



Justin Elicker
Mayor



Malinda M. Figueroa
Shawn J. Garris



BUREAU OF PURCHASES

Department of Finance
City of New Haven
200 Orange Street, Rm 301
New Haven, CT 06510

Malinda M. Figueroa
Purchasing Agent

Shawn J. Garris
Deputy Purchasing Agent



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J - Bell Times 26-27

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1. Project Summary

1.1. Summary

Contract Name: **On Call Fire Alarm Inspection and Services**

Solicitation #: **2026-ITB-376**

Department: **NHPS-Facilities**

The New Haven Public Schools (NHPS) is seeking qualified and properly licensed contractors to provide comprehensive fire alarm system services for school district facilities. Services under this contract shall include, but are not limited to, the inspection, testing, preventive maintenance, repair, replacement, troubleshooting, and on-call emergency response for fire alarm systems and associated equipment located throughout the district.

The intent of this contract is to ensure that all fire alarm systems remain fully operational, properly maintained, and in compliance with all applicable federal, state, and local codes, standards, and regulations, including but not limited to NFPA requirements, Connecticut State Fire Code, and all Authority Having Jurisdiction (AHJ) requirements. The contractor shall furnish all labor, supervision, materials, tools, equipment, transportation, documentation, and technical support necessary to maintain reliable system performance and to support the operational needs of the school district.

Work shall be performed in coordination with the NHPS Facilities Department and building administration, and may include scheduled inspections, preventive maintenance, corrective repairs, system upgrades, emergency service calls, and support during critical operational periods. The contractor shall maintain sufficient staffing, technical capability, and availability to respond to district needs in a timely manner and to ensure that all fire alarm systems remain in safe and code-compliant condition at all times.

Local Preference: Yes

Living Wage Rate: Yes

1.2. Timeline

Solicitation/Advertise Date:	June 18, 2026
Question & Clarification Deadline:	June 29, 2026, 5:00pm



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Bid Due Date:	July 9, 2026, 3:00pm
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1.3. Procurement Contact

Michael Trnik

Procurement Coordinator

54 Meadow Street, 4th Floor

New Haven, CT 06519

1.4. Bidder's Qualifications

Each bidder shall, as noted in the Bid Package, submit on the form furnished for that purpose contain in Response Submittals, a statement of the bidder's qualifications, its experience record in constructing the type of improvements embraced in the Contract, and its organization and equipment available for the work contemplated; and, when specifically requested by the City, shall also submit a detailed financial statement. The City shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform its obligations under the Contract and the bidder shall furnish the City all such information and data for this purpose as it may request. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the City that the bidder is qualified carry out properly the terms of the Contract.

1.5. General Conditions and Standards

General Conditions can be found on the City's website: [General Conditions](#)

Construction Standards can be found on the City's website: [Construction Standards](#)



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2. Instructions to Respondents

2.1. How to Use OpenGov: Educational Resource

Instructions for the using the City's eProcurement System (OpenGov): The following link will help you [Get Started](https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9) (<https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9>) and will include vendor guides for using the system. Below are additional screen shots for support.

[All Video Guides: OpenGov Procurement Vendor Training](#)

1. [New Supplier Account](#)
2. [Submit a Bid or Proposal](#)
3. [Updating Your Company Designation on a Solicitation](#)
4. [Vendor Selection of Category Codes](#)
5. [How To Subscribe To Organizations And Find Active RFPs & Bids](#)
6. [Login Process](#)
7. [How to Edit or Withdraw your Proposal after it's been Submitted](#)
8. [How to Submit a Question](#)
9. [Viewing Solicitation Results](#)

2.2. Notice Regarding Disclosure of Content Documents

All responses to this solicitation accepted by the City of New Haven (City) shall become the exclusive property of the City. At such time originating department recommends all solicitation accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a solicitation response which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the Connecticut Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

2.3. Electronic Submission and Delivery Instructions

Parties interested in responding are required to submit bids electronically through the City of New Haven's [eProcurement Portal](#) no later than 3:00 pm on Thursday, July 9, 2026. Please upload sufficiently early



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electronically through the City's eProcurement Portal before the time and day listed in the Notice Inviting Proposals. Proposals must be received in the system prior to the deadline.

Proposals received after the Proposal Deadline may not be accepted by the
[City.https://procurement.opengov.com/portal/newhavencity](https://procurement.opengov.com/portal/newhavencity)

PROPOSED LANGUAGE: Parties interested in responding must submit their proposals electronically through the City of New Haven's eProcurement Portal no later than the *Response Submission Time on Response Submission Date*. To avoid any last-minute technical issues or delays, respondents are strongly encouraged to upload their proposals well in advance of the stated deadline. Please note that proposals must be fully received by the system **prior to the deadline**—late submissions will not be accepted.

2.4. Confidentiality

To ensure transparency while protecting legitimate business interests, the City of New Haven will carefully review all submitted information. If a respondent clearly marks specific information as "Proprietary," the City will redact this information before releasing any documents in response to a Freedom of Information (FOI) request consistent with Connecticut General Statutes, particularly Chapter 14 (Conn. General Statute § 1-200 et seq.) . Marking pricing as proprietary or confidential will not be acknowledged. .

Furthermore, City of New Haven staff will maintain the confidentiality of this marked proprietary material and the internal review process. Discussions regarding this sensitive information will be strictly limited to City of New Haven personnel directly involved in the oversight of the relevant program or project.

2.5. Local Preference

The City of New Haven is committed to promoting the economic health and well being of its residents. To this end, contractor agrees to recruit New Haven residents initially and to give them preference, if all other factors are equal, for any new positions that result from the performance of this contract and which are performed within the City.

- A. For this section, "City Based Business" shall mean a business with a principal place of business located within the City of New Haven. A "City Based Business" shall maintain such status throughout the term of any Contract with the City. Failure to maintain such status shall be grounds for the City to terminate said Contract.
- B. To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of New Haven address. Some examples of proof include are, but not limited to:



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1. Proof of payment of City of New Haven Real Estate tax bill(s)
2. A current, long term lease in the City of New Haven
3. Proof of payment of City of New Haven personal Property tax bill(s)

Sec. 2-483. - Preference for city-based businesses.

(a) For the purpose of this section "city-based business" shall mean a business with a principal place of business located within the City of New Haven. A business shall not be considered a "city-based business" unless evidence satisfactory to the purchasing agent has been submitted with each bid to establish that said business has its bona fide place of business in New Haven. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which its place of business is operated, or payment of property taxes on the personal property of the business. A "city-based business" shall maintain such status throughout the term of any contract with the City of New Haven. Failure to maintain such status shall be grounds for the city to terminate said contract.

(b) On contracts or purchases the lowest responsible bidder shall be determined in the following order:

(1) On contracts or purchases involving a total contract price of one million dollars (\$1,000,000.00) or less: any city-based bidder that submitted a low bid not more than fifteen (15) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based bidder has submitted bids not more than fifteen (15) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(2) On contracts or purchases involving a total contract price of more than million dollars (\$1,000,000.00) but less than five million dollars (\$5,000,000.00): any city-based bidder that submitted a bid not more than ten (10) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based 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 lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(3) On contracts or purchases involving a total contract price of more than five million dollars (\$5,000,000.00): any city-based bidder that submitted a bid not more than six (6) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based bidder has submitted bids not more than three (3) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(4) The responsible low bidder.



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2.6. Equal Employment Opportunity

- A. A pre-award conference concerning equal employment opportunity compliance by the Awardee will be scheduled the week prior to the City's authorizing the award. The contractor will receive forms and other documentation that must be completed and returned to the City prior to the date of the pre-award conference. The Contractor's Affirmative Action/Equal Opportunity compliance report will represent the major focus of discussion at the pre-award conference. The contractor is responsible for satisfying the affirmative action/equal opportunity provisions as set forth in or referred to in these Solicitation Documents.
- B. Any proposed subcontract under this Contract must submit a certification regarding Equal Employment Opportunity, similar to that submitted by the Respondent. Approval of the subcontractor award cannot be given by the owner unless and until the proposed subcontractor has submitted the certification and/or other evidence that it has fully complied with any reporting requirements to which it is or was subject.
- C. Although the Respondent is not required to attach such certification by proposed subcontractors to its Response, the Respondent is herein advised of this requirement so that appropriate action can be taken to prevent subsequent delay in subcontract awards.
- D. The Equal Employment Opportunity ordinance can be found in Section 12 ½ of the City of New Haven's Code. Please review for further details

2.7. Apprentice Hiring

- A. For construction projects with a minimum estimated value of \$500,000, Apprentice Hiring is required;
 - 1. The contractor shall be affiliated with a state certified apprenticeship program for each apprentice trade or occupation representing its workforce
 - 2. A minimum of fifteen (15) percent of the workforce by trade employed by contractors on any and all city contracts subject to the requirements of this section shall be apprentice and, of this number, a minimum of fifty (50) percent shall be in the first year of apprenticeship training
- B. The Equal Employment Opportunity ordinance can be found in Section 12 ½ of the City of New Haven's Code. Please review for further details.

2.8. Acceptance of Conditions

By submitting a proposal, each respondent or proposer **expressly agrees to and accepts** the following conditions:



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1. Contract Terms

- **Incorporation of Documents:** All sections of the Instructions to Respondent/Proposer and the Specifications will become integral parts of the final contract between the selected firm and the City.

2. City's Right to Due Diligence

- **Financial and Technical Ability:** The City may require any evidence deemed necessary to verify the respondent's **financial stability and ability to successfully complete** the project.
- **Further Information:** The City reserves the right to request additional information from the respondent, either in writing or orally, to confirm any stated qualifications.

3. Final Authority and Judgment

- **Sole Discretion:** The City reserves the **exclusive right** to evaluate the respondent's representations and to determine whether the respondent is qualified to undertake the project based on the criteria set forth in this document.
- **Binding Decision:** By submitting a response, the proposer expressly acknowledges and agrees that the City's judgment regarding qualification to perform the project shall be **final, binding, and conclusive**.

4. Right to Modify or Cancel

- **Reservation of Rights:** The City reserves the right to **reject all proposals**, to **waive any irregularity** in any of the submissions, or to **cancel or delay** the project at any time.
- **No Obligation to Award:** This solicitation process does **not commit the City to award any contract** whatsoever.



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5. Cost and Liability

- **No Cost Liability:** The City is **not liable for any costs** incurred by the proposer during the preparation and submission of a response.

2.9. Limitation on Liability

Respondents acknowledge that they shall provide the goods and/or services without monetary limitations on liability. If Respondents take exception to this requirement, Respondents shall expressly state any exceptions, including the proposed limits of liability, (a) in detail; (b) as a separate attachment; and (c) not part of any form documents submitted. Respondents acknowledge that any exceptions may result in a finding of non-responsiveness.

2.10. Taxes

Bid pricing shall exclude all federal, state, local and other taxes.

2.11. Error and Omissions

Bidders or Proposers shall not be allowed to take advantage of any errors or omissions in the Instructions to Bidders/General Instructions or Specifications/Scope of Work. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

2.12. Documents to be construed together

The Invitation to Bid, the Bid response, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City, and all modifications of said documents, shall be construed together as one document.

2.13. Request for Taxpayer Identification number and Certification (IRS Form 9)

The winning bid will be required to submit a completed and signed [IRS Form W-9](#). Failure to submit this form may result in the response being deemed non-responsive.

Link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

2.14. Solicitation Downloads

- Every part of this document may be downloaded from the website at no cost to you. If you require a third party to print the specifications and/or drawings, that cost will be borne by you.
- Drawing File Format: PDF
- Click on the ["Downloads"](#) to download the drawings.



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- D. If you don't have Adobe Acrobat and you wish to view the files in PDF format, Download the application here: <https://get.adobe.com/reader/>
- E. **Drawings** - The following three local firms are examples of companies that can reproduce drawings and/or any portion of the documents. These suggestions are not to be considered endorsements in any way. Any other firm with the AutoCAD, DWG, DXF, DWF & CSF Viewers will also be able to reproduce the drawing files.
- F. **SCD Projects:** Program qualified vendors will be required to request an invite be sent to a print service vendor via the message section of their desired solicitation opportunity.

2.15. Solicitation Downloads

- A. Every part of this document may be downloaded from the website at no cost to you. If you require a third party to print the specifications and/or drawings, that cost will be borne by you.
- B. Drawing File Format: PDF
- C. Click on the ["Downloads"](#) to download the drawings.
- D. If you don't have Adobe Acrobat and you wish to view the files in PDF format, Download the application here: <https://get.adobe.com/reader/>
- E. **Drawings** - The following three local firms are examples of companies that can reproduce drawings and/or any portion of the documents. These suggestions are not to be considered endorsements in any way. Any other firm with the AutoCAD, DWG, DXF, DWF & CSF Viewers will also be able to reproduce the drawing files.

2.16. Addenda

If any person contemplating submitting a bid response of the items or services listed herein is in doubt as to the true meaning of any part of this solicitation, he/she may submit a question through the City's [eProcurement Portal](#) Q&A section for an interpretation or correction thereof. Any written Inquiry for Clarification must be received seven (7) or more business days prior to the Closing Date. Any request received by the City after this deadline will not be given consideration.

We will endeavor to post Addendums regarding Inquires for Clarification, not less than five (5) calendar days prior to the Bid Closing Date and Time.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in this solicitation, above. Addenda (if any) shall be made available on the City's eProcurement system, and sent to each vendor included on the "Followers" list in the City's eProcurement system. A vendor's failure to address the requirements of any and all addenda may result in the response (proposal or bid, or alike) not being considered. If the City determines that a time extension is required for the



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proposal, the City will issue an addendum that will give the new submission date. The vendor is responsible to register on the City's eProcurement Portal and follow the project named On Call Fire Alarm Inspection and Services in order to be included in the "Followers" list in the City's eProcurement system to insure they receive all documents including addendums which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

2.17. Inquiries for Clarification

- A. The City will not respond to a Respondent's request(s) for oral interpretation and/or clarification of the Solicitation Specifications for any reason.
- B. The City will respond to a Respondent's written request(s) for interpretation and/or clarification of the Solicitation Specifications.
 - 1. Any written Inquiry for Clarification must be received seven (7) or more business days prior to the Closing Date. Any request received by the City after this deadline will not be given consideration.
 - 2. Every request for such an interpretation shall be made in writing via [City's e-Procurement Portal's Question & Answer](#) feature.
 - 3. Please do not send questions or requests for clarification in a PDF format.
 - 4. Every interpretation made to a Respondent will be in the form of an Addendum or Question & Answer to the Solicitation Documents.

2.18. Inspection of Site

- A. Each Respondent should visit the site of the proposed work and fully acquaint itself with the existing conditions there relating to construction and labor, and should fully inform itself as to the facilities involved, in addition to the difficulties and restrictions attending the performance of the Contract. The Respondent should thoroughly examine and familiarize itself with the site, drawings, technical information/notations and all Solicitation Documents.
- B. The Respondent shall in no way be relieved of any obligation to receive or examine any form or legal instrument, or to visit the site and acquaint itself with the conditions there existing.

2.19. Construction Related Permits

The contractor is responsible for all fees associated with Permits.

2.20. Availability of Funds



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The provisions of this Contract relating to payment for products or services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to for disbursement. The City shall be the sole judge and authority in determining the availability of funds under this Contract. If any action is taken by the City, any state agency, Federal department or any other agency to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, the City may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, The City shall be liable for payment only for products provided or services rendered prior to the effective date of the termination, provided that such products or services were provided or performed in accordance with the provisions of this Contract.

2.21. Alternate Responses

You must **strictly comply** with every element of this solicitation, meaning your bid must meet all **scope of work, specifications, and submission requirements** exactly as written. **Equivalent products** are only acceptable if the solicitation document explicitly says they are permitted; otherwise, **no alternate responses or unsolicited substitutions** will be considered, and any failure to conform to these rules risks your bid being **rejected as non-responsive**.

2.22. Contract Term

The term of the contract is one (1) year with two (2) one-year renewal option(s). All renewals will be at the sole discretion of the City and pursuant to the same terms and conditions.

2.23. Termination of Contract

Termination of Convenience

Termination of Contract** This Contract may be terminated by the City of New Haven ("City") as follows:

****1. Termination for Convenience:**** * The City may, at any time, terminate this Contract, in whole or in part, for its convenience, by giving twenty one(21) written notice to the Contractor. * Upon receipt of such notice, the Contractor shall immediately discontinue all work affected (unless the notice directs otherwise) and shall deliver to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract. * In the event of termination for convenience, the Contractor shall be entitled to receive payment for work satisfactorily performed up to the date of termination, as determined by the City, and for reasonable costs incurred in terminating the work. The Contractor shall not be entitled to recover anticipated profits or any other consequential damages. * The City's determination of the amount due to the Contractor shall be final and binding.

****2. Termination for Cause/Default:**** * The City may terminate this Contract for cause or default if the Contractor: * Fails to perform the work in accordance with the terms and conditions of this Contract. * Fails to



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make satisfactory progress so as to endanger performance of this Contract. * Fails to comply with any applicable federal, state, or local laws, ordinances, or regulations. * Becomes insolvent, files for bankruptcy, or makes an assignment for the benefit of creditors. * Engages in any conduct that is detrimental to the interests of the City, including but not limited to, fraud, misrepresentation, or unethical behavior. * Fails to maintain required insurance or bonds. * Fails to adhere to the city's equal opportunity and non-discrimination policies. * Prior to termination for cause/default, the City shall provide the Contractor with five (5) business day written notice of the default and a reasonable opportunity to cure the default, unless the default is of such a nature that it cannot be cured. * In the event of termination for cause/default, the Contractor shall be liable to the City for any and all costs incurred by the City in completing the work, including but not limited to, the cost of procuring substitute services. * Termination for cause/default shall not relieve the Contractor of any liability to the City for damages sustained by the City as a result of the Contractor's breach of this Contract.

****3. Termination for Lack of Funding:**** * In the event that funding for this Contract is not approved or becomes unavailable, the City reserves the right to terminate this Contract without any liability to the Contractor. Upon written notification, the Contractor shall cease all work related to this Contract. Payment will be provided for work acceptably completed up to the point of termination.

****4. Notification of Termination:**** * Notice of termination shall be provided in writing to the Contractor by mail or email.

****5. Effect of Termination:**** * Upon termination of this Contract, the Contractor shall immediately return to the City all property belonging to the City. * The termination of this Contract shall not affect any rights or obligations of the parties that accrued prior to the date of termination. * The rights and remedies provided in this termination clause are in addition to any other rights and remedies provided by law.

****6. Governing Law:**** * This termination clause shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the City of New Haven.

****7. Disputes:**** * Any disputes related to termination of this contract will be handled according to the dispute resolution portion of this contract.

2.24. Change Order Management

Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Services, must be recorded as a Change Order and approved by the City in writing before work is started.

2.25. Insurance Requirements

Proof of insurance is not required to be submitted with your response unless specifically requested, but will be required prior to the City's award of the contract. Refer to the Insurance requirements in the "Insurance Requirements" section of this document.

The City requires all contractual work to be insured as identified in the following sections.



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The term “Contractor” and/or “subcontractor” as used in this section, shall mean, and include Contractors and subcontractors of every tier.

Each Solicitation, Agreement and/or Award will include a specific Risk Template which will detail all the insurance requirements for the project.

Any policies maintained by the contractor and its owned and/or rented equipment and materials shall contain a provision requiring insurance companies to waive their rights of subrogation against the City of New Haven (Owner) and all other Indemnities named in the contract.

City of New Haven requires all contractors and vendors whose work or services may bring them into direct contact with youth under the age of 21 years to carry a minimum of \$1 million in Abuse and Molestation insurance coverage.

Direct contact refers to situations where vendors directly interact with, supervise, or provide services to youth under the age of 21.

Examples of vendors subject to this requirement include:

Therapists
Medical professionals
Before and after-school program providers

Vendors excluded from this requirement include:

On-call facility-related repair services and construction services (e.g., plumbers, electricians, general contractors, roofers) who do not have direct contact with youth.

This requirement applies to all vendors working on projects within:

City of New Haven facilities
New Haven Public Schools (NHPS) facilities

Subcontractors

All subcontractors must provide General Contractor with a valid COI naming the City of New Haven as Additional Insured with coverage and limits as required by the GC.

Certificates of Insurance

The successful bidder shall provide certificates with a minimum AM Best’s rating of “A-”-VIII of insurance, showing coverage by an insurance carrier authorized by the State of Connecticut to write insurance in the State. The certificates shall show the City as an additional name insured. Said certificate should contain the following endorsements.

PLEASE NOTE THAT ALL CERTIFICATES OF INSURANCE MUST INCLUDE:



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- A. The City of New Haven shall be named as an **additional insured with subrogation**.
- B. Endorsement shall include the work description, Contract/Project name and location.
- C. Insurance agent contact information, name, email and phone number
- D. An endorsement that the insurance company will give at least thirty (30) days written notice to the City prior to any modification or cancellation of any such insurance coverage.

POLICY REVIEW AND APPROVAL

At the discretion of the City, the Contractor may be asked to submit to the City copies of insurance policies for review and approval. The City may, in writing, notify the Contractor of any disapproval of any such policies, and satisfactory policies shall be provided in place of those disapproved.

The Respondent shall submit an insurance certificate in addition to a copy of each policy if requested. The Contractor shall require its subcontractors to obtain policies of similar insurance before each commences work. All such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City and shall be kept in force until the Contractor's work is accepted by the City, which expire before the Contractor's work is accepted by the City shall be renewed and submitted to the City for its approval.

- A. Insurance will be required for the entire term of the contract. **The insurance agent contact information(name , email, phone number) must be on the COI.** COI are to be emailed to your project contact(see award notice) and NHpurchasingCOI@newhavenct.gov.
- B. Renewal Certificates of insurance should email to support@certificical.com

Contractor/Vendor shall agree to always maintain in force during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies, except Professional Liability, should also include a Waiver of Subrogation.

2.25.1. General Liability - Rider 100

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)
Each Occurrence	\$1,000,000	Y	Y
Combined Aggregate	\$2,000,000	Y	Y



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Shawn J. Garris

Products/Completed Operations Aggregate	\$2,000,000	Y	Y
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2.25.2. Auto Liability (includes all owned, hired & non-owned autos)

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
Combined Single Limit Each accident including endorsements	\$1,000,000	Y	Y

2.25.3. Excess/Umbrella Liability

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
Each Occurrence	--\$1,000,000	Y	Y
Combined Aggregate	--\$1,000,000	Y	Y

2.25.4. Workers' Compensation & Employers' Liability (EL) - Statutory Limits

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
Workers' Compensation	Statutory Limits		
EL EACH	\$500,000	---	Y
EL DISEASE	\$500,000	---	Y



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EL POLICY	\$500,000	---	Y
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2.25.5. Additional Information

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two 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) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven via Certifical 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 polices be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

2.25.6. Notes

- Additional Insured & Waiver of Subrogation boxes must be checked off on the COI.
- If contractor/vendor will be providing a service in proximity or serving youth under the age of 21, Abuse and Molestation coverage must be included.
- City of New Haven is the Certificate holder and the additional insured.

City of New Haven
200 Orange Street Rm 301
New Haven, CT 06510

2.26. City of New Haven Living Wage Ordinance

If this purchase includes a services, and the contract total is less \$100,000 it is then subject to the City of New Haven Living Wage Ordinance, City of New Haven Municipal Code Section 2-511. The ordinance requires that contractors providing labor or services to the City under yearly contracts in excess of \$25,000 pay no less than the City’s Living Wage to all employees who spend any of their time providing labor or delivering services to the City.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Adjust for Health Benefits: If health benefits are not provided to the covered employee, the employer must add an additional one dollar (\$1.00) per hour towards the provision of health care benefits, as stipulated in Section 2-512(b).



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Failure to comply with the provisions of the New Haven Living Wage Ordinance is grounds for termination of the contract and a basis for penalties as stated in New Haven Municipal Code Section 2-514. Questions concerning the New Haven Living Wage Ordinance should be directed to:

Finance Department
Purchasing Division
203-946-8201- phone
purchasing@newhavenct.gov– email

2.27. Wages and Salaries

2.27.1. Auto section

- A. Salary rates and the classification of employees shall be as specified in the Solicitation Documents.
- B. The rate of pay set forth in the Solicitation Documents is the minimum that shall be paid during the life of the Contract. Bidders must inform themselves about local labor conditions (*e.g. the length of work day and the work week, overtime compensation, health and welfare contributions, labor supply and prospective changes and adjustments of rates*).

Wages. Salary rates and the classification of employees shall be as specified in the Solicitation Documents and Contract Documents. The rates of pay set forth in the Solicitation Documents are the minimum that shall be paid during the life of the Contract. Bidders must inform themselves about local labor conditions (*e.g. the length of workday and the work week, overtime compensation, health and welfare contributions, labor supply and prospective changes and adjustments of rates*).

Livable Wage Rates for FY 25/26

- \$21.38 with employee benefits
- \$22.38 without employee benefits

Livable Wage Rates for FY 26/27 : effective 7-01-2026

- \$21.95 with employee benefits
- \$22.395 without employee benefits

2.28. Unit Prices, Bid Quantities and Tax-Exempt Status

- A. The Unit Prices for each of the Solicitation items include its pro rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price represents the total Bid. Special attention is called to this section because in the event it is necessary to revise the



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quantities, increase or decrease thereof may be made without limit and adjustment and compensation shall be made on the basis of the Unit Prices for such items.

- B. Unit Prices should not include federal excise or state sales taxes. State Sales Tax is exempt under Connecticut General State Statute Sec. 12-412. The City is also exempt from transportation taxes when goods are consigned to the City. Tax Exemption certificates will be furnished by the Supervisory Auditor - Accounts Payable upon satisfactory proof of delivery to the City.
- C. It is understood an agreed that the Unit Prices shall control the Contract award.
- D. The quantities noted in this Solicitation are approximate (estimated only for use in comparing Bids); and that the sums obtained by multiplying the Unit Prices by the estimated quantities, and also the Total of these sums, are inserted for the purpose of checking this Solicitation and for the convenience of the Respondent. The Unit Prices paid are for the actual ordered quantities only.
- E. Shipments should be consigned to the City in care of the Contractor.
- F. Unbalanced high or low Bid Unit Prices will be reviewed and may be grounds for rejection.
- G. Pricing and Supply of Good and Services submitted by vendor as a result of this solicitation must be maintain for at least twelve (12) months from the date of bid submission, unless an increase in length is noted in the specification section of this solicitation.

2.29. Calculation Sheet

- A. The Fillable Calculation sheet is located on the City's [e-Procurement Portal](#) with the other applicable solicitation submission documents.

2.30. Alternate Bids

The City of New Haven requires strict compliance with the scope of work, specifications, and terms outlined in this solicitation document. While equivalent products (substitutions) are permitted as detailed in Section 2.1 the response itself must strictly comply with all documentation and submission requirements. No other alternate responses or unsolicited substitutions will be considered. Any non-conforming bid may be rejected as non-responsive.

2.31. Solicitation Process and Submission

- A. Solicitation Process

- 1. **Early Submittal of Digital Responses** - Responses received prior to the advertised hour of closing are kept sealed on the City's e-Procurement Portal.



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2. **Solicitation Closing** - At the time fixed for the submission deadline of responses, the City will open the Digital Response received by the submission deadline utilizing the City's e-Procurement Portal. Pricing information will be available publicly and can be accessed at: <https://procurement.opengov.com/portal/newhavenct/projects/249580> in the "Results" tab. Respondents and other interested parties can visit the City's e-Procurement Portal for the list of respondents and their respective pricing information. To receive notifications regarding the pricing results, interested parties must click on "Follow" on the [Public Solicitation Portal](#).
3. **Late Submittals** – with the advent of complete digital bidding, no submission will be accepted after the closing date and time.
4. **Withdrawal of Responses** - Responses may be withdrawn by you prior to the submission deadline of responses by you retracting your digital response submission.
5. **Response Rejections** - The City reserves the right to reject any and all responses which do not meet the requirements of a lowest qualified responsible Respondent. Some reasons for rejection include, *but are not limited to*: altered or qualified Calculation Sheet, a non-Web based Calculation Sheet, non-conforming Bid Bonds, incomplete or erroneous paperwork. Unbalanced High or Low Unit Pricing, and/or not habitually performing with the Bidder's own forces.
6. **Solicitation Rejection Notification** - Should the City reject a response for any reason, the Submitter shall be notified. In case of such rejection, the City will return the Bid Bonds to the Respondent(s). No other part of a Respondent's Submission will be returned.

B. Solicitation Submission

1. **Electronic/digital Submissions** - Follow instruction on the portal for bid submission – all required forms are indicated as such.
2. Each solicitation response must be submitted in the prescribed format. All blank spaces must be filled in as noted. Responses must give the prices in numerical figures. No changes shall be made to the City's documents for any reason.
3. The **Respondent** shall sign their Response in the blank space provided for this purpose. If the solicitation response is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated and the Response Submission must be acknowledged by a corporate officer as applicable. Any partner of corporate stockholder owning 25% or more of the business shall also be disclosed.
4. The City may consider any Submission not prepared and submitted in accordance with the provisions hereof, and may, at its option, waive any informalities.



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5. No Respondent may withdraw a submission within one hundred twenty (120) days after the actual date of the opening thereof.

2.32. Protest

The procedures established hereunder shall be available to contractors with respect to a invitation to bid for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. In the event you desire to protest an opening. You must submit by email at: purcashing@newhavenct.gov , Attention: Purchasing Agent your letter of protest within 72 hours of the opening date/time. The email should include the following information:

- The name and address of the protestor
- The name and number of the procurement solicitation
- A detailed statement of the grounds for the protest, including relevant facts and citations to applicable laws or terms
- Supporting documentation
- The desired relief, action, or ruling sought by the protestor

A written decision will be returned to you from the Bureau of Purchases in a timely manner.

2.33. Bid not Contractual

Nothing contained in this Invitation to Bid shall create any contractual relationship between the RESPONDENT and the City. The City accepts no financial responsibility for costs incurred by any RESPONDENT regarding this Invitation to Bid.

2.34. Execution of Contract

- A. In executing the Agreement, the Awardee will be required to reaffirm and restate all representations made in its Response Submission.
- B. After the notice of award and within ten (10) days after the prescribed forms are presented for signature, the Awardee shall execute and deliver to the City the Agreement in the form included in the Contract Documents, in such number of copies as the City shall require.
- C. The failure of the Awardee to execute such Agreement, pay any taxes due, to supply the required bonds or submit the Certificate of Insurance, all within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the City grants based upon reasons



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determined sufficient by the City, shall constitute a default and the City reserves the right to any remedies available at law or in equity including pursuit of Bid Bond. The City may either award the Contract to the next lowest responsible Respondent or re-advertise the Solicitation.

- D. Performance Labor and Material Bonds - (see Project Summary for applicability) Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Respondent shall, within the period specified in paragraph "A" above, furnish a bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and a labor and material bond for payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bonds shall be in the same form as those included in the Solicitation Documents and shall bear the same date, or a date after that of the Agreement. These bonds shall be signed and issued by a guaranty or surety company satisfactory to the City, authorized and qualified to do business in the State of Connecticut, and listed in the latest issue of the U.S. Treasury Circular 570, and the penal sum of any such bond shall be within the maximum specified for such company in said Circular 570. The current power of attorney for the person who signs for any surety company shall be attached to such bonds.
- E. Commencement of Work – The City will not be responsible for payment of any work performed or materials supplied by the successful respondent before the Contractor receives a fully executed agreement unless an emergency situation has been declared by a City employee duly empowered to do so, and the vendor receives written authorization from this individual to proceed. Note: Responsibility for payment shall be limited to only that work deemed necessary by the City to alleviate the immediate emergency



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3. Awarding of Contract

3.1. Method of Award

The City of New Haven intends to award the contract to the lowest responsible bidder. The City reserves the right to reject any and all bids and to award each contract to the bidder who is most responsive to the interests of the City.

If a bid submitted by a responsible bidder does not exceed the amount of funds made available by the State and Federal Agencies, the City will include the add alternates in the order listed to the base bid, keeping such total under the funds available.

If a base bid exceeds such amount of funds made available by the City, State and Federal Agencies, the Owner may reject all bids or award the contract on the basis of the base bid combined with such deductible alternates applied in numerical order in which they are listed in the calculation sheet that produces a net amount which is within the available funds.

The contract will be awarded on the basis of base bid plus any add/deduct alternate(s) that do not exceed the funds available.

3.2. Execution of Contract-Performance, Labor and Material Bond

The Contractor shall furnish a bond covering faithful performance of the Contract. Surety shall be qualified to do business in the State of Connecticut, listed on the current U. S. Treasury "T" list, and rated "A-" or better by A. M. Best. The cost of the bond premium shall be included in the Contract Sum. The amount of the bond shall be equal to 100 percent of the Contract Sum.

A. Subsequent to the notice of award and within ten (10) days after the prescribed forms are presented for signature, the successful bidder shall execute and deliver to the City the Agreement in the form included in the Contract Documents, in such number of copies as the City shall require.

B. Having satisfied all conditions of award as set forth elsewhere in these documents, the successful bidder shall, within the period specified in paragraph "A" above, furnish a surety bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and a labor and material bond for payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bonds shall be in the same form as those included in the Contract Documents and shall bear the same date, or a date subsequent to that of the Agreement. These bonds shall be signed and issued by a guaranty or surety company satisfactory to the City, authorized and qualified to do business in the State of Connecticut, and listed in the latest issue of the U.S. Treasury Circular 570, and the penal sum of any such bond shall be within the maximum specified for such company in said Circular 570. The current power of attorney for the person who signs for any surety company shall be attached to such bonds.



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C. The failure of the successful bidder to execute such Agreement and to supply the required bonds or submit the insurance policies required in the section INSURANCE of the GENERAL CONDITIONS within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the City grants based upon reasons determined sufficient by the City, shall constitute a default and the bidder's bid bond or guaranty shall be forfeited to the City of New Haven as liquidated damages and not as a penalty. The City may either award the Contract to the next lowest responsible bidder or re-advertise for bids, and may charge against the defaulting bidder the difference between the amount of the bid and the amount for which a Contract for the work is subsequently executed, irrespective of whether the favorable Bid is received by re-advertising, the defaulting bidder shall have no claim against the City for a refund.

3.3. Award of Contract

- A. No contract shall be awarded to any contractor, if the entity, or any owner, officer or director thereof is delinquent in any tax or other financial obligation to the city, including, without limitation, a current or ongoing contract dispute concerning performance under an agreement with the municipal government if, in the opinion of the Corporation Counsel, the current or ongoing contract dispute is related to the requirements of the solicitation. The fact that any other entity of which the owner or principal of any contractor is an officer or director is delinquent in the payment of any tax or other financial obligation to the city, shall be a negative factor in the selection or award of such contractor until such obligation is settled.
- B. The City will endeavor to award a contract for this Solicitation within one hundred and twenty (120) days after the date of the Solicitation opening. All Respondents acknowledge their Response submittal will be valid for the duration of the one hundred and twenty (120) days timeframe.
- C. The City reserves the right to separately Solicitation or secure pricing from additional contractors that may relate to the goods and/or services in the instant Solicitation, whether or not such goods and/or services are additional to the quantities stated in the instant Solicitation.
- D. The City of New Haven reserves the right to award one or more contracts as a result of this solicitation.
- E. The City will not award to any contractor who is ineligible under any of applicable regulations issued by the Secretary of Labor and United States Department of Labor.
- F. The City will not award to any contractor who is not qualified under applicable State and local laws and regulations.
- G. Without limiting the generalities of the foregoing, a contractor will be deemed ineligible if they are not current with any taxes or other outstanding obligations to the City of New Haven.
- H. Should a Contract be awarded, it will be awarded by the City to the lowest responsible qualified Respondent based on the lowest Base Bid.



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- I. Availability of funds – The awarding of all contracts is contingent upon the availability of appropriate funds. If funding is not available at the time of award and/or execution of the contract the City reserves the right to cancel the Solicitation.
- J. All Bid Bonds will be returned to all Respondents upon the execution of the contract documents to the awarded Respondent.
- K. Certificate of Insurance must be email to **project manager (see award notice)** and to NHpurchasingCOI@newhavenct.gov

3.4. Notice to Proceed

Once a contract is formally signed and in effect, the specific City department that initiated the need for the contracted work will then issue a **Notice to Proceed (NTP)**. This official written communication formally authorizes the contractor to commence the contracted services or project. The NTP typically specifies the **start date** of the work and may also include important details such as:

- **Project name and contract number:** For clear identification.
- **Contact information:** For relevant City and contractor personnel.
- **Project schedule and milestones:** Outlining key deadlines and deliverables.
- **Specific instructions or clarifications:** Regarding the execution of the work.
- **Conditions for commencement:** Any prerequisites that must be met before work can begin.

3.5. Payment Policy

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/general-information/policies-and-procedures>

3.6. No Purchase Order – No Payment Policy

[Policies and Procedures](#)

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

- A. All spend shall be supported by an authorized PO prior to requesting the provision of goods/services.
- B. Efficient processes are implemented so that goods are delivered when required.



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- C. The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);
- D. Cost control is effective and therefore:
- E. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and
- F. minimizing transactional costs associated with payment for goods and services.

3.7. E-Invoice Submission

Invoice Submission Portal

The invoice submission process is activated when an invoice is submitted through NHInvoice@newhavenct.gov. Invoices submitted are automatically sent to the department being invoiced for review. Once the city department verifies its accuracy, the department will submit the invoice to Accounts Payable for payment processing. One final review and approval by the department who was invoiced is needed in order for a check to be issued. Checks are issued Friday.

How to submit invoices to the City of New Haven?

Refer to the E-Invoice Submission Portal - for detailed instructions.

3.8. Electronic Invoice Policy

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/e-invoicing-policy>

3.9. Price Adjustments

Fixed Price with Potential Adjustments

This provision establishes a firm, fixed pricing structure with a limited opportunity for price adjustments. While the initial bid must be a fixed price, the City may, at its sole discretion, consider adjustments if the cost of specified materials, components, or labor demonstrably fluctuates by more than 20% during the contract term. Crucially, the responsibility to request any such adjustment rests entirely with the awarded bidder, who must provide verifiable documentation to support their claim. To ensure timely consideration, adjustment requests for a new contract term must be submitted at least 60 days before the current term expires; failure to do so allows the City to exercise the next term at the existing price. Requests submitted after a new term begins will not be considered. Furthermore, the City retains the absolute right to reject any requested adjustment or to decline exercising an option term based on the proposed price change, solidifying their control over the contract's financial terms.

Fixed Price with Tariff Adjustments



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If vendor experience a new government tax significantly raising the cost of their goods and services in meeting the needs of the City to an awarded project (more than 5% of the total price), a discussion about adjusting the price can take place. But the price can't go up too much – either a maximum of 20% of the original price, or half of the extra cost from the tax, whichever is less.

Guideline for requesting and adjustment:

- A.
 - 1. Must be submitted in writing and include a comprehensive cost breakdown detailing how the tariff has impacted the total cost of the finished product.
 - 2. Must include official importer receipts or customs documentation showing proof of tariff payment and transaction date.
 - 3. Will only be considered if they clearly demonstrate a direct impact from the tariff on the specific goods or components being purchased under this contract.
 - 4. Are subject to the City's sole discretion and written approval is required prior to implementation of any price change.
- B. In the event the City requests a tariff adjustment, the Contractor shall provide all required supporting documentation, as outlined above, within thirty (30) calendar days of the City's request.
- C. No retroactive adjustments shall be allowed for tariff changes prior to the applicable basis date.



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4. City Requirements

4.1. Equal Employment Opportunity

During the performance of an agreement or contract, the Awardee agrees as follows:

- a. To comply with all provisions of Executive Order 11246 and Executive Order 11375, Connecticut Fair Employment Practices Act, and the contract compliance ordinance of the City of New Haven, including all standards and regulations which are promulgated by the government authorities who established such acts and requirements, and all standards and regulations are incorporated herein by reference;
- b. Not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, physical disability or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, sex, age, or national origin and physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship;
- c. To post, in conspicuous place available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;
- d. To state, in all solicitations or advertisement for employees placed by or on behalf of the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, physical disability or national origin;
- e. To send to each labor union representative of workers with whom it has a collective bargaining agreement, or other contract or understanding, a notice advising a labor union or worker's representative of the contractor's commitments under the equal opportunity clause of the City of New Haven, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor shall register all workers in the skilled trades, who are below the journeyman level, with the Apprentice Training Division of the Connecticut State Labor Department;
- f. To utilize labor department and city sponsored manpower programs as a source of recruitment and to notify the contract compliance unit and such programs of all job vacancies;
- g. To take affirmative action to negotiate with qualified minority contractors for any work which may be proposed for subletting, or for any additional services, or work which may be required as a result of this contract;
- h. To cooperate with city departments in implementing required contract obligations for increasing the utilization of minority business enterprises;
- i. To furnish all information and reports required by the Contract Compliance Director pursuant to section 12 1/2 -1, 12 1/2-19 through section 12 1/2-32, 12 1/2-48 through 12 1/2-52 and to permit access to his



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books, records and accounts by the contracting agency, the Contract Compliance Officer, and the Secretary of Labor for purposes of investigation to ascertain compliance with the program;

j. If such contractor employs three or more employees to refrain from paying such employees dues and related expense for clubs that restrict membership use of their facilities on the basis of race, color, sex, religion, national origin or ancestry;

k. To take such action, with respect to any subcontractor, as the City may direct as a means of enforcing the provisions of sub-paragraphs (a) through (m) herein, including penalties and sanctions for noncompliance, provided however that, in the event the contractor becomes involved or threatened with litigation as a result of such direction by the City, the City will intervene in such litigation to the extent necessary to protect the interest of the City and to effectuate the City's Equal Employment Opportunity Program, in the case of funded directly or indirectly, in whole, or in part, under one or more Federal Assistance Programs, the contractor or the City may ask the United States to enter into such litigation to protect the interest if the United States;

l. To file, along with his subcontractors, if any, compliance reports with the City in the form and to the extent prescribed in the contract by the Contract Compliance Director of the City of New Haven. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the contractor and his subcontractors, if any;

m. To include the provisions of sub-paragraphs (a) through (m) of this Equal Opportunity Clause in every subcontract or purchase order so that said provisions will be binding upon each such subcontractor or vendor;

n. That a finding, as hereinafter provided, of a refusal by the contractor, or subcontractor, to comply with any portion of this program as herein stated and described, may subject the offending party to any or all of the following penalties:

1. Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor, or subcontractor, is in compliance with the provisions of the contract;

2. Refusal of all future Bids for any public contract with the City of New Haven, or any of its departments or divisions, until such time the contractor or subcontractor, is in compliance with the provisions of the contract;

3. Cancellation of the public contract;

4. Recovery of specified monetary penalties;

5. In case of a substantial or material violation, or the threat of substantial or material violation of the compliance procedure or as may be provided in for by the contract, appropriate equitable or legal proceedings may be brought to enforce these provisions against contractors, subcontractors or other organizations, individuals or groups who directly or indirectly are not in compliance with the policy herein outlined.

4.2. Non-Collusion Affidavit of Bidder



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1. I am the owner, partner, agent, officer, member or representative, of the bidder/proposer of the submitted solicitation and;
2. I am fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not collusive or a sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, members, representative, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from Proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal prices or the Proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Haven or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, members employees, or parties in interest, including this affiant; and
6. That no Alder or other officer or employee or person whose salary is payable in whole or in part from the City Treasury is directly or indirectly interested in the Proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits thereof.

4.3. Ban The Box Agreement

The City of New Haven is subject to Ordinance #1585 (2/17/2009) which prohibits unfair discrimination in City hiring policies against persons previously convicted and provides a mechanism to ensure that persons and businesses supplying goods and/or services to the City of New Haven have adopted and employ fair hiring policies and practices that are consistent with the City's goal of removing obstacles to the employment of persons with prior convictions.

Accordingly, during the performance of this contract, the Contractor agrees as follows:

(A) Vendors doing business with the City of New Haven shall adopt and employ conviction history policies, practices, and standards that are consistent with City standards further detailed in the attached ordinance. The Vendors' criminal history standards will be part of the criteria to be evaluated by the City as to whether to award a City contract. Further, the City will be able to evaluate a Vendor's execution of the criminal history standards as a part of the performance criteria of said City contract(s); the Awarding Authority, in consultation with the Office of Corporation Counsel and the Community Services Administration, shall consider any



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Vendor's deviation from these criminal history standards as grounds for rejection, rescission, revocation, or any other termination of the contract.

(B) Under exigent circumstances, an Awarding Authority, by its highest ranking member, in consultation with the Office of Corporation Counsel and the Community Services Administration, may grant a Vendor a waiver of the criminal history standards on a contract-by-contract basis. A written record of the waiver shall be kept on file by the Awarding Authority, the Community Services Administration and the Office of Corporation Counsel, and shall also be submitted to the City of New Haven Commission of Equal Opportunities. The written record shall include, but not be limited to: (a) a summary of the terms of the contract, (b) the details of the Vendor's failure or refusal to conform to the City's criminal history standards, and (c) a brief analysis of the exigency causing the grant of waiver. No waiver may be considered perfected unless the Awarding Authority fully complies with the provisions of this sub-section.

(C) A Vendor may contact the Community Services Administration to report any problems, concerns or suggestions regarding the implementation, compliance and impact of these sections, and the Community Services Administration shall log every comment received with a summary of the comment and shall keep on file any written comments. Subsequent to logging any comment the Community Services Administration shall refer all complaints to the Office of the Corporation Counsel and shall notify the relevant Awarding Authority of the complaint and any further investigation that the Community Services Administration in consultation with the Office of Corporation Counsel deems necessary or appropriate.

4.4. Certificate of Non-Arrearage

I am the owner, partner, agent, officer, member or representative, of the bidder/proposer of the submitted solicitation and Neither the Bidder/Proposer, nor its subcontractors are in arrears to the State of Connecticut Second Injury Fund.



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5. Submittal Instructions

5.1. OpenGov Technical Support

Technical support for an eProcurement system plays a vital role in ensuring smooth operations. You can call or email technical support using the information below.

- **Phone:** (650) 336-7167
- **Email:** support@support.opengov.com
- **Issue Log:** <https://opengov.my.site.com/support/s/contactsupport/incident>
- **Live Chat:** Click on the circle blue icon  at the bottom right of the screen.

5.2. Follow these steps to submit your proposal digitally

If you are already registered and need help logging in or retrieving your user information utilize the blue chat bubble visible on the lower right hand corner of the screen.

Click on the hyperlink for the City's [eProcurement Portal](#) to create your vendor profile.

Electronic Submission of Bids

All Proposers are required to submit their bid pricing electronically via the city's eProcurement Portal. The electronic system will close submission exactly at the date and time set forth in this solicitation or as changed by addenda. In addition, your bid must be submitted via the eProcurement Portal.

Proposers are responsible for submitting and having their bid accepted before the closing time set forth in this solicitation or as changed by addenda. NOTE: It is the Proposer's sole responsibility to ensure their bid and document(s) are uploaded, transmitted, and arrive in time electronically. The City will have no responsibility for bids that do not arrive in a timely manner, no matter what the reason.

Upon closing of the Bid, Bid Results will be available on the City's eProcurement Portal.

In the case of a discrepancy between the electronic bid schedule (pricing) and any uploaded Bid schedule document or pricing, the electronic bid schedule will be the accepted bid.

Steps to Submit Your Electronic Proposal:

To submit an offer to the City, vendor must begin by clicking on the green DRAFT PROPOSAL button. This action also allow you access required City forms in the Response Submittal section for On Call Fire Alarm Inspection and Services.

1. Acknowledge all Addenda
2. Accept City of New Haven Terms and Conditions Message



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3. Answer all required vendor questions.
4. Upload all required forms. Proposer may save their work and return.
5. Review your work and submit proposal when ready.
6. You will receive a confirmation email from OpenGov upon receipt of your bid/proposal.
7. Proposer may withdraw their bid at any time **prior to 3:00 pm** on Thursday, July 9, 2026.

Note: If an addenda is issued after a response has been submitted, Proposer or bidder must return to take steps below. Failure to do both steps will result in an invalidated offer.

- 1- Acknowledge the new addenda; and
- 2- Resubmit your bid through the City's eProcurement Portal.

Do Not upload a Zip File: Unzip Your Files

Note: If your files are [zipped or] in a zip folder, you may need to unzip the files before uploading. The following instructions may be helpful to do so.

- A. Open File Explorer, and find the zipped folder.
- B. To unzip the entire folder, right-click to select Extract All, and then follow the instructions.
- C. To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

5.3. Withdrawal of Bid

Any Bidder or Proposer may withdraw their response via the City's [eProcurement Portal](#) prior to 3:00 pm on Thursday, July 9, 2026.



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6. Project Details

6.1. Bid Specifications

6.1.1. Scope of Work - General Requirements

The Contractor shall provide all labor, materials, supervision, tools, equipment, supplies, and related services necessary to perform inspection, testing, preventive maintenance, repair, and emergency service for all fire alarm systems and associated equipment in accordance with NFPA 72 and all applicable federal, state, and local codes. Services shall include, but not be limited to, testing, inspections, adjustments, troubleshooting, replacement of components, and preparation of all required certifications and reports for all fire alarm systems covered under this contract, including conventional and addressable systems and related life safety equipment.

The Contractor shall submit, for approval by the District, a schedule for all required inspections, testing, and preventive maintenance in accordance with NFPA 72. The schedule shall include the timing of all required certifications and reports.

All automatic and manual initiating devices shall be tested in accordance with NFPA 72 requirements, including but not limited to smoke detectors, heat detectors, pull stations, waterflow switches, and tamper switches. All notification and alarm devices shall also be tested, including horns, bells, strobes, speakers, audiovisual devices, and signal transmission equipment.

The Contractor shall verify proper operation of all system functions, including but not limited to alarm transmission, annunciation, smoke damper operation, smoke exhaust fan controls, elevator recall interfaces, door release systems, and all other connected life safety functions.

Smoke detectors shall be tested using UL-approved aerosol smoke testing products only. Heat detectors shall be tested using approved heat testing equipment designed for detector sensitivity testing.

For each facility, the Contractor shall provide a complete inventory of all devices inspected and tested and shall submit a computer-generated inspection report identifying the status of each device. Reports shall be provided in both electronic and hard copy format to the Facilities Department. The Contractor shall be responsible for verifying device locations, identifying panels, and confirming system components at each building.



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When deficiencies are identified, the Contractor shall, upon authorization from the District, perform the repairs necessary to restore the system to proper working order so that required certification can be issued.

In the event of a system failure and fire watch is needed, the Executive Director of Facilities shall be notified as the first point of contact.

The Contractor shall be qualified to service all equipment covered under this contract. When manufacturer-specific or proprietary repairs are required, the Contractor may utilize authorized subcontractors with prior approval.

6.1.2. Contract Term

The term of the contract is one (1) year with 2 - one year renewal option(s).

6.1.3. Fire Systems

Services under this contract shall apply to all fire alarm and related life safety systems, including but not limited to:

- Conventional and addressable fire alarm systems
- Fire alarm control panels and annunciators
- Smoke and heat detection devices
- Manual pull stations
- Horns, bells, strobes, speakers, and audiovisual devices
- Waterflow and tamper switches
- Fire alarm monitoring and communication equipment
- Area of refuge communication systems
- Interfaces to sprinkler, elevator, HVAC, smoke control, and door release systems
- Power supplies, batteries, and associated components

6.1.4. Inspections & Testing

Vendor shall perform required inspections and testing in accordance with NFPA 72.

Services include:



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- Annual inspections
- Semi-annual inspections (upon request - billed using hourly rate)
- Quarterly inspections (upon request - billed using hourly rate)
- Functional testing of all devices
- Panel testing and verification
- Battery testing and replacement as needed
- Verification of monitoring communication
- Documentation of all deficiencies

Vendor shall provide written reports after each inspection, and a consolidated digital report after all fire alarm inspections have been completed.

6.1.5. Repairs and On-Call Service

Vendor shall provide on-call repair services for all fire alarm systems.

Requirements:

- Response to emergency calls within the required timeframe
- Provide troubleshooting and repair
- Provide a written quote when the repair exceeds minor service
- Use OEM or approved replacement parts
- Restore system to full operation

Emergency response expectation:

- Critical calls: immediate/same day
- Non-critical: within 24–48 hours

6.1.6. Work During School Occupancy

No work on any fire alarm system shall occur while students are present in the building without prior approval.



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All work must be coordinated with NHPS Facilities. Routine maintenance and inspections must be performed during non-occupied hours. This would be before or after the school bell times (listed in the attachment section).

Vendor must coordinate all shutdowns, testing, and alarms in advance.

To be considered a "qualified bidder," the vendor must have ample staff to perform any necessary inspections or work before/after school hours.

6.1.7. CMMS Work Order Requirements

All work shall be tracked in the District's Computerized Maintenance Management System (CMMS).

The contractor shall:

- Create, update, and close work orders for all service activity
- Provide detailed descriptions of work performed
- Identify root cause of failure
- List parts used
- Confirm restoration of proper operation
- Attach quotes, reports, photos, and documentation when applicable
- Close all completed work orders promptly

6.1.8. Pricing and Invoicing

The Contractor shall include in their bid submissions:

All hourly rates submitted for this solicitation must include:

- Travel time
- Fuel
- Mobilization
- Standard tools and equipment

Travel time may not be billed separately.

Price quotations must be generated for all repairs exceeding \$1500

Invoices must clearly identify location, equipment serviced, labor hours, materials used, work order number, and purchase order number.



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6.1.9. Documentation and Reporting

Vendor shall provide:

- Inspection reports
- Deficiency reports
- Repair summaries
- Test results
- Certification forms
- Code compliance documentation

6.1.10. Staffing & Availability

Vendor must maintain adequate staffing to:

- Respond during emergencies
- Support large district-wide testing schedules
- Perform work during school breaks, half-days, etc
- Perform work outside of school day hours

NHPS reserves the right to request additional staffing during critical periods.

6.2. Calculation Sheet

- A. The City reserves the right to award separate items to separate bidders. Bidders may indicate exceptions to this.
- B. All Quantities are estimated. Award of contract will depend upon availability of funds.
- C. Prices shall not include sales tax, excise taxes, or any other taxes for which the City is not liable. The City will execute any necessary exemption certificates.
- D. Total Price is calculated by multiplying the (unit price * estimated quantity), the calculated amount will be the amount of your bid.



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- E. You must enter a currency value in the Unit Pricing column, unless you are not bidding on a commodity item, If vendors are not required to supply pricing a "no bid" column has been enabled on the pricing table. For a Construction or a Service project a currency value of "0" is not valid in the unit pricing column and will be consider Unbalanced.
- F. Do not alter or amend this calculation sheet in any way, (including but not limited to footnotes, asterisks, or any other commentary). Complete the form as it is presented, if alter the bid will be rejected. If you need to make a change you must contact the Bureau of Purchases prior to submittal and we will evaluate the need and if warranted will issue an addendum.

Unbalanced Calculation Sheet

An unbalanced bid is one in which the contractor's unit prices are:

- A. "Front loaded" so contractor receives a disproportionate payment for work done during the early stages of a project.
- B. Token bid prices (i.e. penny unit bids).

While it is often impossible to designate precisely the dividing line between a balanced bid and an unbalanced bid, contractors should be aware that the City may regard the unbalancing of a bid as so extreme, undeniable, or detrimental to the interests of the City that it may question the contractor about the apparent unbalancing of the bid proposal, and, if the contractor cannot provide a satisfactory explanation of the apparent unbalancing, and if the City's assessment of the risk to itself is unacceptable, the City may reject the bid as nonresponsive.

HOURLY RATES

A maximum of 10% markup may be added to materials

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1-1	Regular Time Hourly Rate	600	Hourly		
1-2	Overtime/Weekend/Holiday Hourly Rate	125	Hourly		
TOTAL					

ANNUAL INSPECTIONS

A maximum of 10% markup may be added to materials



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Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Address
2-1	Adult and Continuing Education	1	Each			580 Ella Grasso Blvd., 06519
2-2	Barack H. Obama	1	Each			69 Farnham Avenue
2-3	Barnard Magnet School (PreK-8)	1	Each			170 Derby Ave, 06511
2-4	Beecher Magnet School (PreK-8)	1	Each			100 Jewell St., 06511
2-5	Betsy Ross Arts Magnet School (5-8) & BRAMS Hall	1	Each			150 Kimberly Ave., 06519
2-6	Bishop Woods Executive Academy (PreK-8)	1	Each			1481 Quinnipiac Ave., 06513
2-7	Katherine Brennan School (3-8)	1	Each			200 Wilmot Road, 06515
2-8	Clarence Rogers School (PreK-2)	1	Each			199 Wilmot Rd., 06515
2-9	Celentano Magnet School (PreK-8)	1	Each			400 Canner St., 06511
2-10	Central Kitchen	1	Each			75 Barnes Avenue, 06513
2-11	Clemente Leadership Academy (PreK-8)	1	Each			360 Columbus Ave., 06519
2-12	Clinton Avenue School (K-8)	1	Each			293 Clinton Ave., 06513



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Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Address
2-13	Conte West Hills Magnet School (PreK-8)	1	Each			511 Chapel Street, 06511
2-14	Coop Arts & Humanities High School	1	Each			177 College St., 06511
2-15	Davis Street Magnet School (PreK-8)	1	Each			35 Davis Street, 06515
2-16	Dr. Reginald Mayo	1	Each			185 Goffe Street, 06511
2-17	East Rock Magnet School (PreK-8)	1	Each			133 Nash St., 06511
2-18	Edgewood Magnet School (K-8)	1	Each			737 Edgewood Ave., 06515
2-19	Engineering & Science University Magnet School(-8)	1	Each			500 Boston Post Rd., West Haven
2-20	Facilities Office (BOE)	1	Each			375 Quinnipiac Ave., 06513
2-21	FAME (PreK-8)	1	Each			255 Blatchley Ave., 06513
2-22	Fair Haven School (PreK-8)	1	Each			164 Grand Ave., 06513
2-23	Floyd Little Athletics Complex (FLAC)	1	Each			480 Sherman Parkway, 06511
2-24	High School in the Community	1	Each			175 Water Street, 06511



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Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Address
2-25	Hill Central Music Academy (PreK-8)	1	Each			140 DeWitt St., 06519
2-26	Hill Regional Career High School	1	Each			140 Legion Ave., 06519
2-27	James Hillhouse High School	1	Each			480 Sherman Parkway, 06511
2-28	Jepson Magnet School (PreK-8)	1	Each			15 Lexington Ave., 06513
2-29	John C. Daniels Magnet School (PreK-8)	1	Each			569 Congress Ave., 06519
2-30	John S. Martinez Magnet School (PreK-8)	1	Each			100 James St., 06513
2-31	King/Robinson Magnet School (PreK-8)	1	Each			150 Fournier St., 06511
2-32	Lincoln-Bassett School (PreK-6)	1	Each			130 Bassett St., 06511
2-33	Mauro/Sheridan Magnet School (PreK-8)	1	Each			191 Fountain St., 06515
2-34	Metropolitan Business Academy	1	Each			115 Water St., 06511
2-35	Nathan Hale School (PreK-8)	1	Each			480 Townsend Ave., 06512
2-36	New Haven Academy	1	Each			444 Orange St., 06511
2-37	Riverside Academy	1	Each			560 Ella Grasso Blvd., 06519



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Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Address
2-38	Ross/Woodward Magnet School (PreK-8)	1	Each			185 Barnes Ave., 06513
2-39	Sound School	1	Each			60 South Water Street, 06519
2-40	Strong Magnet School (K-4)	1	Each			130 Orchard St., 06519
2-41	Troup School (PreK-8)	1	Each			259 Edgewood Ave., 06511
2-42	Truman School (PreK-8)	1	Each			114 Truman St., 06519
2-43	W. Hooker School (3-8)	1	Each			691 Whitney Ave., 06511
2-44	W. Hooker Elementary School (K-2)	1	Each			180 Canner St., 06511
2-45	Wexler/Grant School (PreK-8)	1	Each			55 Foote Street, 06511
2-46	Wilbur Cross High School	1	Each			181 Mitchell Drive, 06511
2-47	Wooster Place Offices	1	Each			21 Wooster Place, 06511
TOTAL						

6.3. Response Submittals

1. Supplemental Information

2. Required City Forms

The Disclosure and Certification form should be completed through DocuSign prior to exercising the option to notarize online or take the documents to a notary public prior to uploading with your response



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2.1. *Will you be using the On-line Notary feature or a Public Notary for the DisclosureForm**

The City needs you to get the Disclosure Form notarized. We are offering you a convenient way to do this online through Notary Online (<https://notarylive.com>) . However, you don't *have* to use this online service. If you do choose to use it, it will cost you \$25 each time you use it for a notarization. You can explore other ways to get your document notarized if you prefer not to pay this fee, click "No".

☐ Yes

☐ No

*Response required

When equals "Yes"

2.1.1. *Disclosure Form for Online Notary **

An online notarization option will be provided for you when responding.

Important: If you don't have the document notarized, your response will be disqualified.

In essence, you must legally verify your identity and the authenticity of your signature on the document.

- [2 1421DiscloseEForm Rev. 03...](#)

*Response required

When equals "No"

2.1.2. *DISCLOSURE & CERTIFICATION AFFIDAVIT**

- Download the Disclosure & Certification document:** This is a digital document that you'll need to fill out.
- Complete the document:** Fill in all the required information on the document.
- Notarize the document:**
 - **Take the completed document to a public notary:** A notary public can notarize your signature in person.

Important: If you don't have the document notarized, your response will be disqualified.

In essence, you must legally verify your identity and the authenticity of your signature on the document.

[Click here to go to the form](#)

*Response required



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2.2. *Current Workforce Certificate**

Please download the below documents, complete, and upload.

- [Current Workforce Certifica...](#)

*Response required

2.3. *What is the material markup percentage to be applied during course of the contract? Markup maximum is 10%**

Enter markup percentage here

*Response required

3. **Statement of Qualifications for City**

Statement of Qualifications:

Each solicitation response shall include a Statement of Qualifications in the format provided in this Solicitation upon stationary of the responding entity.

All questions must be answered, and the data given must be clear and comprehensive. The respondent may submit any additional information he/she desires.

3.1. *Permanent Main Office Address**

*Response required

3.2. *When Organized**

*Response required

3.3. *Legal form of ownership. If a corporation, where incorporated.**

*Response required

3.4. *How many years have you been engaged in services, under your present name?**

*Response required

3.5. *Have you ever failed to complete any work awarded to you? If so, where and why?**

*Response required

3.6. *Have you ever defaulted on a contract? If so, where, and why?**

*Response required

3.7. *Describe any pending litigation or other factors, which could affect your organization ability to perform this agreement.**

*Response required



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3.8. *Names, titles, reporting relationships, and background and experience of the principal members of your organization, including the officers. Indicate which individuals are authorized to bind the organization in negotiations with the City of New Haven.**

*Response required

3.9. *Name, title, address, and telephone number of the individual to whom all inquiries about this Proposal should be addressed.**

*Response required

3.10. *Upon the City of New Haven's request, the Business will be obligated to:**

- **Complete a detailed financial statement**, providing a thorough overview of its financial position.
- **Furnish any additional information** deemed necessary by the City to evaluate its financial stability. This may include, but is not limited to, bank records, tax documentation, and credit references.
- **Sign a release** if required, authorizing the City to independently verify the provided financial information from relevant third parties.

This comprehensive financial review is a necessary step for the City of New Haven to ensure the respondent possesses the financial capacity to successfully undertake and complete the proposed project. Your affirmative response confirms your understanding and willingness to comply with these requirements if requested.

☐ Yes

☐ No

*Response required

3.11. *Tax Identification number(s)**

*Response required

3.12. *Are you able to receive Credit Card Payments for your services rendered?**

☐ Yes

☐ No

*Response required

3.13. *Attached in section 4 "City Requirements" of this solicitation are Policy Agreements for Ban the Box, Certificate of non-arrearage, Equal Opportunity Agreement and the Non-Collusion Affidavit your review..**

By submitting a response to this solicitation, you acknowledge and accept the terms and condition of each individual policy.

☐ Please confirm

*Response required



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3.14. *Is your company excluded from participating in programs from participation in programs administered by the state or federal agencies.**

Does your company, including all parent companies, subsidiaries, and other affiliated entities, is currently subject to any of the following:

- **Debarment:** Being officially excluded from receiving federal contracts or subcontracts.
- **Suspension:** Being temporarily prohibited from receiving federal contracts or subcontracts while an investigation or legal proceedings are pending.
- **Proposed for Debarment:** Having received official notification of the intent to debar the company.
- **Otherwise Declared Ineligible:** Being deemed ineligible for federal contracts or subcontracts through any other administrative or legal process.

☐ Yes

☐ No

*Response required

When equals "Yes"

3.14.1. *Please provide additional information**

*Response required

3.15. *The City of New Haven has provided the complete contract details for your thorough examination. While the standard contract terms allow for minor modifications with the City's written approval, it is critical to understand that you will be strictly required to adhere to every term and condition as presented in the attached documents unless such minor changes are formally approved by the City of New Haven**

By submitting a response to this solicitation, you acknowledge and accept this requirement as a condition of award.

☐ Please confirm

*Response required

3.16. *Upload E-1 or C-5*

Upload License

3.17. *NICET Fire Alarm Certification*

Upload Certification

3.18. *References**

Please provide a minimum of three references. References can be from public school districts, municipalities, colleges, universities or other clients.



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*Response required



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