

**SOLICITATION FOR:  
Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and  
Sewer Use Bill Services**



**Town of Southington, CT**

**Release Date: 2/12/2016**

**Questions Due: 2/19/2016 by 12:00 Noon**

**Due Date & Time 2/26/2016 11:00 AM**

Anticipated Contract Award 3/18/2016  
Est. Contract Commencement Date 4/1/2016  
Est. Contract Completion Date 3/31/2019

**DELIVER TO:  
Town of Southington  
Town Manager  
Attn: Garry Brumback  
75 Main St.  
Southington, CT 06489**

**Town of Southington, Connecticut  
Southington Town Hall  
75 Main St.  
Southington, CT 06489**

**BIDDING INSTRUCTIONS FOR**

**Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and Sewer Use  
Bill Services**

**Enclosed you will find a request for proposal (RFP) for Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and Sewer Use Bill Services.**

**SECTION 1.0  
GENERAL INFORMATION ON BID PROCESS**

**1.1 General**

• When submitting proposal, please identify the solicitation entitled **Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and Sewer Use Bill Services** on the submitted envelope. All responses must be sealed and delivered to:

**Town Manager  
Town of Southington  
75 Main St.  
Southington, CT 06489**

- Proposals submitted must be an original
- **A complete proposal consists of all documents listed in Sections 2.0, 4.0, 5.0, and 8.0. Proposals will be considered non-compliant and will be rejected if all required documents are not present.**
- A complete proposal must also include a cover letter signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. **An unsigned letter or one signed by an individual not authorized to bind the Proposer will be disqualified.**
- The Town of Southington reserves the right to reject any or all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the Town.
- The signature of the Proposer's authorized official(s) must be provided on all the proposal forms.
- The Price Summary Form in Section 4.0 must be completed. No substitute form will be accepted. Pricing must remain firm for the entire contract period.
- Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non-responsive and result in disqualification of the bid
- Please review and return your sealed bids as sent. Also, ensure that all forms are completed and your bid response is submitted as requested.
- All proposals must be placed in a sealed envelope. The sealed envelope shall be plainly marked **"Proposal for Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and Sewer Use Bill Services."** All interested parties shall deliver three (3) copies of their proposal.

**Please send the complete sealed package to the attention of:**  
**Garry Brumback, Town Manager**  
**Town of Southington**  
**75 Main St.**  
**Southington, CT 06489**

**Reference:** The Proposer shall list at least three relevant references (See reference form on page 18.) The Town of Southington reserves the right to use ourselves as a reference. References shall include the following information.

- The name, address and telephone number of each client listed above.
- A description of the work performed under each contract.
- A description of the nature of the relationship between proposer and the customer.
- The name and telephone number of the person the Town may contact as a reference.
- The value (dollar amount) of the contract.
- The volume of the work performed.
- The dates of performance.

**Questions are due:**

**2/19/2016 by 12 Noon**

**Questions concerning Real Estate, Personal Property, and Motor Vehicle tax billing must be mailed or hand delivered in writing to:**

**Brian Lastra**  
**Director of Assessment & Revenue**  
**Town of Southington**  
**75 Main St.**  
**Southington, CT 06489**  
**Or emailed to:**  
**lastrab@southington.org**  
**Or faxed to:**  
**860-276-6265**

**Questions concerning Sewer use billing must be mailed or hand delivered in writing to:**

**Keith Hayden, P.E.**  
**Director of Public Works**  
**Town of Southington**  
**Municipal Center**  
**196 North Main Street**  
**Southington, CT 06489**  
**Fax: 860-628-8669**

**Answers will be sent via an addendum to all Proposers who received this solicitation.**

**If any bidders or proposers contact anyone outside of the individuals listed above regarding this bid/proposal, that bidder/proposer will be disqualified immediately.**



## Section 2.0 SPECIFICATIONS/SCOPE OF SERVICES

### 2.1 Background

The Town of Southington is soliciting BIDS from qualified vendors to provide complete **Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and Sewer Use Bill Services**. The contract shall be for three years. The Town expects the qualified vendor to receive a raw data file and convert the information into finished invoices that are mail-ready.

### 2.2 Scope of Work

#### **Tax Bill Services Administration**

Administration shall consist of accepting a data file transmission from the Town via e-mail. Administration will include, but will not be limited to: postal process the file down to enhanced carrier route presorts, laser print tax bills, fold tax bills, include courtesy reply envelope, insert into an outbound envelope, and prepare mailing for post office. Deliver mailing to the post office.

The service provider will maintain frequent personal contact via telephone, e-mail, fax, and visits with the Tax Collector's Office and Sewer Department.

#### **Samples**

Submittal must include sample tax bills that the company may provide to the Town of Southington, such as real estate, motor vehicle, personal property and sewer bills currently being provided to at least (5) five other municipalities. The samples should demonstrate format, clarity and ease of understanding for the taxpayer. Samples of bills currently in use are included on pages 21 through 24.

#### **Information Required by Proposer**

Bidders must explain what information will be required from the Town of Southington in order to implement the services to be provided.

#### **Required Printing & Mailing Services**

The Town of Southington's Sewer Department currently uses MUNIS billing software as its primary software provider.

The Town of Southington's Tax Collector currently uses GEMS (R Walsh Associates) billing software as its primary software provider for real estate, motor vehicle, and personal property tax bills.

With this RFP, the Town of Southington now seeks to contract with a company capable of converting raw data files into finished tax bills that are mail-ready.

In general, the standard mailing for Real Estate, Personal Property, Motor Vehicle and Sewer Bills will be composed of:

- 1 # 10 Outbound envelope.
- 1 # 9 Courtesy Reply envelopes.
- 1 8.5" x 11" Tax Bill, micro perforated as remittance stubs, offset ink printing for both face and back.



On the average, the Town of Southington generates the following volumes annually:

<b>Tax Bill</b>	<b>Volume Per Run</b>	<b>Frequency</b>
Real Estate Tax	18,500	Annually (July)
Motor Vehicle Tax	44,000	Annually (July)
Personal	2,100	Annually (July)
Supplemental Motor Vehicle	6,800	Annually (January)
Sewer Tax	3,500	Monthly

### **2.3 Specifications / Requirements**

The Town of Southington expects the company to perform the following services and conform to the following specifications:

1. Accept a data file transmission from the Town of Southington via e-mail.
2. Laser print invoice on 8.5" x 11" sheet of paper micro perforated at remittance stub with OCR-A scan line. (Paper and Ink Quality must conform to standard OCR Specifications.) A bar code scan line must also be printed for manual tax bill processing in town offices.
3. Fold invoice and insert into a #10 outbound envelope.
4. Insert #9 courtesy reply envelope into #10 outbound envelope.
5. Prepare mailing for post office.
6. Deliver mailing to post office and pay for postage at lowest rate for first-class mail.
7. Must print, insert, mail and co-mingle bills in the same facility
8. Vendor has the capability to pull desired bills from the mailing, provided, the Town of Southington has given the vendor notification of exceptions in the invoice run.
9. Company will provide a report to the town stating all incomplete addresses in the file and will cooperate with the town to correct the incomplete addresses prior to mailing.
10. Company will combine multiple bills of two or more to the same address with every file submitted by the Town of Southington.
11. Company must have significant experience (a minimum of three (3) years) printing real estate, personal property, motor vehicle, and sewer bills.
12. Company will agree to a uniform per piece rate across all bill types regardless of volume.
13. Selected vendor will confirm bill count and total dollar value with the Town of Southington prior to running job and vendor will fax specifically requested and designed samples of approximately 20 invoices to the Town of Southington prior to running job.
14. Intelligent Mail Bar (IMB) Code printed on statement or envelope
15. Ability to provide PDF to online vendor

### **2.4 Quality Requirements**

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed bid.** The Town of Southington will disqualify any response that does not meet the minimum quality requirements. A "No Response" to any items or a failure to respond to any of the following minimum standards will result in disqualification of your proposal.

QUALITY REQUIREMENTS	YES	NO
The Vendor has no documented record of non-performance or significant unsatisfactory performance in the administration of Tax Bill Services?		
The Vendor has furnished names, addresses, and phone numbers of three client municipalities, along with appropriate contact information for tax bill services performed within the past two (2) years?		
The Vendor has the capability to print Intelligent Mail Bar (IMB) code on statement or envelope?		
The Vendor has the capability to print a remittance stub with OCR-A scan line?		
The Vendor has the capability to print a bar code scan line?		
The Vendor will combine multiple bills of two or more to the same address with every file submitted by the Town of Southington?		
The Vendor has the capability to pull desired bills from the mailing provided the Town of Southington has given the vendor notification of exceptions in the invoice run?		
The Vendor was been in business for five years or longer?		
The Vendor has confirmed capability to begin work on the earliest possible start date, April 1, 2016?		
The vendor has confirmed capability to provide PDF copies to the Town of Southington?		
The Vendor has provided a description of fee schedules, agreeing to provide a uniform price per piece		

In order to provide verification of affirmative responses to the above items listed in the Quality Requirements Form, proposers must submit written information that details the general background, experience, and qualifications of the organization.

The successful Vendor must possess the following minimum qualifications and demonstrate these qualifications in the proposal:

1. Vendor must have a minimum of five (5) years experience in providing the required types of services. Vendors with greater experience will be ranked more favorably over those with less.
2. Vendor, through its written proposal submission, must demonstrate its understanding of the required services and functions that the company must provide/perform under the contract that will result from this Request for Proposal.
3. Vendor, through its written proposal submission, must demonstrate its confidence level, commitment of relevant resources to the Town of Southington and reliability and experience to supply the proper services.
4. Vendor through its written proposal submission must demonstrate its ability to perform all of the required.



5. Vendor, through its written proposal submission, must specify its anticipated turnaround time from the date the data files are submitted via e-mail to the date the tax invoices are delivered to the Post Office

#### **2.5 Period of Performance**

The period of performance for this contract is expected to begin on **4/1/2016** and end on **3/31/2019**.

#### **2.6 Confidentiality**

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the Town of Southington. That includes confidential information such as sewer usage, birth dates, vehicle registrations, and reports.

#### **2.7 Deliverables**

Vendor shall provide for all day-to-day supervision, inspection and monitoring of all work performed to ensure compliance with the contract requirements. The contractor shall follow through to assure that all Town and Contractor identified defects or omissions in the contract requirements are corrected.

#### **Additional Information that Proposer wishes to provide:**

The Proposer may provide additional information regarding services offered that go beyond the specific information requirements in this RFP. Any additional information submitted should be specific as to the additional services that your company is prepared to offer the Town of Southington.

### **SECTION 3.0 RULE FOR AWARD**

The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal response. The contract will be awarded within twenty one (21) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Town of Southington and the apparent lowest responsive and responsible bidder.



**SECTION 4.0  
PRICING**

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the Town of Southington entitled:

**SOLICITATION FOR: Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and  
Sewer Use Bill Services**

The Offeror proposes to furnish and deliver the services specified at the following prices that include delivery, the cost of fuel, the cost of labor and all other charges related to successful completion of trips. Prices are to remain the same for the entire contract period.

**PRICE SUMMARY FORM**

DESCRIPTION	UNIT	BID PRICE
Invoice Design	Price per Invoice Type	
#10 Outbound Envelope	per piece	
#9 Inbound Envelope	per piece	
Data Processing	per piece	
Invoice Print	per piece	
Invoice Fold	per piece	
Invoice Stuff	per piece	
#9 Envelope Stuff	per piece	
Postal Preparation	per piece	
Delivery to Post Office	per piece	
Postage Cost	per piece	
Other	per piece	
Other	per piece	
<b>Total per piece</b>		

### PRICE SUMMARY FORM

<b>Tax Bill</b>	<b>Volume Per Run</b>	<b>Frequency</b>	<b>Price Per Piece</b>	<b>Total Per Annum</b>
Real Estate Tax	18,500	Annually (July)		
Motor Vehicle Tax	44,000	Annually (July)		
Personal	2,100	Annually (July)		
Supplemental Motor Vehicle	6,800	Annually (January)		
Sewer Tax	3,500	Monthly		
			<b>Total Cost</b>	

**SECTION 5.0**  
**PROTECTION OF THE TOWN**

**Insurance**

The CONTRACTOR shall, at its own expense, provide and keep in force for the duration of this contract:

a. Required State Statutory coverage for Workers' Compensation insurance and employers' liability insurance in the amount of \$100,000. The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act, and include the Voluntary Compensation endorsement.

b. During the term of the contract, the CONTRACTOR shall provide public liability insurance for bodily injury and property damage. The public liability insurance shall be written on a comprehensive form and include without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, blanket contractual and personal injury. The required limits of liability are:

- \$2,000,000 - General Aggregate
- \$2,000,000 - Product-Completed Operations Aggregate
- \$1,000,000 - Personal and Advertising Injury
- \$1,000,000 - Each Occurrence
- \$ 50,000 - Fire Damage/Fire
- \$ 5,000 - Medical Expense/Person

c. Automobile liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

d. Patent/Copyright Liability: The CONTRACTOR shall hold the TOWN harmless from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract.

e. The CONTRACTOR shall provide certificates evidencing compliance with these requirements prior to any work being done and as policies are renewed.



**SECTION 6.0**  
**INSTRUCTIONS TO OFFEROR**

**6.1 General Information & Submission Instructions**

**6.1.1 Bid Delivery**

<b>Responses must be delivered by 2/26/2016 11:00 AM EST</b>	<b>Town of Southington Town Manager Attn: Garry Brumback 75 Main St. Southington, CT 06489</b>
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One (1) proposal package should be submitted. Responses must be sealed and entitled:  
**SOLICITATION FOR: Real Estate Tax, Personal Property Tax, Motor Vehicle Tax and  
Sewer Use Bill Services**

**6.1.2 Evaluation Methodology**

All responses will be reviewed by an evaluation committee composed of employees of the Town. However, the Town reserves the right to involve an outside consultant in the selection process. Final selection will be based upon the evaluators' analysis of the information and materials provided by the proposing vendors in their technical submissions.

The Town will award the contract to the most responsive and responsible Offeror who demonstrates best value to the Town. Before awarding the contract, the Town may request additional information from the Offeror to insure that the Offeror has the necessary resources to perform the required services. The Town reserves the right to reject any and all proposals.

**6.2 Non-Price (Technical) Proposal Format**

Responses must be submitted in accordance with the requirements set forth in this solicitation. These requirements were developed to standardize the preparation of responses while helping to assure consistency in format and content. This process will reduce the time required to prepare a response and will simplify the review process by Town staff. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The Town may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below.

Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered. For ease of reference, consecutive page numbering with tabs is required.

### **6.2.1 Cover Letter**

Include a cover letter that will summarize, in a brief and concise manner, that the Offeror understands the requested services. Please include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified.

### **6.2.2 Qualifications & Experience**

The proposer shall include qualifications and experience of the firm (or sole proprietor). The proposer shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also generally describe work which is similar in scope and complexity which the Offeror has undertaken in the past. A discussion of the challenges faced, and solutions developed are highly recommended. The proposer may include any additional literature and product brochures.

## **6.3 Price Proposal Format**

### **6.3.1 Cover Letter**

Include in the cover letter that the Offeror understands that their offer will bid the firm to the price submitted with their response.

### **6.3.2 Price Summary Page**

See Section 4.0.

### **6.3.3 Bid Prices to Remain Firm**

All bid prices submitted in response to this solicitation must remain firm for 90 days following the bid opening.

### **6.3.4 Price Submission**

All prices must contain the unit rate as requested on the bid price form in this solicitation. All prices are to include delivery, the cost of fuel, the cost of labor and all other charges related to the products or services listed. Prices are to remain fixed for the contract period of performance.

### **6.3.5 Estimated Quantities**

The Town of Southington has provided estimated quantities for services over the course of the contract period. These estimates are estimates only and not guaranteed.

## **6.4 Bid Signature**

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; 3) if the Offeror is an LLC, by an authorized member/manager of the LLC, and 4) if the Offeror is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

## **6.5 Time for Bid Acceptance**

The contract will be awarded within 21 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Town of Southington and the bidding firm. The Offeror's submission will remain in effect for a period of 90 days



from the response deadline or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.

#### **6.6 Unforeseen Office Closure**

If, at the time of the scheduled bid opening, the Town of Southington is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

#### **6.7 Changes & Addenda**

If any changes are made to this solicitation, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the solicitation.

#### **6.8 Modification or Withdrawal of Bids, Mistakes, and Minor Informalities**

An Offeror may correct, modify, or withdraw a bid by written notice received by the Town of Southington prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original solicitation.

After the bid opening, an Offeror may not change any provision of the bid in a manner prejudicial to the interests of the Town of Southington or fair competition

#### **6.9 Right to Cancel/Reject Bids**

The Town of Southington may cancel this solicitation, or reject in whole or in part any and all bids, if the Town determines that cancellation or rejection serves the best interests of the Town.

#### **6.10 Unbalanced Bids**

The Town reserves the right to reject unbalanced, front-loaded and conditional bids.

#### **6.11 Warranty**

The Offeror warrants that (1) the tax/use invoices provided are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town. The bidder guarantees that upon inspection, any defective or inferior tax/use invoices shall be replaced without additional cost to the Town. The Vendor will assume any additional cost accrued by the Town due to the defective or inferior invoices.

#### **6.12 Invoicing**

The Vendor will mail an invoice to the ordering Department (i.e. Tax Collector or Sewer Department) after completion of the service

#### **6.15 Cancellation**

The Town reserves the right to cancel this contract at any time on any grounds.



**6.16 Questions About the Solicitation**  
**Questions are due: 2/19/2016 by 12 Noon.**

**Questions concerning this solicitation must be mailed or hand delivered in writing to:**

**Questions concerning Real Estate, Personal Property, and Motor Vehicle tax billing must be mailed or hand delivered in writing to:**

**Brian Lastra  
Director of Assessment & Revenue  
Town of Southington  
75 Main St.  
Southington, CT 06489  
Or emailed to:  
lastrab@southington.org  
Or faxed to:  
860-276-6265**

**Questions concerning Sewer use billing must be mailed or hand delivered in writing to:**

**Keith Hayden, P.E.  
Director of Public Works  
Town of Southington  
Municipal Center  
196 North Main Street  
Southington, CT 06489  
Fax: 860-628-8669**

**Answers will be sent via an addendum to all Proposers who received this solicitation.**

**If any bidders or proposers contact anyone outside of the individuals listed above regarding this bid/proposal, that bidder/proposer will be disqualified immediately.**

## **SECTION 7.0 GENERAL TERMS & CONDITIONS**

### **7.1 Taxes**

Purchases incurred by the Town are exempt from Federal Excise Taxes, Connecticut Sales Tax, and solicitation prices must exclude any such taxes. Tax Exemption Certificates will be furnished upon request

### **7.2 Unit Price**

In case of error in extension of prices quoted herein, the unit price will govern.

### **7.3 Guarantees**

The proposer to whom a contract is awarded, guarantees to the Town of Southington all supplies, equipment, related services/maintenance, and labor for a period of at least one (1) year. Upon inspection, any defective or inferior equipment, supplies/materials shall be replaced without additional cost to the Town. The contractor will assume any additional cost accrued by the Town.

### **7.4 Indemnification**

The vendor agrees to take all necessary precautions to prevent injury to any persons or damage to property during the term of this agreement and shall indemnify and save the Town of Southington harmless against all loss and expense resulting in any way, from any negligent or willful act or omission on the part of the Vendor, it's agents, employees, or sub-contractors or resulting directly or indirectly from Vendor's performance under this Agreement.

### **7.5 Insurance**

Vendor's liability insurance shall be purchased and maintained by the Vendor to protect the firm from claims under Worker's Compensation Acts and other employee benefits acts, claims from damages because of bodily injury, including death, and from claims for damages, other than to the work itself, to property which may arise out of or result from the Vendor's operation under this agreement. This insurance shall be written for not less than any limits of law, whichever is the greater and shall include contractual liability applicable to Vendor's obligations. The Vendor shall deposit with the Town of Southington standard certificates of insurance thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement or provision requiring thirty (30) days written notice to the Town of Southington prior to cancellations or material change in coverage, scope, or amount of any such policy or policies. Compliance by Vendor with the insurance requirement, however, shall not relieve Vendor from liability under the indemnity provisions. Vendor shall require subcontractors to provide and maintain the required insurance at subcontractors' expense. Subcontractors shall list the Town of Southington and Contractor as additional insured where applicable.

### **7.6 Independent Contractor**

Vendor is not an agent or employee of the Town of Southington and is not authorized to act on behalf of the Town of Southington.

### **7.7 Complete Agreement**

This agreement supersedes all prior agreements and understandings between the parties and may not be changed unless mutually agreed upon in writing by both parties.



### **7.8 Assignment**

Vendor shall not assign the Agreement, or any interest therein, without prior written consent of the Town of Southington.

### **7.9 Subcontractors**

Vendor shall not engage any other company, sub-contractor or individual to perform any obligation hereunder, without the prior written consent of the Town of Southington.

### **7.10 Conflict of Interest**

The Proposer certifies that no official or employee of the Town of Southington has a financial interest in this proposal or in the contract which the proposer offers to execute or in the expected profits to arise there from, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.

### **7.11 Termination**

#### **7.11.1 For Cause**

The Town of Southington shall have the right to terminate this agreement if

- (i) Vendor neglects or fails to perform or observe any of these obligations hereunder and a cure is not effected by Vendor within fifteen (15) days next following its receipt of a termination notice issued by the Town of Southington, or
- (ii) if a judgment or decree is entered against Vendor approving a petition for any arrangement, liquidations, dissolution or similar relief relating to bankruptcy or insolvency and such judgment or decree remains unvacated for thirty (30) days; or
- (iii) immediately if Vendor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief or debtors shall seek or consent or acquiesce an appointment of any trustee, receiver of liquidation of any of Vendor's property; or
- (iv) funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year of this Agreement. The Town of Southington shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of service provided.

### **7.12 Termination for Convenience**

The Town of Southington may terminate this Contract without cause, at any time, effective upon the date of termination specified by written notice to the Contractor, in which case, the Contractor shall be compensated for:

(1) sums due under this Contract incurred up to the date of termination for all work performed and accepted by the Town up to the termination date, calculated on a percentage completion basis covering the period of time between the last approved application for payment and the date of termination using the progress schedule and schedule of values. The Contractor shall use its best efforts to mitigate any expenses and shall in no event incur any new obligations after the date of termination.

### **7.13 Payment by the Town**

Payment by the Town as provided in this section shall be deemed to fully compensate the Contractor for all expenses and those of any consultants, subcontractors and suppliers, directly or indirectly attributable to the termination. Lost profits shall not be payable. Any such termination shall not give rise to any cause of action for damages against the Town.



#### **7.14 Discrimination**

It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the contractor to engage in any practice which shall violate any provision of state or federal law relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religion, creed, national origin, sex, or ancestry.

#### **7.15 Withdrawal or Modification of Bid Response**

To withdraw, cancel or modify a response at any time prior to the solicitation opening date, an Offeror must submit such request in writing to the Town Manager. Correction or modifications must be sealed when submitted and must indicate on the outside of the envelope

#### **7.16 Samples**

All qualified proposers may be requested to submit additional samples.

#### **7.17 Financial and Operational Information**

By submitting a proposal, the proposer authorized the Town of Southington to contact any and all parties referenced by the proposer regarding financial and operational information.

#### **7.18 Payment**

The Town of Southington shall make no payment for a supply or service rendered prior to the execution of the contract.

#### **7.21 Extension of Contract**

The Town reserves the right to extend the time of any contract resulting from the bid as needed and/or to increase the value by 25% at the sole discretion of the Town Manager.

- a. The Offeror's submission will remain in effect for a period of 90 days from the response deadline or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.
- b. The Town will have the option to cancel the contract provided that written notice is given 90 days prior to the effective termination date. The Town Manager shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

## SECTION 8 - FORMS

### REFERENCE FORM

Bidder: \_\_\_\_\_

Bidder must provide references for: Three (3) other similar sized Municipalities provided the same services

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_

Value (\$ Amount): \_\_\_\_\_ Volume of work: \_\_\_\_\_ Dates of Performance: \_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_

Value (\$ Amount): \_\_\_\_\_ Volume of work: \_\_\_\_\_ Dates of Performance: \_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_

Value (\$ Amount): \_\_\_\_\_ Volume of work: \_\_\_\_\_ Dates of Performance: \_\_\_\_\_

## Non-Collusion Form

**Instructions:** Complete this form and sign and date where indicated below.

### A. NON-COLLUSION FORM

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**Signature:** \_\_\_\_\_  
(Individual Submitted Bid or Proposal)  
Duly Authorized

**Name of Business or Entity:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Proposers' Checklist

**Please ensure all documents listed on this checklist are included with your bid.**

- \_\_\_\_\_ Cover Letter as specified in Sections 6.2.1 and 6.3.1 (page 12)
- \_\_\_\_\_ Price Summary Forms in Section 4.0
- \_\_\_\_\_ Bid signature by authorized individual of the proposing firm
- \_\_\_\_\_ Reference Form in Section 8.0
- \_\_\_\_\_ Non-Collusion Form in Section 8.0
- \_\_\_\_\_ Sample Tax Bills from 5 other municipalities
- \_\_\_\_\_ Quality Requirements Form in Section 2.0 (page 6)
- \_\_\_\_\_ Provide a narrative response to the minimum qualifications listed in Section 2.0 (page 6), Items #1 through #5.
- \_\_\_\_\_ Respond to inquiries in Section 6.2.2 (Qualifications & Experience, page12).
- \_\_\_\_\_ Insurance certificate with required limits of liability

# Sample Real Estate Tax Bill Currently in Use



Make checks payable to:

Mail to:

Tax Collector,  
**TOWN OF SOUTHTON**  
**P.O. BOX 579**  
**SOUTHTON, CT 06489-0579**  
In person: Town Hall, 75 Main Street  
When TOTAL TAX is \$100 or less, it is due in one payment.



## REAL ESTATE TAX BILL

TAXPAYER'S COPY FOR BOTH PAYMENTS

MILL RATES	LIST NUMBER	BK	ON GRAND LIST	TOTAL TAX DUE	FIRST PAYMENT DUE	SECOND PAYMENT DUE
Education 17.93	12205		October 1, 2014	7/1/2015	7/1/2015	1/1/2016
General Gov't 11.21	GROSS ASSESSMENT	EXEMPTION	NET ASSESSMENT	4,942.76	2,471.38	2,471.38
Total Mill Rate 29.14	194,200	16,000	178,200			
182 OAK ST 111 173 1326 1034				INTEREST	Delinquent after 8/3/2015	Delinquent after 2/1/2016
If you no longer own this property please forward this TAX BILL to the new owner or return to the TAX COLLECTOR				TOTAL	TAX WOULD BE: 5,192.76 C/E BENEFIT IS: 250.00 OWNER OF RECORD 10/01/2014	
				3483		



THIS IS THE ONLY BILL YOU WILL RECEIVE FOR THIS PROPERTY.  
**No separate mailing will be sent for January payment.**  
PLEASE SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

The 2015-2016 budget for Southington estimates that \$23,572,949 will be received from the State of CT for various state finance programs. Without this assistance, your 2015-2016 property tax rate would be 35.42 mills.



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## REAL ESTATE TAX BILL

RETURN WITH SECOND PAYMENT

MILL RATES	LIST NUMBER	BK	ON GRAND LIST	TOTAL TAX DUE	FIRST PAYMENT DUE	SECOND PAYMENT DUE
Education 17.93	12205		October 1, 2014	7/1/2015	7/1/2015	1/1/2016
General Gov't 11.21	GROSS ASSESSMENT	EXEMPTION	NET ASSESSMENT	4,942.76	2,471.38	2,471.38
Total Mill Rate 29.14	194,200	16,000	178,200			
182 OAK ST 111 173 1326 1034				INTEREST	Delinquent after 8/3/2015	Delinquent after 2/1/2016
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## REAL ESTATE TAX BILL

RETURN WITH FIRST PAYMENT

MILL RATES	LIST NUMBER	BK	ON GRAND LIST	TOTAL TAX DUE	FIRST PAYMENT DUE	SECOND PAYMENT DUE
Education 17.93	12205		October 1, 2014	7/1/2015	7/1/2015	1/1/2016
General Gov't 11.21	GROSS ASSESSMENT	EXEMPTION	NET ASSESSMENT	4,942.76	2,471.38	2,471.38
Total Mill Rate 29.14	194,200	16,000	178,200			
182 OAK ST 111 173 1326 1034				INTEREST	Delinquent after 8/3/2015	Delinquent after 2/1/2016
If you no longer own this property please forward this TAX BILL to the new owner or return to the TAX COLLECTOR				TOTAL	TAX WOULD BE: 5,192.76 C/E BENEFIT IS: 250.00 OWNER OF RECORD 10/01/2014	

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# Sample Motor Personal Property Tax Bill Currently in Use



Make checks payable to:

Tax Collector,

TOWN OF SOUTHTON

P.O. BOX 579

SOUTHTON, CT 06489-0579

In person: Town Hall, 75 Main Street

When TOTAL TAX is \$100 or less, it is due in one payment.

Mail to:



## PERSONAL PROPERTY TAX BILL

TAXPAYER'S COPY FOR BOTH PAYMENTS

MILL RATES	LIST NUMBER	BK	ON GRAND LIST	TOTAL TAX DUE	FIRST PAYMENT DUE	SECOND PAYMENT DUE
Education 17.93	17731		October 1, 2013	7/1/2014	7/1/2014	1/1/2015
General Gov't 11.21	GROSS ASSESSMENT	EXEMPTION	NET ASSESSMENT	460.12	230.06	230.06
Total Mill Rate 29.14	15,790	0	15,790			
FURN FIX EQUIP-Penalty				INTEREST	Delinquent after 8/3/2015	Delinquent after 2/1/2016
				TOTAL	Location: VARIOUS	



THIS IS THE ONLY BILL YOU WILL RECEIVE FOR THIS PROPERTY.  
No separate mailing will be sent for January payment.  
PLEASE SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

The 2015-2016 budget for Southington estimates that \$23,572,949 will be received from the State of CT for various state finance programs. Without this assistance, your 2015-2016 property tax rate would be .3542 mills.



Make checks payable to:

Tax Collector,

TOWN OF SOUTHTON

P.O. BOX 579

SOUTHTON, CT 06489-0579

In person: Town Hall, 75 Main Street

When TOTAL TAX is \$100 or less, it is due in one payment.

Mail to:



## PERSONAL PROPERTY TAX BILL

RETURN WITH SECOND PAYMENT

MILL RATES	LIST NUMBER	BK	ON GRAND LIST	TOTAL TAX DUE	FIRST PAYMENT DUE	SECOND PAYMENT DUE
Education 17.93	17731		October 1, 2014	7/1/2015	7/1/2015	1/1/2016
General Gov't 11.21	GROSS ASSESSMENT	EXEMPTION	NET ASSESSMENT	460.12	230.06	230.06
Total Mill Rate 29.14	15,790	0	15,790			
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TOWN OF SOUTHTON

P.O. BOX 579

SOUTHTON, CT 06489-0579

In person: Town Hall, 75 Main Street

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## PERSONAL PROPERTY TAX BILL

RETURN WITH FIRST PAYMENT

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# Sample Motor Vehicle Tax Bill Currently in Use

## TOWN OF SOUTHLINGTON

### ASSESSMENTS & EXEMPTIONS:

Questions in reference to assessments & exemptions should be directed to The Assessor's Office, Town Hall, Southington, CT. Tel. (860) 276-6205.

**THIS TAX IS A ONE INSTALLMENT BILL.**

### PENALTY FOR LATE PAYMENT:

If payment is not made within one month of the due date, the installment due will become delinquent and will immediately be subject to 3% interest. From then on, additional interest of 1 1/2 % per month (18% annually) will be added to the 3%. The minimum interest charge is \$2.00.

## MOTOR VEHICLE TAX INFORMATION

### PAYMENT BY MAIL:

Send self-addressed stamped envelope and the entire bill, if a receipt is desired.

**MAKE CHECKS PAYABLE TO:** Tax Collector, Town of Southington

**MAIL TO:** TAX COLLECTOR  
TOWN OF SOUTHLINGTON  
P.O. BOX 579  
SOUTHLINGTON, CT 06489

### PAYMENT IN PERSON:

If you pay in person, bring this entire bill to the Collector's Office, Town Hall, 75 Main St., Southington, CT.  
TEL (860) 276-6259

### PAYMENT BY CREDIT CARD:

In person or:  
Visit [www.southington.org](http://www.southington.org)  
The service provider charges a 2.45% fee for this service



Make checks payable to:

Tax Collector,  
**TOWN OF SOUTHLINGTON**  
P.O. BOX 579  
SOUTHLINGTON, CT 06489-0579

Mail to:

In person: Town Hall, 75 Main Street

MILL RATES	LIST NUMBER	LC	ON GRAND LIST	TOTAL TAX DUE
Education 17.93	11659		October 1, 2014	7/1/2015
General Gov't 11.21				
Total Mill Rate 29.14	GROSS ASSESSMENT 11,880	EXEMPTION 0	NET ASSESSMENT 11,880	346.18
Prop. Desc: 2010 ACUR TSX 1 JH4CU2F64AC034479 203TOP				INTEREST
				TOTAL

15



## MOTOR VEHICLE TAX BILL

TAXPAYER'S COPY

Delinquent after 8/3/2015

**BACK TAXES DUE**



The 2015-2016 budget for Southington estimates that \$23,572,949 will be received from the State of CT for various state finance programs. Without this assistance, your 2015-2016 property tax rate would be 35.42 mills.



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Tax Collector,  
**TOWN OF SOUTHLINGTON**  
P.O. BOX 579  
SOUTHLINGTON, CT 06489-0579

Mail to:

In person: Town Hall, 75 Main Street

MILL RATES	LIST NUMBER	LC	ON GRAND LIST	TOTAL TAX DUE
Education 17.93	11659		October 1, 2014	7/1/2015
General Gov't 11.21				
Total Mill Rate 29.14	GROSS ASSESSMENT 11,880	EXEMPTION 0	NET ASSESSMENT 11,880	346.18
Prop. Desc: 2010 ACUR TSX 1 JH4CU2F64AC034479 203TOP				INTEREST
				TOTAL



## MOTOR VEHICLE TAX BILL

RETURN WITH PAYMENT

Delinquent after 8/3/2015

**BACK TAXES DUE**

The 2015-2016 budget for Southington estimates that \$23,572,949 will be received from the State of CT for various state finance programs. Without this assistance, your 2015-2016 property tax rate would be 35.42 mills.

# Sample Motor Sewer Use Bill Currently in Use



TOWN OF SOUTHINGTON, CT  
SOUTHINGTON SEWER DEPT.  
196 NORTH MAIN STREET  
SOUTHINGTON, CT 06489  
(860) 276-6233

## SEWER USE BILL

Office Hours:  
M, T, W, F 8:30 am – 4:30 pm  
Th 8:30 am – 7:00 pm



2

\*\*\*\*OUR MAILING ADDRESS HAS CHANGED\*\*\*\*  
PLEASE MAIL ALL PAYMENTS AND CORRESPONDENCE  
TO 196 NORTH MAIN STREET, SOUTHINGTON, CT 06489

IF PAYMENTS ARE MADE THROUGH YOUR BANK,  
PLEASE BE SURE TO UPDATE OUR MAILING ADDRESS

### SERVICE ADDRESS:

ACCOUNT #	BILL DATE	PAY BY DATE	LIEN DATE	BILL #	CUSTOMER #
	02/01/2016	02/29/2016	04/15/2017		
Service Period	Days	Usage (CUFT)			
09/14/2015 - 12/21/2015	98	000			
Service		Total Usage (ccf)	Deduct Meter (ccf)	Billed Usage (ccf)	Rate
METERED SEWER RESIDENTIAL		0		0	3.00
FLAT RATE					0.00
					42.50

Total Current Charges	42.50
Amount Past Due	2572.99
Finance Charges	95.28
Total Amount Due	2710.77

### CUSTOMER MESSAGES

THE TOWN COUNCIL, ACTING AS THE SEWER AUTH, APPROVED THE CHANGE IN  
SEWER DEPT. FEES AT ITS 12/07/15 MTG. EFFECTIVE 01/01/16.  
1.) BASIC SERVICE CHARGE: RES: \$170.00 2.) SEWER USAGE FLAT RATE: RES: \$390.00  
(PROP. SERVICED BY WELLS - RATE INCLUDES BASIC SERVICE CHARGE)

AVOID LONG LINES – PAY BY MAIL  
OR ONLINE AT [WWW.SOUTHINGTON.ORG](http://WWW.SOUTHINGTON.ORG)  
Send bottom section with payment in enclosed envelope



Make checks payable to:  
TOWN OF SOUTHINGTON  
SEWER DEPARTMENT  
196 NORTH MAIN STREET  
SOUTHINGTON, CT 06489

RETURN WITH PAYMENT

CUST #:  
ACCOUNT #:  
BILL #:

BILL DATE: 02/01/2016 PAY BY DATE: 02/29/2016 LIEN DATE: 04/15/2017

USAGE	DESCRIPTION	AMOUNT
0	AMOUNT PAST DUE	2572.99
	FINANCE CHARGES	95.28
	METERED SEWER	0.00
	FLAT RATE	42.50
	TOTAL AMOUNT	2710.77

00006042016400091972000002710770