



City of Meriden, Connecticut

Purchasing Department

Invitation to Bid

For

Police Vehicles & Up Fitting

Meriden, CT

B023-20

Proposals Due: October 25, 2022 @ 11:00 AM

Purchasing Department

142 East Main Street, Room 210

Meriden, CT 06450

(203) 630-4115

LEGAL NOTICE

INVITATION TO BID

The City of Meriden is accepting sealed bids for:

B023-20 – Police Vehicles & Up Fitting

The City of Meriden seeks the services of a contractor to furnish labor and materials for the purchase and up fitting of Police Vehicles.

Bids shall be submitted on forms and in the manner specified. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website (www.meridenct.gov/business/bids-rfps/), and on the State of Connecticut Department of Administrative Services website (<https://portal.ct.gov/DAS/CTSource>). Bids will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **11:00 A.M. local, Eastern Standard Time on October 25, 2022** at which time they will be publicly opened and read. Any bid received after the time and date specified shall not be considered.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No bidder may withdraw its bid within thirty (30) days of the date of the bid opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Adam B. Tulin
Purchasing Officer
City of Meriden, CT 06450-8022
Dated: October 14, 2022

CITY OF MERIDEN, CONNECTICUT

B023-20 – Police Vehicles & Up Fitting

INFORMATION TO BIDDERS

1. BIDDING PROCEDURES

Sealed Bids shall be submitted on the forms designated by the attached proposal bid forms. Bids will be received by the City of Meriden’s Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 11:00 A.M. on October 25, 2022 and thereafter immediately read in public (the “bid opening”).

2. BIDS

Bids are to be submitted on the attached proposal forms. Please submit two copies of the proposal forms and Bidder’s Qualification Statement. One shall be an original and one can be a copy. **Please submit one complete copy of your bid on a flash drive.**

BID WILL BE AUTOMATICALLY REJECTED FOR ANYONE SUBMITTING A SURETY OTHER THAN THOSE SPECIFIED.

- a. Bids must be made out and signed in the corporate, or other, name of Bidder, and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the Bidder’s name and address in the upper left hand corner and the words “BID DOCUMENT – B023-20 – Police Vehicles & Up Fitting to be opened at 11:00 A.M.” in the lower left hand corner.
- c. Bids received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of bids received later than the date and time set forth in the bid opening will not be considered.
- e. All prices must be in ink or typewritten. In the event of a bidder’s mathematical error in tabulating any bid prices, *the written unit prices shall govern.*

3. BIDDER QUALIFICATIONS

Bidders will be required to fill out, and include as part of its bid, any attached Bidder’s Qualification Statement.

In determining the qualifications of a bidder, the City of Meriden will consider the bidder’s record of performance in any prior contracts for construction work. The City of Meriden expressly reserves the right to reject a bid if the bidder’s historical performance, in the sole opinion of the City of Meriden, has been unsatisfactory in any manner or if the bidder has habitually and without just cause neglected the payment of bills or has otherwise disregarded its obligations to subcontractors, suppliers, or employees.

4. EXAMINATION OF BIDDING DOCUMENTS

Bidders are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the bidder may familiarize itself with all of the existing requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on the drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any bid document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of bids. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications which, if issued, will be made available on the City of Meriden website (www.meridenct.gov) unless it is to change the date fixed for the opening of bids, not later than three (3) days prior to the date fixed for the opening of bids. Bidders are encouraged to check the website regularly for addenda. Failure of any bidder to receive any such addenda shall not relieve any bidder from any obligations under its bid as submitted.

Any questions about the bid document must be submitted in writing via email to meridenpurchasing@meridenct.gov. Any other format of question will not be answered.

5. BIDS TO REMAIN OPEN

No bidder may withdraw its bid within thirty (30) days of the date of the bid opening. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Meriden and the successful bidder.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the bid which, by the Purchasing Officer's judgment and recommendation from the Meriden Police Department following bid evaluations, best meets the specifications and is deemed to be in the best interest of the City of Meriden.

The contract will not be awarded to any corporation, firm, or individual which/who is in arrears to the City of Meriden by debt or contract, or who is in default as security or otherwise by any obligation to the City of Meriden.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden.

7. BID PROTEST PROCEDURE

In the event that any bidder wishes to protest the potential award of a bid, or any procedure of act in the advertising or soliciting of the bids, said bidder must make said protest in writing, which shall state the reason therefore and request a conference with respect thereto. Said protest must be received in the City Purchasing Office within **FIVE (5)** business days after the delivery of bid results or decisions. A conference with respect to said protest shall be scheduled by the Purchasing Officer forthwith and shall be attended by him or his designee and such other persons as the Purchasing Officer and the City Manager shall require to attend. The subject matter of said conference shall be limited to the reasons for the protest specified in the written request for said conference. Said conference shall also include a discussion of all possibilities for a resolution of dispute. The City shall make a decision in writing within three (3) business days after said conference and forward the same to the protesting bidder forthwith. In the event that any protesting bidder wishes to take legal action against the City, they must fully comply with all of these instructions to bidders.

8. CITY OF MERIDEN, LOCAL PREFERENCE

In determining the lowest responsible bidder, the Purchasing Department shall also consider Local Preference.

This section shall not apply in those instances where the bid requested involves a cooperative purchasing arrangement between the City of Meriden and other municipalities or the State of Connecticut.

Bidders are specifically advised that the City of Meriden has adopted Section 3-14 of the Code of the City of Meriden which requires, but is not limited to, a local preference requiring, in part, that a “City-based business” shall mean a business with its principal place of business located within the boundaries of the City of Meriden. A business shall not be considered a “City-based business” unless evidence has been submitted, satisfactory to the Purchasing Department, with each bid (forms included in bidding documents) to establish that the bidder has a bona fide principal place of business, operates out of, or pays property taxes on personal property in the City of Meriden.

Any City-based business bidder which has submitted a bid not more than ten (10) percent higher than the low bid provided such City-based business bidder agrees to accept the award of the bid at the amount of the low bid. The acceptance shall be submitted in writing to the Purchasing Department no later than next business day following the opening of the bid. For example, a bid opened at 11:00 a.m. on a Monday must be accepted by the City-based bidder no later than 11:00 a.m. on Tuesday. If more than one City-based business bidder has submitted bids not more than ten (10) percent higher than the low bid and has agreed to

accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be one of the City-based business bidders which has submitted the lowest bid.

Bidders claiming status under the local preference are hereby required to submit with its bid an additional form, titled "Request for Status as a Meriden Based Business."

9. EXTENSION OF AGREEMENT – N/A

10. TIME – N/A

11. SCHEDULE OF WORK – N/A

12. TAXES

The City of Meriden is exempt under Connecticut General Statutes from the payment of the excise taxes imposed by the federal government and the Sales and Use Tax of the State of Connecticut; such taxes should not be included in the bid price. Upon request, exemption certificates will be furnished to the successful bidder.

13. FAIR EMPLOYMENT PRACTICES

The Contractor shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran. The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled "Discriminatory employment practices prohibited," as amended.

14. FORM OF AGREEMENT BETWEEN CITY OF MERIDEN AND CONTRACTOR

The Agreement for the work will be written on the Agreement between City of Meriden and Contractor, wherein the basis of payment is a stipulated sum.

15. LOCAL SUBCONTRACTORS, SUPPLIERS, etc.

Local subcontractors, material suppliers, and labor in the City of Meriden should be considered and sought out insofar as it is practical in the performance of this project.

16. CITY OF MERIDEN CODE OF ETHICS

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or

agreement entered into by the City of Meriden as a result of this bid as if those terms were fully set forth in such contract or agreement.

Bidders are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Bidders are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

BIDDERS SHOULD NOTE THAT BIDS, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.

17. NON-COLLUSION BID STATEMENT

Each bidder submitting a bid to the City of Meriden for any portion of the work contemplated by the documents on which bidding is based shall execute and attach thereto the sworn Non-Collusive Bid Statement, to the effect that the bidder has not colluded with any other person, firm, or corporation in the submission of the bid.

18. SOIL CONDITIONS

The City of Meriden does not guarantee the accuracy of any information which it may have obtained as to the kind or condition of the soil that may be encountered in the performance of the proposed work; neither does the City of Meriden represent that the plans and specifications drawn are based upon any soil data so obtained. The City of Meriden does not make any representations as to the soil data so obtained. The City of Meriden does not make any representations as to the soil conditions to be encountered or as to foundation materials.

19. AWARD IN CASE OF A TIE

In the event there are two or more responsive bidders, the decision to award will be based by the following criteria and in the following order:

- a. The incumbent will be awarded the bid over that of another bidder.
- b. In the case of a multi-item bid, if one bidder has been awarded other items from the same bid and the other bidder has not, the bidder with the multiple awards will be awarded the bid over that of another bidder.
- c. The bidder located in the State of Connecticut will be awarded the bid over that of another bidder.
- d. The winner of a coin toss will be awarded the bid over that of another bidder.

The above-referenced provisions do not apply to those situations in which more than one City-based business responsible bidder has submitted bids not more than ten (10) percent higher than the lowest bid and has agreed to accept the award of the bid at the amount of the lowest bid. Under such circumstances, the provisions of the Code of the City of Meriden, section 3-14, are controlling, as set forth under Section 8 of this 'Information to Bidders.'

20. ASSIGNMENT OF CONTRACT

No contract may be assigned without the written consent of the Purchasing Officer or designee.

21. PERMITS

The Contractor shall be responsible for obtaining any and all necessary permits required by the City of Meriden prior to the commencement of work. The Contractor may contact the City of Meriden Building Department for permit information at (203) 630-4091. For all other required permits, contact the City of Meriden Engineering Department at (203) 630-4018.

22. BID PRICE AND PAYMENT

The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal government and the Sales and Use Tax of the State of Connecticut under Connecticut General Statutes; accordingly, such taxes shall not be included in the bid price.

The City of Meriden, unless stated otherwise in the bidding documents or Contract, will make payment to the Contractor not less than thirty (30) days following completion of services.

23. QUALITY

All materials, equipment, supplies, and services shall be subject to rigid inspection. If defective material, equipment, supplies, or services are discovered, the Contractor shall remove or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that any inspection by the City of Meriden will in no way lessen the responsibility of the Contractor or release Contractor from the obligation to perform and deliver to the City sound and satisfactory materials, equipment, supplies, or allow the cost to be deducted from any monies due it from the City of Meriden. All services will be performed in a workmanlike manner.

24. INSURANCE

The successful bidder shall be required to provide a Certificate of Insurance denoting general liability, automobile liability, workers compensation liability, and other coverage required by the City's Risk Manager.

25. CITY HALL CLOSING

If Meriden City Hall is closed due to inclement weather, or any other unforeseen event, bids will be due at the same time on the next business day that City Hall is open.

26. PAYMENT REQUISITIONS & CERTIFIED PAYROLL – N/A

CITY OF MERIDEN, CONNECTICUT

B023-20 – Police Vehicles & Up Fitting

NON-COLLUSIVE BID STATEMENT/AFFIDAVIT

The undersigned bidder, having been duly sworn, does hereby depose and says:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid.
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned bidder is duly authorized to bind the business entity identified below.

The undersigned bidder further certifies, under oath, that this statement is executed for the purposes of inducing the City of Meriden to consider the bid and make an award in accordance therewith.

Signature of Bidder

Print Legal Name of Bidder

Relationship to Business Entity Below

Business Entity Name, Address, Telephone Number, and Email Address

STATE OF CONNECTICUT)
) ss:
COUNTY OF)

Duly sworn and subscribed to before me
this __ day of _____, 2022.

Notary Public
My Commission Expires:
Commissioner of the Superior Court

CITY OF MERIDEN, CONNECTICUT

B023-20 – Police Vehicles & Up Fitting

REQUEST FOR STATUS AS A MERIDEN-BASED BUSINESS

Bidders are specifically advised that the City of Meriden has adopted Section 3-14 of the Code of the City of Meriden which requires, but is not limited to, a local preference requiring, in part, that a “City-based business” shall mean a business with its principal place of business located within the boundaries of the City of Meriden. A business shall not be considered a “City-based business” unless evidence satisfactory to the Purchasing Department has been submitted with each bid by said business to establish that it has a bona fide principal place of business in the City of Meriden. Such evidence may include evidence of ownership or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business.

In determining the lowest responsible bidder, the Purchasing Department shall also consider the following:

Any City-based business bidder which has submitted a bid not more than ten (10%) percent higher than the low bid. Such City-based business shall agree to accept the award of the bid at the amount of the low bid. The acceptance shall be submitted in writing to the Purchasing Department no later than the same time of the bid opening on the next business day following the opening of the bid.

If more than one City based business bidder have submitted bids not more than ten (10%) percent higher than the low bid and have agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one which has submitted the lowest bid.

This section shall not apply in those instances where the bid requested involves a cooperative purchasing arrangement between the City of Meriden and other municipalities or the State of Connecticut.

The bidder may submit any additional information he/she desires that he/she feels establishes the company as a city based business, including but not limited to; evidence of ownership, a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business.

1) Name of Bidder: _____

2) Meriden Office Address: _____

3) Minority owned: Yes _____ No _____

4) The undersigned hereby authorizes and requests any persons, firms, or corporations to furnish any information requested by the City of Meriden, in verification of the recitals comprising this Request for Status as a City Based Business.

Dated at: _____ this: _____ day of _____, 20 _____

Name of bidder: _____

By: _____

Title: _____

IF REQUESTING STATUS AS A MERIDEN-BASED BUSINESS, SUBMIT THIS FORM WITH YOUR PROPOSAL.

1. Minority owned business? _____ yes _____ no
2. Years organized. _____
3. Is your company a corporation _____ yes _____ no
If yes where incorporated? _____
4. How many years have you been engaged in business under your present firm name? _____
5. Former Firm Name (if any) _____
6. List total number of Personnel _____
7. Is any principal of your firm an employee or public official of the City of Meriden, or an immediate family member of an employee or public official of the City of Meriden? (Definition of immediate family includes: an individual's spouse, fiancé or fiancée; the parent, brother or sister of such individual or spouse; and the child of such individual or the spouse of such child.)
_____ yes _____ no
8. List Vehicles and Equipment that you will use to perform this work: (show age of vehicles and equipment, sizes, capacities, etc.)

9. List the work to be performed by Subcontractors and summarize the dollar value of each subcontract.

10. List the name and address of the more important contracts recently completed by you, starting the approximate gross cost for each, and the month and year completed:

11. General character of work performed by you _____

12. Have you ever failed to complete any contract awarded to you? If so, where and why?

13. Have you ever defaulted on a contract? If so where and why?

14. Have you ever filed bankruptcy: _____ Please explain: _____

15. Will you, upon request, furnish any information that may be required by the City of Meriden? _____
16. The undersigned hereby authorizes and request any person, firm or cooperation to furnish any information requested by the City of Meriden, in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated this _____ day of _____, 20____ year

 Name of Bidder

 Title

State of _____
 County of _____

_____ being duly sworn deposes and says that they are
 Name _____ of _____
 title _____ name of organization
 and that the answers to the forgoing question and all statement therein contained are true and correct

Subscribed and sworn to before me
 this _____ day of _____ 20____
 day month year

 Notary Public signature

My commission expires _____

BID FORM

**B023-20
Police Vehicles & Up-Fitting**

Date of Opening: October 25, 2022
At 11:00 AM

To: Adam B Tulin, MPA
Purchasing Officer
142 East Main Street, Room 210
Meriden, CT 06450

The undersigned _____, doing business in the City/Town of _____, in the State of _____, herewith, after reading thoroughly the Specifications and other Bid documents (including if any addendum or addenda) submit the following proposal:

Please Note: Bidders are invited to bid on Vehicles Only, Equipment Packages Only or Vehicle and Equipment Packages together.

Section A: 2022 Ford Police Interceptor Vehicles with Standard Equipment & Following Options

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
2022 Ford Interceptor Model (AWD)	4		
Color: Black	4		
10 Speed Automatic Transmission	4		
Rear Cargo Light	4		
H8 AMG Battery	4		
Courtesy Lights Disables	4		
LED Driver's Spotlight	4		
Fleet Key System			
Reverse Sensing	4		
Gasoline Engine Only	4		
Rear Bumper Protector	4		
Global Door Locks	4		
On Demand Rear View Camera	4		
Engine Idle Management	4		
Heated Side Mirrors	4		
Noise Suppression	4		
Back Up Camera in Rear View Mirror	4		

Section A: Written Lump Sum Total for Four (4) Vehicles

Dollars and Cents

Section B: 2022 Police Interceptor Vehicle Equipment Packages**WHELEN WARNING EQUIPMENT**

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
54" Liberty Light Bar	4		
Carbide Lighting/Siren Controller	4		
SA315P Siren Driver w/Bracket	4		
Mirror Beams	8		
ION Series Light Heads in Upper Rear Tailgate Window	8		
ION Series Light Heads in R/Qtr Window	8		
ION T Series Lights on Lower Rear Hatch	8		
VERTEX Lights (2 in Headlights, 2 in Back Up Lights)	16		
12 Diode Red/White Report Lights (1 Above Driver, 1 on inner Tailgate)	4		

LUND

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Loft Overhead Gun Locker w/Timer and Handcuff Key Override	4		

PRO-GARD

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Procell Prisoner Containment System (1/2 Prisoner Cage) w/Poly Rear Window	4		

Graphics Package

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
MPD Graphics Package	1		

HAVIS

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1208 Console Assembly w/Arm Rest, Cup Holder and Mounting Brackets	4		
1202 CF33 Docking Station	4		
DMM2018 Dash Mount and Keyboard System	4		
2 Drawer Lockable Storage Box Solution	4		

SETINA

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
PB450L Push Bumper System w/4 warning Lights (2 will be Emergency/Take Down	4		

Section B: Written Lump Sum Total for Four (4) Vehicles

Dollars & Cents

Section C: 2022 Police Detective Vehicles with Standard Equipment & Following Options

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
2022 Ford Interceptor OR 2022 Dodge Durango OR 2022 Chevrolet Tahoe AWD	3		
Rear Cargo Light	3		
H8 AMG Battery	3		
Courtesy Lights Disabled	3		
LED Driver's Spotlight	3		
Fleet Key System	3		
Reverse Sensing	3		
Gasoline Engine Only	3		
Rear Bumper Protector	3		
Global Door Locks	3		
On Demand Rear View Camera	3		
Engine Idle Management	3		
Heated Side Mirrors	3		
Noise Suppression	3		
Back Up Camera in Rear View Mirror	3		

Section C: Written Lump Sum Total for Three (3) Vehicles

Dollars & Cents

Section D: Emergency Warning Systems for Detective Vehicles:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Whelen Spitfire Series Light Heads – Red/Blue in Upper Front Windshield & Red/Blue in Rear Upper Tailgate	12		
Whelen Vertex Series hideaways in 4 Conner Lights	12		
Whelen ION Lights in Rear Quarter Windows	6		
Whelen SA315 Siren Speaker and Mounting Bracket	6		
Whelen Carbide Siren/Light Controller	3		
Havis Console with Arm Rest and Cup Holder	3		
2 Way Radio Installation	3		

Section D: Written Lump Sum for Three (3) Vehicles

Dollars & Cents

Section E: 2022 Chevrolet Tahoe Command Center Vehicle with Standard Equipment:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
2022 Chevrolet Tahoe 4WD	1		
Keyless Remote	4		
Fleet Key	4		
Rear Window INOP	1		
Rear Camera	1		

Section E: Written Lump Sum for One (1) Vehicles

Dollars & Cents

Section F: Emergency Warning Systems/Graphics Package for Command Center Vehicle:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Whelen Spitfire Series Light Heads – Red/Blue in Upper Front Windshield & Red/Blue in Rear Upper Tailgate	1		
MPD Graphics Package	1		

Receipt of Addenda is acknowledged:

No: _____ Dated: _____

No: _____ Dated: _____

NAME OF BIDDER _____

ADDRESS _____

BY: _____
Print or type name Title

SIGNATURE _____ DATE _____

TELEPHONE _____ E-Mail _____

PLEASE NOTE: All spaces must be filled in with figures or words or your bid may be automatically rejected.

Insurance Requirements

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name City of Meriden as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s rating of “A-“VIII.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate (Per Project Aggregate)	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence Aggregate	\$1,000,000 \$1,000,000
Garagekeepers Legal Liability	Limit	\$300,000

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

Workers’ Compensation and Employers’ Liability	WC Statutory Limits EL Each Accident EL Disease Each Employee EL Disease Policy Limit	\$1,000,000 \$1,000,000 \$1,000,000
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Original, completed Certificates of Insurance must be presented to City of Meriden prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the City of Meriden.