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MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

PURCHASING DEPARTMENT

(860) 291-7270

FAX (860) 282-4857

www.easthartfordct.gov

**TOWN OF EAST HARTFORD, CT
REQUEST FOR PROPOSALS**

BID #20-08

RE: R.F.P. – Human Resources Hiring Consultant

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until **11 A.M. ON Thursday, September 26, 2019** at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271



Town of
EAST HARTFORD
CONNECTICUT



REQUEST FOR PROPOSALS

FOR

HUMAN RESOURCES HIRING CONSULTANT

RFP #20-08

DUE BY

Thursday, September 26, 2019 @ 11 A.M.

IN

**THE PURCHASING DEPARTMENT OF
THE TOWN OF EAST HARTFORD, CT**

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**REQUEST FOR PROPOSALS
TOWN OF EAST HARTFORD, CT
HUMAN RESOURCES HIRING CONSULTANT
RFP #20-08**

The Town of East Hartford, Connecticut will receive sealed proposals from interested, qualified, and experienced Human Resources Hiring Consultants and Professional Search firms to provide executive search and recruitment [services](#). The selected firm must be able to conduct appropriate searches and recruitment efforts to solicit highly qualified candidates for appointment to Executive Level positions [within East Hartford Town government](#)

Sealed Bids will be received in the Purchasing Department office, 740 Main Street, East Hartford, Connecticut until Thursday, September 26, 2019 at 11:00 a.m. Proposals shall be addressed and shall be submitted sealed and marked as described in the Request for Proposal.

All proposals must be addressed to the Purchasing Office. One original (clearly identified as such) and four (4) copies of the proposal shall be submitted by Thursday, September 26, 2019 at 11:00 a.m. to:

Ms. Michelle Enman
Purchasing Agent
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Fax No: (860) 282-4857
Email: menman@easthartfordct.gov

Packages containing proposals shall be sealed, bearing on the outside the respondent's name and address and plainly marked "**Human Resources Hiring Consultant**"

All questions about this Request for Proposal and submission requirements must be directed in writing to [Ms. Enman](#) at the above address. (via mail, delivery, fax or email). Prospective respondents are required to limit their contact with the Town regarding this RFP to Ms. Enman.

Proposal documents, amendments to proposals or withdrawals of proposals received after the time set for the receipt of proposals **will not be considered**. The Town of East Hartford reserves the right to waive any defect or irregularity in any proposal and reserves the right to reject any or all proposals.

The Town is an equal opportunity employer and requires an affirmative action policy for all engagements and vendors as a condition of doing business with the Town.

Respondents must register with the Purchasing Agent their phone number and email address in the event the Purchasing Agent needs to contact them with additional addenda items and responses to proposer questions.

GENERAL INFORMATION

The intent of this Request for Proposal (RFP) is to obtain qualification and fee proposals from qualified **Human Resources Hiring Consultants** to assist the Town of East Hartford in Executive level recruiting.

Consultants responding to this Request for Proposal (RFP) should have extensive experience and qualifications in the area of Executive Level recruiting.

The firm must provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification.

SCOPE OF SERVICES

All proposals must be made on the basis of and either meet or exceed the required services contained herein. The firm shall be responsible for performing and/or for assisting Town staff in completing the following tasks:

- Conduct Statewide and if necessary, nationwide searches for candidates suitable for municipal government employment.
- Identifying the best Executive Level candidates suitable for municipal government employment based on those searches.
- The ability to conduct Executive Level interviews to produce up to three finalist candidates suitable for municipal government employment.
- Providing advice, counsel and direction on recruitment and hiring of candidates suitable for municipal government employment.
- Handle those tasks associated with the successful recruitment, negotiation, relocation, and retention of candidates suitable for municipal government employment not specifically listed above.

TERM

The successful respondent will be called upon to perform some or all of the above mentioned activities for a period of time approximating five years. The terms of this agreement may be extended upon agreement of both parties by executing an amendment thereto.

CONTRACT MANAGEMENT

The contract will be managed for the Human Resources Department Director or his duly authorized representative.

PROPOSAL DOCUMENTS

The respondent firms shall be required to submit the following information with their proposal:

1. Letter of Transmittal: The letter of transmittal shall indicate the respondent's interest in the project, brief summary of their related experience, and any other information that would assist the Town in making its selection. Provide the name, telephone number, facsimile number, email and mailing address of the primary contact person from your firm for this RFP. The primary contact person should be the individual authorized to negotiate and contractually bind the firm. All correspondence in connection with this RFP will be sent to that contact person. Submit a firm brochure if available.
2. Background on the firm and its Personnel: Include a description of the organization of the firm. Please indicate the name of each person to be used in this engagement, position in the firm, number of years with the firm, the person's particular area of expertise (if applicable), and the percentage of time each such person devotes to these matters.
3. Resumes of Key Personnel: Provide the names and resumes of all professional members of your firm who will be primarily responsible for handling the Town's engagement.
4. Firm's Experience and Performance: Provide a detailed summary of the firm's experience
5. Copies Required: Each respondent must submit Four (4) copies (and one original) in a sealed envelope bearing on the outside the name of the firm, full address, name of the project for which the proposal is submitted and the date and time this proposal is due.
6. Proposal Deadline:

These proposals must be received by the Town no later than Thursday, September 26, 2019 at 11:00 A.M. The sealed envelope containing the proposal must be enclosed in another envelope marked **RFP #20-08, Proposal for Human Resources Hiring Consultant.**

Proposals received after the date and time prescribed shall not be considered for engagement award and shall be returned to the respondents.

Proposals delivered by US Postal Service or FedEx, UPS or other shall be addressed to:

Ms. Michelle Enman
Purchasing Agent
Town of East Hartford
740 Main Street
East Hartford, CT 06108

SPECIAL CONDITIONS

1. Oral Agreements - Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
2. Amending or Canceling Requests - The Town of East Hartford reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interest of the Town to do so.
3. Rejection for Default or Misrepresentation - The Town of East Hartford reserves the right to reject the proposal of the firm which is in default of any prior engagement for misrepresentation.
4. Insurance: As a condition to final acceptance, the Respondent shall provide, at his/her/its own cost and expense, documentary proof of the following insurance requirements. Only policies written by a surety licensed in the State of Connecticut shall be acceptable. Further, thirty (30) days prior to cancellation, expiration or material change in the policies presented, notice shall be given to the office of the Purchasing Agent, 740 Main Street, East Hartford, Connecticut and such replacements as are deemed necessary shall be provided. Such notice shall be in writing and sent by certified mail, return receipt, or delivered by hand. All documents shall include the names of the Respondent and identify the policy numbers.
5. Hold Harmless Clause: Proposals shall provide that during the term of the engagement the selected firm shall indemnify, defend, and hold harmless the Town, it's officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights, sustained by any person or property in consequence of any neglect in safeguarding engagement work, or on account of any act or omission by the firm or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The firm agrees that this clause shall include claims involving infringement of patent or copyrights.

6. Procedures: The extent and character of the Human Resources Consulting services to be performed by the firm shall be subject to the general control and approval of the Human Resources Department. The firm shall not comply with requests and/or orders issued by those other than those noted or their designees acting within their authority for the Town. Any change to the engagement must be approved by the Human Resources Department.
7. Termination: Subject to the provision below, the engagement may be terminated by the Town upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this engagement may be extended upon written approval of the Town until said work or services are completed and accepted.
9. Fee Proposal: Please provide the basis on which your fees will be established (e.g., hourly, fixed fee, rate schedule). If hourly, please provide a schedule of hourly rates for each category of consultant involved. The Town encourages lump sum proposals and other beneficial price alternatives. Clearly delineate any discounts and projected increases in rates for the term of the contract. Reimbursable charges shall be at cost. The Town does not pay for the costs of interoffice meetings, or unauthorized research.

The Town will not pay any costs incurred by a respondent in the preparation of a response to this request.

The Town reserves the right to waive any defects or informalities, to accept or reject any and all responses, or any part or parts thereof, to negotiate with any qualified respondent, or to cancel in part, or in its entirety, this RFP, or to take any other actions deemed necessary and appropriate if it determines it to be in the best interests of the Town to do so.

Selection Criteria and Evaluation

The General Engagement Terms and Conditions set forth certain criteria which will be used in the receipt of proposals and selection of the successful firm. In addition, the criteria set forth below will be considered.

A Town Selection Committee will assist the Town in choosing the successful respondent. The Selection Committee will independently read, review and evaluate each proposal and a selection will be made on the basis of the criteria listed below.

- a. Proven record of experience
- b. Ability to provide services in a timely manner.
- c. Personnel qualifications (i.e., resumes' of key personnel).
- d. References (i.e., satisfaction of former clients) along with names and addresses of parties for whom comparable work has been performed.

- e. Overall completeness, clarity and quality of proposal.
- f. Cost of services (i.e., fee proposal).

Based upon the results of the preliminary evaluation, certain respondent(s) may be invited by the Town to make oral presentations to the Selection Committee. The Town shall then choose the successful bidder.

AWARD

The Town of East Hartford reserves the right to accept or reject any proposal to best serve its interests, or to hold the proposals for one hundred eighty (180) days before rendering a decision. Acceptance of any firm's response does not place the Town of East Hartford under any obligation to accept the lowest fee response. The Town reserves the right, after bids are opened, to share the bids and responses with all respondents and negotiate terms with one or more respondents based in part on the bids and responses of other respondents.

GENERAL TERMS AND CONDITIONS

Any prospective respondents must be willing to adhere to the following conditions and must positively state their compliance with them in the proposal document.

1. Acceptance or Rejection by the Town of East Hartford - The Town of East Hartford reserves the right to accept and or reject any or all proposals submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the Town of East Hartford. Respondents whose proposals are not accepted shall be notified in writing by email, fax or letter.
2. Ownership of Proposals - All proposals submitted in response to this RFP are to be the sole property of the Town of East Hartford and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products - Any product, whether acceptable or unacceptable, developed under a engagement awarded as a result of this RFP is to be the sole property of the Town of East Hartford unless stated otherwise in the RFP or engagement.
4. Timing and Sequence - Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of East Hartford.
5. Town's Clerical Errors in Awards - The Town of East Hartford reserves the right to correct inaccurate awards resulting from its clerical errors.
6. Rejection of Qualified Proposals - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
7. Changes to Proposal - No additions or changes to the original proposal will be allowed by respondents after submittal.
8. Rights Reserved to the Town of East Hartford- The Town of East Hartford reserves the right to award in part, to reject any and all proposals in whole or in part, to waive

technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

9. Questions - No oral interpretations shall be made to any firm as to the meaning of any of the engagement documents or to be effective to modify any of the provisions of the engagement documents. **Every request for an interpretation shall be made in writing, addressed and forwarded to Ms. Michelle Enman, Purchasing Agent, Town of East Hartford, 740 Main Street, East Hartford, Connecticut 06108. QUESTIONS MAY BE SENT VIA FAX TO # (860) 282-4857 or email to: menman@easthartfordct.gov**

To receive consideration, such questions shall be submitted in writing before the established date for receipt of proposals. Questions shall be of sufficient detail to enable the Purchasing Agent to determine the appropriate response.

The Purchasing Agent will arrange as addenda, which shall become part of the engagement, all questions received as above provided and the decision regarding each. Prior to the receipt of proposals, a copy of these addenda will be mailed, emailed or faxed to each of those known firms or individuals who have taken out the engagement documents.

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each firm to determine whether any addenda have been issued and if so whether he/she has received a copy of each.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the proposal period shall supersede previous information.

10. Withdrawal of Proposals - Negligence on the part of the firm in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.
11. Cost of Preparing Proposal - The Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
12. Definition of Terms - For the purpose of this proposal whenever the word "respondent" appears it shall refer to "firm" and whenever the word "firm" appears it shall refer to "respondent".
13. Affirmative Action - Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Commission on Human Rights and Opportunities (CHRO).

**TOWN OF EAST HARTFORD, CONNECTICUT
REQUEST FOR PROPOSAL
Human Resources Hiring Consultant
R.F.P. #20-08**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

Email Address: _____



TOWN OF EAST HARTFORD, CONNECTICUT

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE BIDS

NOTE: CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

A. INDEMNIFICATION

THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE

THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Town of East Hartford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising in whole or in part, directly or indirectly, out of or in any way relating to the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

**THE TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER;
SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR**

B. INSURANCE

1. GENERAL REQUIREMENTS

The AWARDED BIDDER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDERS's obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

Additional Insured: The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER'S Insurance Policies (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be

provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER to the Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER shall provide the Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

| | |
|------------------------------------|---|
| Type of Coverage: | Occurrence Basis |
| Minimum Amount of Coverage: | \$1,000,000 per occurrence \$2,000,000 aggregate |
| Policy Period: | Annual Policy |

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

| | | |
|---------------------|----------------------------------|--|
| Amount of Coverage: | Coverage A: | Statutory |
| | Coverage B (Employer Liability): | \$500,000 Each Accident \$500,000 Disease, Policy Limit \$500,000 Disease, Each Employee |

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

| | |
|------------------------------------|-----------------------------------|
| Type of Coverage: | Occurrence Basis |
| Minimum Amount of Coverage: | \$1,000,000 combined single limit |
| Policy Period: | Annual Policy |

d) Umbrella Liability Insurance

The Town reserves the right to require the AWARDED BIDDER to carry an umbrella liability insurance policy up to **\$5,000,000**. The necessity and amount of umbrella liability insurance is dependent upon a number of factors including, but not limited to scope, price and duration of the work to be performed. The Town of East Hartford will inform the AWARDED BIDDER as to the necessity and limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIREMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The Town of East Hartford will inform the **AWARDED BIDDER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER shall require that The Town of East Hartford, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**THE TOWN RESERVES THE RIGHT TO AMEND THE AMOUNTS OF
COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED BASED
ON THE FINAL AGREED UPON SCOPE OF SERVICES**



TOWN OF EAST HARTFORD, CT.

STANDARD INSTRUCTIONS FOR PROPOSAL

1. Sealed proposals will be received by the Purchasing Agent until the date and time specified on the title sheet. Proposals received later than the date and time specified will not be considered and will be returned unopened. **Proposals will not be accepted via fax or e-mail.**
2. All proposals will be opened and recorded and are subject to public inspection. Firms may be present or be represented at all openings.
3. Municipalities are exempt from any sales, excise or federal taxes. Fees must be exclusive of taxes and will be so construed.
4. The Town of East Hartford reserves the right to reject any or all proposals or any part of any or all proposals and to waive any informality when such action is in the best interest of the town and also reserves the right to extend an awarded proposal by mutual consent and negotiate any terms, conditions and prices if it is in the best interest of the town.
5. Firms should familiarize themselves with the items and/or conditions set forth in the Request for Proposal specifications. Failure to be informed will not be accepted as an excuse from fulfillment of the requirements.
6. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after an award if not part of the original proposal terms.
7. For professional services - a selected town committee will evaluate all responses and make a recommendation to the Mayor. **If deemed necessary** by the committee, an interview may be required as part of the selection process.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

NEW RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of and on behalf of this Corporation, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

NEW RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of and on behalf of this Corporation, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

PRIOR RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to (recite resolution authorizing submission of bid or execution of contract).

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

(Corporate Seal)

SIGNATURE OF SECRETARY

RESOLUTION FOR LIMITED LIABILITY COMPANIES

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all Members of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

RESOLUTION FOR LIMITED LIABILITY COMPANIES BY MANAGING PARTNER

(TO BE TYPED ON COMPANY LETTERHEAD)

I (name of Managing Member), Managing Member of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature, this (date) day of (month) 20__

(Typed name of Managing Partner)

SIGNATURE OF MANAGING PARTNER

RESOLUTION FOR PARTNERSHIPS

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all (partners/general partners) of (legal name of partnership), a (partnership/Limited Partnership/Limited Liability Partnership) duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting (partners/general partners), duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following (partners/general partners) of this Limited Liability Company, or any one of them:

(Name and title of partners/general partners)

are empowered to execute and deliver, in the name of and on behalf of this (partnership/Limited Partnership/Limited Liability Partnership), contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the (partnership/Limited Partnership/Limited Liability Partnership) to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)