;

29. INTERPRETATION. The Consultant agrees that, in the event of any ambiguity between the terms of this Agreement and any of the incorporated Exhibits, the City, in its sole discretion, shall determine the terms and/or document(s) which shall prevail and take precedence, except for those terms relating to the Scope of Services or Compensation, to which such terms this section shall not apply; and

30. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. The counterparts shall together constitute but one Agreement. Any signature on a copy of this Agreement or any document necessary or convenient thereto sent by facsimile, PDF or other electronic format shall be binding upon such transmission and the facsimile, PDF or other electronic format copy shall be deemed an original for the purposes of this Agreement.

31. NON-WAIVER. The failure of the City to insist upon strict performance of any of the terms, conditions or covenants herein shall not be deemed a waiver of any rights or remedies that the City may have; and shall not be deemed a waiver of any subsequent breach or default of the terms, conditions or covenants herein contained. The City reserves the right to require strict compliance therewith at any time, with or without notice, except as may be otherwise required herein.

32. STANDARD OF CARE AND REPRESENTATIONS. In performing the Scope of Services, the Consultant will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession practicing in the same or similar locality (the "Standard of Care"). The Consultant represents that it is qualified in relation to the Scope of Services and further represents that it has the requisite skill, expertise, and knowledge necessary

to perform the Scope of Services, including any supplementary services, in accordance with the Standard of Care. The Consultant hereby acknowledges that the City has relied upon said representations in entering into this Agreement;

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

SIGNATURE PAGE FOLLOWS.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written. Signed, sealed and delivered in the presence of:

CITY OF STAMFORD

_____
Print:

Witness

By: _____
Caroline Simmons
Mayor

Date: _____

_____
Print:
Witness

CONSULTANT

_____
Print:
Witness

By: _____
_____, _____

Date: _____

_____
Print:
Witness

Approved as to Form:

_____
Asst. Corp. Counsel

Date:_____

Approved as to Insurance:

_____
David Villalva
Risk Manager

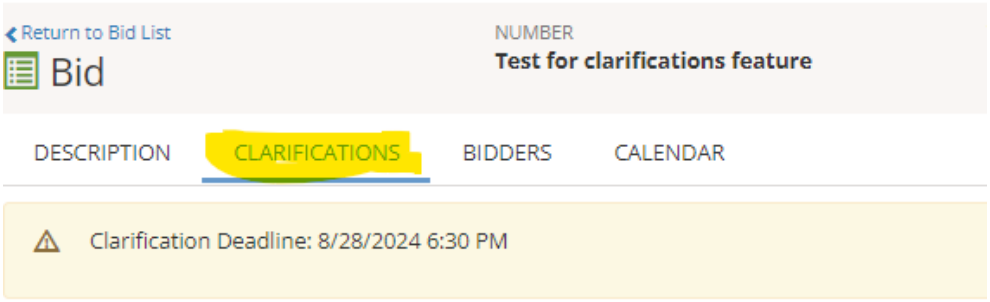
Date:_____

Clarifications Feature in ProcureWare

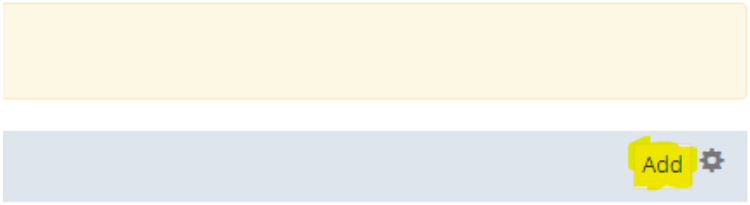
1. Suppliers are required to submit questions via ProcureWare. Please refer to the directions below for submitting a clarification.
2. Suppliers must submit questions prior to the deadline. The deadline will typically be Ten (10) working days before the due date, but it is the supplier's responsibility to review the deadline posted within ProcureWare.
3. City of Stamford Purchasing will provide answers to the clarification requests via addendum.

How to use the clarifications feature

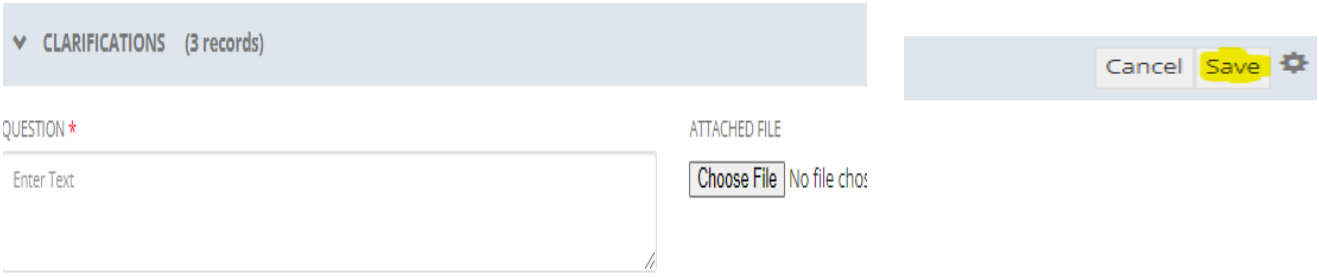
1. In ProcureWare under the bid, select the Clarifications Tab



2. Select Add



3. Enter a question and/or relevant attachments and click Save. Repeat steps 2 and 3 for each additional question.



4. When available, answers will be issued via addendum

TO ALL BIDDERS/PROPOSERS

Please complete all required forms using the **Business Name** and **Business address** as it appears on your registration with the State of Connecticut Secretary of State.

If your business is not registered with the State of Connecticut Secretary of State, please register.

If you are unsure of how your business is registered with the State of Connecticut follow the link below to - Business.CT.gov - Business Records Search
https://service.ct.gov/business/s/onlinebusinesssearch?language=en_US

If awarded a contract, the **Business Name** and **Business address** on your submitted certificate of insurance should match the information on record with the State of Connecticut Secretary of State.

If awarded a contract, the **Business Name** and **Business address** on the bid/proposal, certificate of insurance and agreement should be consistent.

Contractor's Statement

Pursuant to Section 103.1 of the Stamford Code of Ordinances, I hereby provide the following:

If a joint venture, trustee, partnership, limited liability company or partnership, the names and addresses of all joint ventures, beneficiaries, partners or members:

_____

_____

_____

_____

_____

If a corporation, the names and addresses of all officers, and the names and addresses of all parties owning over 10% of its common stock or over 10% of its preferred stocks. If any of said stockholders is a holding corporation, the names and addresses of all persons owning a beneficial interest in over 10% if the common or preferred stock of said holding company.

_____

_____

_____

_____

_____

The names and positions of all persons listed hereinabove who are elected or appointed officers or employees of the City of Stamford.

_____

_____

_____

_____

_____

Name of Bidder/Proposer: _____

Signature of Bidder/Proposer: _____

Title: _____

Company Name: _____

Address: _____

Indicate if company submitting this proposal is: _____MBE _____WBE _____DBE

Non-Collusion Affidavit

The undersigned, having been duly sworn, affirms and says that to the best of his/her knowledge and belief:

1. The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Proposer or with any competitor for the purpose of restricting competition.

2. Unless otherwise required by law, the prices, which have been quoted in this Proposal, have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor.

3. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Name of Proposer:_____

By:_____

Print Name:_____

Title:_____

ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____ ss._____

Date:_____

Personally appeared _____, as _____ of the above named firm, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief.

_____
Signature of Notary Public
My Commission Expires:_____

EFFECTIVE: 2/24/09

City of Stamford
State of Connecticut Contractor Verification (in accordance with Public Act 16-67)

Compliance Affidavit

I, the undersigned, personally and on behalf of _____ , having
(Contractor)
been duly sworn, affirm and say that I have read, understand and am in compliance with Public Act 16-67 Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints, and that neither I nor said Contractor, to the best or my knowledge, is in possession of any information indicating a finding of abuse or neglect or sexual misconduct, or otherwise have knowledge of such a condition(s) for any employees working on the project identified in RFQ/RFP or Bid S-_____. Further, if I or said Contractor
(RFQ/RFP or Bid Number)
become aware of any information indicating such a finding, or otherwise gain knowledge of such a condition, I and/or said Contractor will immediately forward such information to the City of Stamford.

Contractor Name:_____

Street Address:_____

City, State, Zip:_____

Title of person completing this form:_____

Signature:_____

Printed Name:_____

Date:_____

ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____ ss._____

Date:_____

Personally appeared _____, as _____ of the above named Contractor, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief on behalf of himself and said Contractor.

_____
Signature of Notary Public

My Commission Expires:_____

CERTIFICATE OF CORPORATE RESOLUTION
RFQ/RFP

I, _____, SECRETARY OF _____

A CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF _____, DO HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE COPY OF CERTAIN RESOLUTIONS ADOPTED BY THE BOARD OF DIRECTORS OF SAID COMPANY, AT A MEETING THEREOF DULY CALLED AND HELD ON THE _____DAY OF _____ , 20_____.

"RESOLVED, THAT THE _____

OF THE CORPORATION BE AND IS HEREBY AUTHORIZED TO SIGN

A CONTRACT WITH THE CITY OF STAMFORD, CONNECTICUT FOR

_____, RFP/RFQ No. _____".

I, FURTHER CERTIFY THAT, _____ IS THE DULY ELECTED _____ OF _____ AND THE FOREGOING RESOLUTION HAS NOT BEEN MODIFIED OR REPEALED AND IS IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, I HAVE, HEREUNTO, SUBSCRIBED BY NAME AND AFFIXED THE SEAL OF SAID CORPORATION THE _____DAY OF _____, 20_____.

_____

SECRETARY

CERTIFICATION AS TO CONTRACT SIGNATORY

For Limited Liability Companies (LLCs)

(Effective 9/1/2011)

I, _____ a _____ of _____,
(name of member or manager) (Member or Manager) (name of LLC)

LLC, a limited liability company organized and existing under the laws of the State of Connecticut (hereinafter the "Company"), hereby certify that:

1. that _____ is run by _____
(name of LLC) (Members or Managers)

2. that _____ is a _____ of _____
(name of contact signatory) (Member/Manager) (name of LLC)

and

3. that as such _____ is not prohibited from or
(name of Member/Manager who is contract signatory)
limited by the articles of organization from binding the LLC.

IN WITNESS HEREOF, the undersigned has affixes his/her signature this _____ day of

_____, 20_____.

(LLC Seal)
(Circle this L.S. if there is no seal)

_____
Secretary (name of Secretary)

PROPOSER'S INFORMATION AND ACKNOWLEDGEMENT FORM

RFP No:_____

Date:_____

Proposer's Name:_____

Street Address:_____

_____

City State Zip

Business Telephone:_____

Email:_____

Unique Entity ID:_____ Tax Id. No.:_____

Indicate (Yes/No) if company submitting this proposal is:

_____MBE _____WBE _____DBE
(If yes, attach relevant certification)

Signature:_____ Date:_____

Printed Name:_____

Title:_____

Addenda Acknowledgement – check and note date of addendum

☐ Addenda No. 1	☐ Addenda No. 2
☐ Addenda No. 3	☐ Addenda No. 4
☐ Addenda No. 5	☐ Addenda No. 6
☐ Addenda No. 7	☐ Addenda No. 8
☐ Addenda No. 9	☐ Addenda No. 10
☐ Addenda No. 11	☐ Addenda No. 12

SUPPLIER REGISTRATION FORM

Supplier Name (DBA):_____

Legal Name:_____

Company Description of Services/Goods:_____

Business Type

Individual ☐ Corporation ☐ Partnership ☐ LLC ☐ Other☐

Main Address:_____

City:_____ State:_____ Zip Code:_____ Country:_____

Taxpayer ID:_____

Main Contact:_____

Phone:_____

Email:_____

Minority or Women Owned? Yes ☐ No ☐

Veteran Owned? Yes ☐ No ☐

Would you be interested in ACH Payments? Yes ☐ No ☐

If yes, please list contact information for ACH Payments.

Name:_____

Email:_____

Phone:_____

Purchase Order Transmission Information:

Provide a general email for all purchase orders to be directed. This should be an email address or fax that is monitored daily.

Email:_____

Remit-to Information: Same as General Information ☐

Address:_____

City:_____ State:_____ Zip Code:_____

By signing below the Supplier acknowledges that the City of Stamford accepts no responsibility for goods, equipment or services delivered without a formal written Purchase Order and/or Change Order.

_____ _____

Signature of Corporate Officer Title

_____ _____

Printed Name Date

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS
(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4)Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

(a) the bidder's success in implementing an affirmative action plan;
(b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) the bidder's promise to develop and implement a successful affirmative action plan;
(d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving o f written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

White (not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. Black (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa. Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART 1 – Bidder Information

Company Name: Street Address: City & State: Chief Executive:	Bidder Federal Employer Identification Number: Or Social Security Number:
Major Business Activity: (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor? Yes ☐ No ☐ -Bidder is a minority business enterprise? Yes ☐ No ☐ (If yes, check ownership category) Black ☐ Hispanic ☐ Asian American ☐ American Indian/Alaskan Native ☐ Iberian Peninsula ☐ Individual(s) with a Physical Disability ☐ Female ☐ -Bidder is certified as above by State of CT? Yes ☐ No ☐
Bidder Parent Company: (If any)	
Other Locations in CT: (If any)	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes ☐ No ☐	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes ☐ No ☐
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes ☐ No ☐	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes ☐ No ☐
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes ☐ No ☐	9. Does your company have a mandatory retirement age for all employees? Yes ☐ No ☐
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes ☐ No ☐	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes ☐ No ☐ N/A ☐
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes ☐ No ☐	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes ☐ No ☐ N/A ☐
6. Does your company have a collective bargaining agreement with workers? Yes ☐ No ☐ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ☐ No ☐ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes ☐ No ☐	12. Does your company have a written affirmative action Plan? Yes ☐ No ☐ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes ☐ No ☐ If yes, give name and phone number:

1. Will the work of this contract include subcontractors or suppliers? Yes ☐ No ☐

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes ☐ No ☐

PART IV - Bidder Employment Information Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service	☐	☐			Work Experience	
Private Employment Agencies	☐	☐			Ability to Speak or Write English	
Schools and Colleges	☐	☐			Written Tests	
Newspaper Advertisement	☐	☐			High School Diploma	
Walk Ins	☐	☐			College Degree	
Present Employees	☐	☐			Union Membership	
Labor Organizations	☐	☐			Personal Recommendation	
Minority/Community Organizations	☐	☐			Height or Weight	
Others (please identify)	☐	☐			Car Ownership	
	☐	☐			Arrest Record	
	☐	☐			Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)

CITY OF STAMFORD
INSURANCE REQUIREMENTS
2027 Citywide Revaluation

The Consultant is required to submit certificates of insurance, which contain the minimum insurance coverages described below:

1. Standard workers' compensation, which complies with all Connecticut workers' compensation statutes and regulations.

2. Employer's liability insurance, which contains limits of liability of not less than $500,000 each accident, $500,000 disease policy limit and $500,000 disease – each employee.

3. Commercial general liability insurance, with a minimum limit of liability of $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury and property damage. Such coverage shall include the following:

    (a) Products liability and completed operations, which shall be maintained for a period of not less than three (3) years following completion of the services under this Agreement or termination of the Agreement, whichever is later;
    (b) Contractual liability insurance, which insures any indemnities contained in the Agreement between the Consultant and the City of Stamford;
    (c) Broad form property damage coverage;
    (d) Personal injury and advertising liability;
    (e) City of Stamford and its employees, agents and officers designated as additional insureds;
    (f) Policy shall be underwritten on an occurrence basis.

4. Commercial automobile liability insurance, which contains minimum limits of liability of $1,000,000 per accident, and contains, at a minimum, the following coverage provisions:

    (a) Coverage for all owned, non-owned and hired vehicles;
    (b) City of Stamford and its employees, agents and officers designated as additional insureds.

5. Professional liability insurance, which covers the services to be provided pursuant to the Agreement between the City of Stamford and the Consultant. Insurance coverage should extend to any subcontracted work or services. The minimum limit of liability shall be $2,000,000 per claim.

6. If any insurance is underwritten on a claims made, as opposed to an occurrence basis, the retroactive date in the policy shall be the earlier of the effective date of

the Agreement between the Consultant and the City of Stamford or the date the Consultant commences its services for the City. If the policy is cancelled, the policy shall also contain an extended reporting date of not less than three years following termination of the Agreement between the Consultant and the City of Stamford or conclusion of the services rendered by the Consultant, whichever is later.

7. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Stamford and its employees, agents and officers. The Consultant shall waive any right of claim, loss or damage against the City of Stamford and its employees, agents and officers.

8. All insurance policies required under this Agreement shall contain thirty (30) days prior written notice to the City of Stamford's Risk Manager in the event of cancellation, termination or material change to any policy terms or conditions required hereunder.

9. The insurance required hereunder shall in no way serve to limit or reduce the liability of the Consultant under this Agreement.

10. The Consultant shall provide the Risk Manager with certificates of insurance, which evidence the insurance required hereunder. The Consultant shall provide the Risk Manager with renewal certificates of insurance within 15 days prior to the expiration of the policies. Consultant's failure to renew said certificates of insurance or insurance policies shall not be deemed to be a waiver of the Consultant's obligations to comply with all provisions of these insurance requirements hereunder.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Insurance Broker	
ABC Insurance Co. 123 Main Street City, State Zip	PHONE (A/C, No, Ext): 888-888-8888	FAX (A/C, No): 555-555-5555
	E-MAIL ADDRESS: broker@insurance.com	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Insurance Co. 1	11111
INSURER B :	Insurance Co. 2	11112
INSURER C :	Insurance Co. 3	11113
INSURER D :	Insurance Co. 4	11114
INSURER E :		
INSURER F :		

INSURED

Sample Company
456 Sample Company
City, State Zip

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	X	X	123456789	01/01/2026	12/31/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ XXX,000 $ XXX,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	X	X	123456789	01/01/2026	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	123456789	01/01/2026	12/31/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
D	Professional Liability/E&O		X	45678910	01/01/2026	12/31/2026	Occur	$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Stamford and its employees, agents and officers designated as additional insureds under commercial general liability and automobile liability. All insurance hereunder are primary, not excess or contributory to any insurance maintained by or on behalf of City of Stamford. Waivers of subrogation in favor of City of Stamford and its employees, agents and officers.

CERTIFICATE HOLDER

City of Stamford
888 Washington Boulevard
Stamford, CT 06901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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