



**City of Meriden, Connecticut**

**Purchasing Department**

**Request for Qualifications**

**Program Inspector for the City of Meriden Housing Rehabilitation Projects**

**Meriden, CT**

**RFQ023-25**

**Proposals Due: May 16, 2023 @ 1:00 PM**

*Purchasing Department*

*142 East Main Street, Room 210*

*Meriden, CT 06450*

*(203) 630-4115*

## LEGAL NOTICE

### Request for Qualifications

The City of Meriden is accepting sealed bids for:

#### **RFQ023-25 –Program Inspector for the City of Meriden Housing Rehabilitation Projects**

The City of Meriden is seeking a Program Inspector (PI) to complete feasibility inspections and initial inspections for approved residential housing rehabilitation projects. The purpose of the feasibility inspection is to determine that the residential dwelling is structurally sound. The purpose of the initial inspection is to determine the scope of work and public body estimate. If a project is deemed feasible then the PI will also complete interim inspections, final inspections, and assist with change orders for approved projects during rehabilitation process. Inspections must be completed per the latest rules of the United States Department of Housing and Urban Development (HUD) and in accordance with the Neighborhood Preservation Program Policies and Procedures.

Qualifications 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/](http://www.meridenct.gov/business/bids-rfps/)), and on the State of Connecticut Department of Administrative Services website (<https://portal.ct.gov/DAS/CTSource>). Qualifications will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **1:00 PM local Eastern Standard Time on May 16, 2023**. Any qualifications received after the time and date specified shall not be considered.

The right is reserved to reject any or all responses, in whole or in part, to award any item, group of items, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No responder may withdraw its bid within sixty (60) days of the date of the opening.

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

Rawle Dummett  
Purchasing Officer  
City of Meriden, CT 06450-8022  
Dated: April 28, 2023

## CITY OF MERIDEN, CONNECTICUT

### RFQ023-25 – Program Inspector for the City of Meriden Housing Rehabilitation Projects

#### INFORMATION TO RESPONDERS

##### 1. RESPONSE PROCEDURES

Sealed Responses shall be submitted on the forms designated by the attached proposal forms. Responses will be received by the City of Meriden's Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 1:00 PM on May 16, 2023 and thereafter immediately opened.

##### 2. RESPONSES

Responses 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.** RESPONSE WILL BE AUTOMATICALLY REJECTED FOR ANYONE SUBMITTING A SURETY OTHER THAN THOSE SPECIFIED.

- a. Responses must be made out and signed in the corporate, or other, name of Responder, and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the Responder's name and address in the upper left hand corner and the words "RFQ DOCUMENT – Program Inspector for the City of Meriden Housing Rehabilitation Projects to be opened at 1:00 PM" in the lower left hand corner.
- c. Responses received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of responses received later than the date and time set forth in the response opening will not be considered.

##### 3. EXAMINATION OF RFQ DOCUMENTS

Responders 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 scope of work required.

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 responses. 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](http://www.meridenct.gov)) unless it is to change the date fixed for the opening of responses, not later than three (3) days prior to the date fixed for the opening of responses. Responders are encouraged to check the website regularly for addenda. Failure of any responder to receive any such addenda shall not relieve any responder from any obligations under its response as submitted.

Any questions about the RFQ document must be submitted in writing via email to [meridenpurchasing@meridenct.gov](mailto:meridenpurchasing@meridenct.gov). Any other format of question will not be answered.

5. RESPONSES TO REMAIN OPEN

No responder may withdraw its response within sixty (60) days of the date of the RFQ 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 responder.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the response which, by the Purchasing Officer's judgment and recommendation from the Department of Economic Development/Community Development following response 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 responses, in whole or in part, to award any item, group of items, or total response, 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 – N/A

8. CITY OF MERIDEN, LOCAL PREFERENCE – N/A

9. EXTENSION OF AGREEMENT

Thirty (30) days prior to the expiration of the resulting contract, the parties may, by mutual agreement, extend the contract for up to three (3), one (1) year contracts. Any extension must be in writing, executed by both parties.

10. TIME – N/A

11. SCHEDULE OF WORK

The Contractor shall schedule all work in a manner that will not disrupt City of Meriden operations. Once the work has begun, the Contractor shall work full-time until completion of the Contract.

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 response 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 response as if those terms were fully set forth in such contract or agreement.

Responders 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. Responders are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

RESPONDERS SHOULD NOTE THAT RESPONSES, 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 RESPONSE STATEMENT

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

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 – N/A

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. RFQ 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.





# CITY OF MERIDEN, CT

## REQUEST FOR QUALIFICATIONS

### **RFQ023-25 -Program Inspector for the City of Meriden Housing Rehabilitation Projects**

The City of Meriden is seeking a Program Inspector (PI) to complete feasibility inspections and initial inspections for approved residential housing rehabilitation projects. The purpose of the feasibility inspection is to determine that the residential dwelling is structurally sound. The purpose of the initial inspection is to determine the scope of work and public body estimate. If a project is deemed feasible then the PI will also complete interim inspections, final inspections, and assist with change orders for approved projects during rehabilitation process. Inspections must be completed per the latest rules of the United States Department of Housing and Urban Development (HUD) and in accordance with the Neighborhood Preservation Program Policies and Procedures.

Firms that do not provide the information requested, or which fail to meet the minimum qualification criteria, shall be disqualified from further consideration.

The Request for Qualifications shall not exceed twelve (12) pages, double sided (printed on both sides) or twenty-four (24) pages, single sided (printed on one side). Sectional Dividers may be used; they will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFQ. **A complete digital version of your response must be submitted on a flash drive.**

The City of Meriden reserves the right to reject any or all Requests for Qualification. This invitation does not commit the City of Meriden to accept any Requests for Qualification and does not obligate the City for any cost associated with the preparation of the same.

### **Background**

The City of Meriden receives funds from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. The Neighborhood Preservation Program is funded through the CDBG Program, which provides essential housing repairs/rehabilitation up to \$25,000.00 per eligible household. The City will utilize a Program Inspector to assist with various inspections on a project-by-project basis required to ensure that the associated costs are cost-reasonable, and all work is completed to the City of Meriden building code, applicable state of Connecticut building code as applicable and the Neighborhood Preservation Program Policies and Procedures.

### **Scope of Work**

The Program Inspector services required include, but are not necessarily limited to the following:

- Feasibility Inspection for each residential dwelling determined to be eligible by City staff as having a completed application with the Neighborhood Preservation Program. The purpose of the Feasibility Inspection is to ensure that the residential dwelling is structurally sound;
- Initial Inspections for each dwelling determined to be feasible to determine the scope of work to be performed in accordance with the program policies and procedures and to provide a cost-reasonable public body estimate. The Program Inspector will be responsible for providing color pictures of the residential dwelling with the inspection report;
- Conducting mandatory pre-construction bid walk-throughs at the project location, advertised to the approved Pool of Contractors. A sign-in sheet will be maintained by the Program Inspector.

- Interim Inspections as needed on a project-by-project basis to ensure that the approved scope of work is being completed per the Work Write-Up, applicable building code, and program policies and procedures;
- Final Inspections for each approved project to verify that all approved work has been completed per the Work Write-Up, applicable building code, and program policies and procedures; and
- Assistance with change orders on a project-by-project basis, as needed, to ensure that the proposed change(s) to the approved scope of work are cost-reasonable and meet the requirements of the applicable building code as well as the program policies and procedures

### **Minimum Proposals/Bids Required**

This RFQ is intended to identify one qualified Program Inspector.

### **General Information:**

The Inspector needs to demonstrate that their firm is licensed and authorized by the State of Connecticut.

The Inspector must meet City of Meriden's Standard Insurance Requirements.

The Inspector will be responsible for all communications, correspondence and compliance with the City of Meriden Building & Engineering Departments, Department of Economic Development and any other groups, committees, departments and all others as deemed necessary by the City.

### **Project Order of Operations**

- Feasibility Inspection completed at the property by Program Inspector.
- If residential dwelling passes the feasibility inspection, the Program Inspector will perform an initial inspection to determine the scope of work that is eligible under the Neighborhood Preservation Program.
- Lead-Based Paint Risk Assessment completed on all dwellings built in or before 1978 by the Program LBP Risk Assessor.
- If lead-based paint remediation/abatement is required, the Program Inspector will include this into the scope of work/project specifications.
- Work specifications approved by the City's Contract Housing Administrator per the Program Policies and Procedures.
- Mandatory Pre-bid meeting is set up at the property (all approved contractors invited).
- Bid due date/time is set up for 5 to 7 business days following the mandatory pre-bid meeting.
- Bids must be submitted on time in a sealed envelope with no un-initialed corrections.
- Project is awarded to the lowest-responsible bidder from the approved Pool of Contractors
- Awarded Contractor signs the Tri-Party agreement with the City and Homeowner and is responsible for completing the work specifications in accordance with the Work Write-Up
- Program Inspector will perform necessary and reasonable inspections during the rehabilitation/construction process.
- A final inspection and LBP Clearance Report (if applicable) are conducted once the work is completed and a building inspection by the City of Meriden Building Department is completed.
- The project is file is closed.

### **Additional Services:**

Additional Services beyond the scope of the Basic Services shall be performed by the Contractor only upon the written request of the City. In the event the Contractor does not obtain written permission from the City for any Additional Service, the City shall not be liable to the Architect for the cost of any such service.

## **Contract Length of Time**

An accepted and approved proposal should be for the proposed contract period starting on approximately June 1, 2023, and ending in in approximately (22) twenty-two months, March 31, 2025.

## **Approved Vendor**

The lowest proposal will not automatically guarantee a contractor will get the work they bid on. Bids will be reviewed for pricing, experience, previous work history, references, licensing, registration, insurances, bonds, subcontractors, and equipment owned, equipment rented, operator experience, and financial stability. The City at its sole discretion will decide after a review which contractor, if any is the lowest-responsible responder to the RFQ.

The City shall be the sole judge of the bid and the resulting agreement that is in its best interest and its decision shall be final. All bidding and award procedures undertaken by the City in regard to this project shall be consistent with the City's adopted procurement procedures. Your submitted Bid prices shall remain in effect for 60 days after bid opening.

## **License and Permit Requirements**

Program Inspector firm, its contractors, subcontractors, material men, laborers, and other persons performing services relating to the Project must hold all necessary licenses, permits, and authorizations required by all applicable governmental agencies and authorities as a condition to conduct business in the State of Connecticut and the City of Meriden to work on the Project.

### Bidding Requirements:

1. Include a copy of any applicable state, federal, or third-party training and/or certificates.
2. Submit evidence of a City of Meriden Business License, if applicable.
3. Must have at least two (2) years of experience in performing residential home inspections.
4. Must submit at least three (3) references for work completed in the last twelve (12) months.
5. Sub-contracting any part of the work is not permitted.
6. All Inspectors must be fully insured per the City's insurance requirements and have a necessary state and local Licenses.
7. Acceptable working time is Monday through Friday from 7AM to 6PM EST.

## **Addenda**

Information is available on the City of Meriden website ([www.meridenct.gov](http://www.meridenct.gov)) and the State of Connecticut Department of Administrative Services website (<https://portal.ct.gov/DAS/CTSource>). It is strongly suggested that you check for any addenda a minimum of seventy-two hours in advance of the proposal deadline.

## **Summaries**

Summaries will be available any time after 5:00 PM - 24 hours after the date of the proposal opening on the City of Meriden website.

**ATTACHMENT A**  
**PROJECTS WITH FEDERAL FUNDING REQUIREMENTS**

**Conflict of Interest**

- a. The respondent warrants that to the best of their knowledge and belief, and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:
  1. Respondent may have an unfair competitive advantage; or
  2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
- b. The respondent agrees that if, after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he, she or it, shall make an immediate and full disclosure in writing to the City of Meriden that shall include a description of the action, which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City of Meriden may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, at its sole discretion.
- c. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City of Meriden, the City of Meriden may disqualify the respondent.
- d. The respondent shall include in such subcontracts and other such agreements any necessary provisions to eliminate or neutralize conflicts of interest.
- e. No member of or delegate to the U.S. Congress or Resident Commissioner or Resident Advisor to the Board of Commissioners, shall be allowed to share in any part of the contract awarded under this solicitation or to any benefit that may arise therefrom. This provision shall be construed to extend to any contract made with the successful respondent.
- f. No member, officer, or employee of the City of Meriden, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the City of Meriden was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation.
- g. No member, officer, or employee of the respondent selected to perform the services described above shall, during the term of their contract, or for one year thereafter, have any interest direct or indirect, in any contract that they are responsible for procuring, managing or overseeing on in the proceeds of any such contract.

**Government Restrictions**

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful firm to immediately notify the City of Meriden in writing specifying the regulation which requires alteration. The City of Meriden reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to the City of Meriden.

**Assignment or Transfer**

The successful firm shall not assign or transfer any interest in the contract, in whole or part, without written approval of the City of Meriden. Claims for sums of money due, or to become due from the City of Meriden pursuant to the contract may be assigned to a bank, trust company or other financial institution. The City of Meriden is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the firm obtaining the Collaborative Partner's prior written consent.

**Availability of Records**

The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), the City of Meriden and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices papers and the like, of the vendor, or in the possession of the firm, which shall relate to, or concern the performance of the contract.

**Permits and Licenses**

The successful firm shall obtain all permits and licenses that are required for performing its work. The firm shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The firm will hold the City of Meriden harmless for any violation of software licensing resulting from breaches by employees, owners and agents of the firm.

**Taxes**

The successful firm is responsible for all state and federal payroll and/or social security taxes. The firm shall hold the City of Meriden harmless in every respect against tax liability.

**Standards of Conduct**

The successful firm shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary. The City reserves the right to remove any company's employee from any site for any reason.

**Federal, State, and Local Reporting Compliance**

The firm shall provide such financial and programmatic information as required by the City of Meriden to comply with all Federal, State, and local law reporting requirements.

**Nondiscrimination**

The firm agrees that it will abide by Federal, State and Local Laws, and City ordinances incorporated by reference herein.

**Section 3 Clause**

When applicable every applicant, recipient, contracting party, contractor, and subcontractor shall incorporate or cause to be incorporated a "Section 3 Clause" in all contracts for work in connection with a Section 3 covered development if applicable. All proposals must also include a Compliance Plan to include submittal of reports applicable to Section 3 requirements.

**Davis Bacon Requirements**

When applicable, contractors or subcontractors performing construction work in order to accomplish the activities set forth in the Scope of Work portion of any agreement, shall comply with all Federal Labor Standards specifically those of the Davis-Bacon Act and Section 5 of Title 29 of the Code of Federal Regulations, including, but not limited to, obtaining a wage determination for all skills to be utilized, verification of wage payments, review of payroll records and on the site interviews with laborers.

**Small and Minority Firms, Women's Business Enterprises**

City of Meriden, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

**Notices**

All written notices required to be given by either party under the terms of the contract(s) resulting from the contract award shall be addressed to the firm at their legal business residence as given in the contract. Written notices to the City of Meriden shall be addressed as provided in the contract.

**Cancellation**

Irrespective of any default hereunder the City of Meriden may at any time, at its discretion, cancel the contract in whole or in part. Furthermore, if HUD cancels the grant funding for any reason this contract will end. In the event of cancellation, the Firm shall be entitled to receive equitable compensation for all work completed correctly and accepted prior to such termination or cancellation as shall be indicated in the contract.

**Laws**

The laws of the State of Connecticut and applicable federal law shall govern the contract.

**Contract Documents**

Written contract documents will be prepared by the City of Meriden. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular procurement or contract.

## CITY OF MERIDEN, CONNECTICUT

### INSURANCE REQUIREMENTS

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City of Meriden as an **Additional Insured on a primary and non-contributory basis** to all policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation. Umbrella/Excess shall state that it follows form over General Liability, Auto Liability and Workers Compensation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-VIII". In addition, all Carriers are subject to approval by the City of Meriden.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000
Errors & Omissions	Each Occurrence	\$1,000,000

Original, completed Certificates of Insurance must be presented to the City of Meriden prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.



**Response Form for:**

**RFQ023-25 – Program Inspector for the City of Meriden Housing Rehabilitation Projects**

(Please Note: These pages do not count toward your submission total of 24 pages)

<b><u>Firm Name:</u></b>
<b><u>Address:</u></b>
<b><u>Telephone:</u></b>
<b><u>Email:</u></b>
<b><u>Manager:</u></b>
<b><u>Federal Tax ID:</u></b>

In submitting this proposal, the undersigned declares that this is made without any connection with any persons making another bid or the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official or the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that he/she or they have carefully considered objectives of each element of this project and the desired end result, and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he / she will furnish and provide all the necessary services and other items of whatever nature, and to do and perform all the services necessary, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Consultant and the City.



**Certification:**

<b>Authorized Agent of Firm (Name &amp; Title):</b>
<b>Signature:</b>
<b>Date:</b>

The above signatory acknowledges receipt of the following addenda issued during the proposal period and understands that they are a part of the proposal documents (if applicable):

<b>Addendum #</b>	<b>Dated:</b>
<b>Addendum #</b>	<b>Dated:</b>
<b>Addendum #</b>	<b>Dated:</b>
<b>Addendum #</b>	<b>Dated:</b>

**\*End of Request for Qualifications Document\***