



City of Torrington
Request for Proposals
ARCHITECTURAL/DESIGN/ENGINEERING SERVICES
FOR CONSTRUCTION & RENOVATION OF THE
EMERGENCY OPERATIONS DISPATCH CENTER
RFP #ADE-022-052610

The City of Torrington invites qualified Architectural/Engineering Firms to submit proposals to provide a complete design package for the renovation/construction of an Emergency Operations/Dispatch Center. The project will be an addition/renovation of approximately 4200 square feet to the current Fire Headquarters located at 111 Water Street, Torrington.

The period of this contract will be from the time of award until completion of the building design specification for construction of the project. The successful firm will develop a separate RFP for the actual construction of the building, based on the design from the successful proposal. The design shall be complete with adequate information to facilitate the proposal for the construction phase of the project.

A **MANDATORY** pre proposal conference will be held on **May 12, 2010** at the Fire Headquarters Building, 111 Water Street, Torrington at **10:00 am**. A tour of the property will be conducted at this conference. All prospective Respondents are required to attend this conference. Failure to attend this meeting will disqualify bid acceptance. **A sign-in sheet will be available prior to walk-thru. It is the sole responsibility of the prospective bidder to sign the form provided.**

PROJECT BACKGROUND

The Emergency Operations Center and the Dispatch Center are currently located at the Torrington Police Department. The Emergency Operations Center (EOC) is located in the room as the police officer's briefing room. Upon activation emergency management personnel are required to transform the room from a briefing area into a coordination center. Transformation takes approximately 45 minutes to an hour and leaves no room available for police operational briefings. The room has limited space and serves as the area for all EOC operations. A small office within close proximity is available for specific communications if needed. At this time, the coordination room cannot accommodate a full MAC activation. Currently the room can hold 20 individuals in very tight quarters. During a full Multi-Agency Coordination (MAC) activation approximately 30 individual are required to operate at the facility. Increasing the physical area of the room will allow for a full activation with all personnel central to one facility. This will increase overall situational awareness, inter-organizational operations and the efficiency of response.

The City of Torrington looks to create a combined dispatch center to accommodate the dispatching of emergency services. The Police and Fire Dispatch Centers are currently located in different facilities lacking interoperable capabilities. Both facilities are at maximum capacity and cannot accommodate further expansion without major construction/renovation projects. At this time, the Police Dispatch maintains (2) two full-time dispatchers and Fire Dispatch maintains (1) one full-time dispatcher. Increasing the size of the Dispatch Center will provide critical interoperable dispatch capabilities that do not currently exist in the city. The Dispatch Center will serve as the primary dispatch center for the City, providing E911 services and emergency communications. Current facilities are too small to function effectively in this capacity. The ultimate objective is to move the entire dispatch operations center into this area. There are specific requirements for this transition which will be outlined at the pre-bid conference.

City officials are in support of an integrated Emergency Operations/Dispatch Center. Fire Headquarters will need a new backup generator installed during this project to accommodate the entire old & new building. A plan also exists to

use a pre-existing board room in the fire house as the Policy Room or a Joint Information Center when a large emergency occurs. The existing kitchen will be renovated as part of the project for use when the EOC is in operation.

The budget for this project is mostly funded by the Department of Justice (DOJ) appropriations earmark with additional funds from Torrington Fire Department – Capital Account.

SCOPE OF WORK

The Emergency Operations/Dispatch Center will be the primary communication center for the City of Torrington and other surrounding towns. The main objective for the Emergency Operations/Dispatch Center is to swiftly and efficiently manage and coordinate small, mid and large scale emergencies with successful outcomes for the benefit of the community, city and Litchfield County.

This renovation project will increase these capabilities by the following:

- The size of the primary Dispatch Center on the 1st floor will be approximately 2392 square feet
- The size of the Emergency Operations Center on the 2nd floor will be approximately 1856 square feet
- Improvement in the capabilities of the Dispatch Center and its related resources.
- Improvement of the EOC's operations.

This list is not all inclusive of all the building features required but is meant to identify key features required by the end users. The "Pre-Proposal Conference" will be used to point out additional required features. Respondent's design shall incorporate additional features based on the building's intended end use.

The Respondent shall supply preliminary/conceptual design information and drawing for review with the proposal. Final design drawings and specifications will be developed by the successful Respondent.

QUALIFICATIONS OF RESPONDENTS

The Firm/Company must be licensed and insured in the state of Connecticut to provide engineering and architectural designs, be capable of providing project management support and be able to provide documents attesting to these requirements.

The selected Firm/Company must meet all City, State, and Federal affirmative action and equal opportunity practices.

PROPOSAL SUBMITTAL

In order to be considered for selection, Respondents must submit a complete response to this RFP. One (1) original and five (5) copies of each proposal shall be submitted to the Purchasing Agent at the address below by no later than May 26, 2010 by 2:00 PM. Proposals shall be submitted in a sealed envelope marked:

**RFP #ADE-022-052610
ARCHITECTURAL/DESIGN/ENGINEERING SERVICES FOR
CONSTRUCTION & RENOVATION OF THE EMERGENCY OPERATIONS/DISPATCH CENTER**

Faxed/mailed proposals will **not** be accepted. Late submittals will **not** be accepted and will be mailed back to the Respondent unopened. Mailed or hand delivered proposals shall be addressed to:

Pennie Zucco, Purchasing Agent
City of Torrington
140 Main Street, Room 206
Torrington, CT 06790

The City of Torrington reserves the right to reject any and all Proposals, in part or in whole, and to award to the most responsive and responsible firm(s) as deemed in the best interest of the City. Further, the right is reserved to waive any formalities or informalities contained in said proposals. All proposals and copies thereof are to be prepared and

submitted at the submitter's expense, and upon submittal to the City, will become a city record and therefore a public record.

PROPOSAL FORMAT

The City of Torrington appreciates proposals that are simple, with concise descriptions of required information. The following proposal format is *suggested*:

1. Respondent Information and Statements

- a. Respondent shall state what type of business entity they are (e.g., sole proprietorship, partnership, corporation, etc...) and shall provide the city with a complete IRS Form W9.
- b. List qualifications and experience of the firm and/or individual(s) who will provide the services, with statements about the firm's experience in similar work. Supply a list of references with contact information.

2. Scope of Work: Respondent shall lay out their approach to the work process:

- a. Preliminary Design (site survey, evaluation and preliminary design review).
- b. Detailed Design/Engineering (preparation of detailed plans and specs, cost estimate, etc).
- c. Construction Project Management (bid document development, construction review, as-built documents, Certificate of Occupancy, etc...)

3. Compensation to Respondent: The Respondent shall state the total compensation and terms required to perform the proposed work.

4. Proposed Schedule: Respondent shall list a time schedule for when they plan to begin work, the intended timeline for the completion of the specifications of the RFP for the construction work and the expected time of project completion of the EOC Center.

5. Respondent's Warranty: Respondent shall complete and submit **Exhibit B** to this RFP.

6. Additional Information: Any additional information that the Respondent considers pertinent for consideration.

PROPOSAL EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the City using the following criteria:

1. The Respondents qualifications and experience; in particular, experience in doing similar work.
2. The Respondents work processes, as outlined in the Scope of Work section of the proposal.
3. The Respondents proposed compensation.
4. The Respondents proposed work schedule.
5. Any unique skills or qualities possessed by a Respondent, giving it a competitive edge over other Respondents.

LOCAL PREFERENCE POLICY APPLICATION

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

QUESTIONS CONCERNING THIS RFP

During the proposal period, questions of interpretation and clarification should be directed to:

Pennie Zucco, Purchasing Agent
pennie_zucco@torringtonct.org
Fax: 860-489-2547

Questions should be received by **May 19, 2010 by 4:00 PM** and should be in writing usually in email form. No verbal instructions or clarifications will be provided to any respondent. Answers to the questions will be posted through an

addendum on the City of Torrington website. Vendors should check the city's website at www.torringtonct.org 48 hours in advance of the bid opening. Note that proposals may not be submitted by email or fax, even though questions will be accepted in this form.

REPORTING AND DELIVERY REQUIREMENTS

Within fourteen (14) calendar days after the award date of the contract, the Respondent shall furnish preliminary design documents to the Purchasing Agent Pennie Zucco for review.

Work on the final design and engineering documents shall only be performed after the preliminary design documents have been approved by the City.

METHOD OF PAYMENT

Payments for services rendered shall not exceed the Respondents "proposed compensation" as a contract rate for the work and is not set as a salary or hourly-employment rate. Payments shall be made by warrants payable to the trade or business name of the Respondent and not to any individual.

GENERAL TERMS AND CONDITIONS

Proposals must remain valid for at least ninety (90) days. Moreover, the contents of the Respondents proposal (along with this RFP and any mutually agreed, written amendments) will become contractual obligations if the proposal is accept by the City.

The City's *General Terms and Conditions* which apply to this RFP are attached as Exhibit A.

Exhibit A
INSTRUCTIONS TO PROPOSERS

Sealed proposals will be received by the Purchasing Agent, 140 Main St., Room 206, Torrington, CT until the time and date specified on the cover sheet. The RFP opening is NOT a public opening. The results will not be made available until after the RFP is awarded. Proposals received later than the time and date specified will not be accepted. Amendments to or withdrawal of any section of the submitted proposal received later than the time & date set for the opening will not be considered. Proposals must remain in effect for a minimum of 9 days unless otherwise noted elsewhere in the RFP documents.

BID DOCUMENTS: are available upon receipt of this invitation over the Internet web site: www.torringtonct.org. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe at www.adobe.com. Businesses without Internet Access may contact the Purchasing Department at 860-489-2224 for this information.

REPLIES: whether bid or no bid, must have the bid number clearly identified on the outside of the envelope. Proposers not marking the envelopes with the RFP number and due date/time on the envelope will have no recourse against the City of Torrington or its employees. Such proposals run the risk of the RFP being opened prior to the scheduled due date & time.

Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

FREIGHT: Prices quoted shall be net delivery **F.O.B. Torrington, CT**. All prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/or materials to the individual locations(s) as designated by the Purchasing Agent. All prices are to be submitted on the sheets provided on this RFP. Quantities and pricing are to be listed in accordance with these sheets.

QUESTIONS: Request for interpretation of any portion of the RFP may be made by telephone to the Purchasing Agent at (860)489-2225. All replies will be given verbally and a copy of any such inquiry and advice (if deemed vital to the RFP by the Purchasing Agent) will be made available on the City's web site as an addendum.

In the event of receipt of identical offerings, delivery, service, content, price, etc., the RFP will be awarded in accordance with the information contained in the documents, based on first received as to date and time of receipt of the proposal.

NON-COLLUSION STATEMENTS: In order for proposals to be considered, a non-collusive statement must be submitted with the proposal. A sample non-collusive bid statement is attached. Proposers may elect to submit their own notarized non-collusion statement.

CONDITIONAL, QUALIFIED OR NON-RESPONSIVE PROPOSALS: All proposals shall be submitted in the form and manner as indicated by the documents and forms. Any proposal which is not submitted in the form and manner indicated by the RFP documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The City of Torrington shall not be responsible for any errors or omissions of the Offeror.

TAXES: Omit all State and Federal taxes. The City of Torrington is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

OWNERSHIP OF DOCUMENTS: All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this RFP shall become the property of the City of Torrington upon completion of the project or any termination of the project prior to the completion of the project.

LEGALITY: All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

LANGUAGE DISPUTES: Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the City Purchasing Agent in a manner that is in the best interest of, and best advantage to, the City of Torrington, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language/wording is determined at any time, including after award, by the City Purchasing Agent to be "not applicable at all" to his contract, then the term, condition, and/or language/wording may be disregarded, even though an addendum is not issued. However, if the Purchasing Agent determines that the term, condition, and/or language/wording "is applicable in part", then the term, condition, and/or language/wording will apply to the degree applicable, even though an addendum is not issued.

RESPONSIBILITY: The Contractor shall save the City of Torrington, its agents or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the City of Torrington (i.e. all floors, furniture, grass, land, etc.) and homeowners from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

DEFAULT: It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

TRADE NAME REFERENCES: Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the City of Torrington of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitutes and/or alternates that might be offered are guaranteed by the bidder to be of equal or better quality than is reference in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to insure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidders expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

QUANTITY: The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the City of Torrington or its designated representative based on actual need at the time the purchase orders are placed.

QUALITY: The City of Torrington reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agents opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

SAMPLES: forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the City of Torrington or its representative. Samples not returned to the bidder will be disposed of at the discretion of the City of Torrington or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the City of Torrington or its designated agent.

AWARD: It is the intent to award this bid in its entirety to one bidder, however, the City reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the city of Torrington will not be considered as satisfying submission requirements for this bid.

No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

OPTION TO RENEW: This contract may be extended for three (3) additional one (1) year periods, provided all terms and conditions remain in full force and effect except for the contract period being extended. This option, if exercised, is to be executed in the form of a letter of agreement, to be issued no later than 30 days prior to the expiration of the then current contract period. This option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option to extend, will cause this contract to expire on the original or mutually agreed upon date. The total period of this contract, including all extensions as a result of exercising this option, will not exceed a maximum combined period of five (5) years.

BONDS:

Performance Bond: The Contractor, when awarded the Bid, must submit within 10 days of the bid award, and before beginning the work or signing a contract, a Performance Bond amounting to one hundred percent (100%) of the total amount of the bid. Said performance bond must be in favor of the City of Torrington and executed by a surety company authorized to do business in the State of Connecticut. The City of Torrington reserves the right to retain the Bid Bond or Certified Check on bids below \$25,000.00 as a Performance Bond. On bids of \$25,000.00 or more the Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond, Certified Check, Bank Check, Savings Account in both the City & Vendor's name or Letter of Credit

Maintenance Bond: The contractor, upon signing a contract and before beginning the work, must submit to the Purchasing Agent a Maintenance Bond to guarantee that if defects in either labor or materials becomes evident within one year after completion and acceptance of work will be fixed at no cost to the City of Torrington. The maintenance bond may be included as a portion of the Performance bond or as a separate bond. If it is issued as a separate bond said maintenance bond must be in favor of the City of Torrington and issued by a surety company licensed and authorized to do business in the State of Connecticut.

Labor and Material Bonds: Per Section 49-41 of the Conn General Statutes, on Public Works projects where the estimate is in excess of \$25,000.00, a labor (payment) and material bond must be furnished to the City. Said bonds must be filed with the Purchasing Agent prior to the commencement of work.

Consent for Release of Final Payment: AIA Document G707 & G706, or equivalent, must be signed and returned by the Surety Company before final payment will be released to the contractor.

INSURANCE:

Certificate of Insurance: All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogated against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

Workman's Compensation Insurance: The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

Liability Insurance: The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

Vehicle Insurance: The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverages of \$1,000,000.00 each for both liability and under insured and uninsured motorist as well as any other coverages required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

Additional Security: The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

PERMITS: The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work.

It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning and building officials and that awards made prior to said approval are subject to cancellation.

PREVAILING WAGE: When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

SAFETY: Asbestos: Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of City buildings. Before proceeding on any contractual work on City buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahera Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

SUBCONTRACTORS: The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the City of Torrington or its designated agent.

EEO: The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the City of Torrington. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

TERMINATION OF CONTRACT: Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days notice to the bidder.

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.

SAMPLE FORM

Bid # _____

NON-COLLUSION AFFIDAVIT

STATE OF _____ COUNTY OF _____

I, _____, being first duly sworn, deposes and says that:

1. I am _____
of _____, the bidder that has submitted
the
attached request for proposal for _____;
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent
circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of
interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with
any other Bidder, firm or person to submit a collusive or sham Bid in connection with the work for which the
attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion
or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid
or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City
of Torrington or any person interested in the proposed Bid; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it agents, representatives,
owners, employees, or parties in interest, including this affiant.

Signed _____

Title _____

Subscribed and sworn to before this
_____ day of _____, 20____.

Notary Public

My commission expires _____

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be
accepted.

SAMPLE FORM

BID # _____

**CONSENT OF SURETY COMPANY
TO RELEASE FINAL PAYMENT**

- City
- Architect
- Contractor
- Surety
- Other

PROJECT/BID NUMBER:

TO: City of Torrington
Attn: Purchasing Agent
140 Main Street
Torrington, CT 06790

CONTRACTOR: _____

In accordance with the provisions of the Contract between the City of Torrington and the Contractor as indicated above, the (insert name & address of Surety Co.)

_____, SURETY COMPANY on bond of (insert name & address of Contractor) _____

CONTRACTOR, hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to the CITY OF TORRINGTON as set forth in the Surety Company's bond.

Subscribed and sworn to before this
_____ day of _____, 20__.

Notary Public

Surety Company

Authorized Representative's Signature

Title

My commission expires

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.

**EXHIBIT B
RESPONDENT'S WARRANTY
RFP #ADE-022-052610
ARCHITECTURAL/DESIGN/ENGINEERING SERVICES FOR
CONSTRUCTION & RENOVATION OF THE EMERGENCY
OPERATIONS/DISPATCH CENTER**

The undersigned person warrants that:

1. He/She is an officer of the organization.
2. He/She is authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.
3. He/She has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed and the requirements and conditions under which the work is to be performed.

Respondent:

By: _____

(SIGNATURE)

style="text-align:center">(PRINT NAME & TITLE)

style="text-align:center">(NAME OF COMPANY)

style="text-align:center">(CITY STATE, ZIP)

style="text-align:center">(TELEPHONE)

style="text-align:center">(EMAIL)