

REQUEST FOR PROPOSALS

PEX045242 – HISTORIC EXTERIOR RESTORATION
ARCHITECTURAL SERVICES

**DEPARTMENT OF PUBLIC PURCHASES
MARGARET E. MORTON GOVERNMENT CENTER
999 BROAD STREET
BRIDGEPORT, C 06604**

**PEX045242
HISTORIC EXTERIOR RESTORATION
ARCHITECTURAL SERVICES**

PROPOSAL DUE DATE: THURSDAY, FEBRUARY 29, 2024

SUBMISSION DUE BY 2:00PM

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**Request for Proposals (“RFP”)
PEX045242**

Historical Exterior Restoration Architectural Services – McLevy Hall

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Separate sealed submissions for a Request for Proposals (RFP) relative to the **Historic Exterior Restoration of McLevy Hall** will be received by the Department of Public Purchases, 999 Broad Street, Bridgeport, Connecticut 06604, until **Thursday, February 29, 2024, at 2:00 p.m.**

The City of Bridgeport is requesting fixed price lump sum prices for the provision of architectural services to (a) assess building conditions of the building exterior (b) to develop a restoration work plan with bid documents and specs (c) to provide bid support for sub-contractors to execute restoration work plan, and (d) to manage contract administration and provide project oversight.

A pre-bid site visit will take place **Tuesday, February 13, 2024, at 10:00 a.m.** at the site, 180 State Street. Attendance is encouraged. *****If weather prohibits this scheduled visit, it will be held Wednesday, February 14, 2024, at 10:00 a.m.*****

All questions/answers are to be posted on www.bidsync.com. Questions are due **Monday, February 19, 2024, by 5 p.m.** and Answers will be posted by **5 p.m. on Friday, February 23, 2024**

GENERAL INFORMATION

The City of Bridgeport was awarded a \$1.5 million grant from the State of Connecticut for the exterior restoration of the historic building at 180 State Street, known as McLevy Hall. Built in 1854 as a Greek Revival Brownstone it is a 3-story structure of approximately 26,500 square feet.

Acting through the Office of Planning and Economic Development (OPED), the City seeks written sealed proposals from architectural firms experienced in exterior restoration of historical structures. Scope of services includes the inspection of the structure as necessary to define the bidding strategy and scope of work and bid documents to seek bids for restoration services from an independent contractor, provide construction administration/oversight, and provide quality assurance services during restoration work by independent contractor. The work is primarily focused on the exterior grant restoration work but will involve services related to the abatement of hazardous building materials from the interior and will require the architectural firm to gain support from a LEP (Licensed Environmental Professional). All as more fully defined herein.

Building History

Originally known as the Bridgeport City Hall and later renamed McLevy Hall, the building was constructed in 1853-54 between State and Bank Streets and opened in 1855. The 3.5 story building was designed by Alexander Jackson Davis in the Greek Revival-style, which resembles a temple. The gross area of the building is approximately 26,500 square feet. The building was developed to have two main upper floors for court and county government, and a

large ground floor for use as City Hall and a large gathering space, Washington Hall, for public meetings. Neoclassical modifications dating from 1905 re-modelling were designed by Joseph Northop.

The old city hall was renamed McLevy Hall after Bridgeport Mayor, Jasper McLevy in 1966 and the hall sits on McLevy Green -- formerly known as City Hall Park -- a tidy, one-third acre of greenery. It is remembered today as the location where a little-known Republican candidate for President delivered a two-hour impassioned political speech against slavery on March 10, 1860. It served as the central location for many of the city's needs such as Bridgeport's City Hall, Fairfield Courthouse, then later used as the location for the Registrar of Voters Office and Vital Records. Today the building is vacant.

Limited Data

The historical plans from the 1885 build or the 1905 re-modelling have not been located and there are no current building plans. A HBMI (Hazardous Building Materials Inventory) was conducted on the building's interior and the roof in April 2019. There is no engineer's report on the building, but the following conditions can be plainly observed on the exterior.

The City of Bridgeport Minority and Buy Local Program Ord. 3.12.130 E, may be applicable to this project.

To receive consideration as a Minority Business Enterprise (MBE) and/or as a City Based Business (CBB) in conjunction with this Invitation, certifications of the vendor's current MBE and/or CBB status must be included as part of the bid package at the time of bid submission. Consistent with the terms of City Ordinance 3.12.130 no submission of either MBE or CBB certification will be accepted when such certification(s) is/are not submitted as part of the bid package at the time of bid submission. For MBE/CBB certification information, please contact the Small & Minority Business Enterprise office.

SCOPE OF SERVICES

Task 1 Building Conditions Assessment

The architect will assess the current building conditions with a focus on the building exterior including the roof system. This assessment should also include recommendations for greater energy efficiency and any code deficiencies in the building envelope. The architect will deliver a preliminary engineering/architectural report on the current condition. The report will identify, describe, prioritize, and provide in rough order of magnitude cost estimates to complete identified repairs and restoration work.

Task 2 Develop a Restoration Work Plan and Bid Documents

Based on the findings of Task 1, the architect will develop a restoration work plan that is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, consider the potential impact of recommended treatments, and avoid significantly altering the property's historic character and context.

1. Conceptual restoration budget that addresses those deficiencies and concerns
2. Project schedule indicating design, bidding, and construction schedule.

3. Drawings and specifications for bids for restoration services from an independent contractor and include any needed special contract provisions to meet project objectives.
4. Areas of concern associated with schedule, budget, existing conditions, phasing, and/or project objectives, along with recommendations to mitigate any of the above potential issues

Task 3 Bid Support

1. Establishes any prequalification requirements for historic restoration contractors.
2. Assist with RFI's during the public bidding process
3. Assist in the evaluation of restoration bids from historic restoration contractors

Task 4 Contract Administration and Project Oversight

The architect will provide construction oversight and administration oversight of the historic restoration project and provide quality assurance monitoring to ensure the restoration work meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. Tasks include but are not limited to:

- Review and approvals of submittals (product data/SDS, site specific safety plans, historic treatment procedures/work plans, etc.)
- Continuous schedule management, including project sequencing.
- Ongoing monitoring of the project
- Review and signoff off payment requestions made to the City
- Regular on site bi-weekly meetings to discuss the status of the project
- Project close out

PROJECT SCHEDULE

- | | |
|--|--|
| 1. Optional Site Tour: | February 13, 2024 at 10am |
| 2. Questions posted on Bidsync: | February 19, 2024 by 5:00pm |
| 3. Answers posted on Bidsync | February 23, 2024 by 5:00pm |
| 4. Qualifications & Fee Proposals Due: | February 29, 2024 by 2:00pm |
| 5. Selection Committee Reviews Proposals | March 1 st through March 19 th |
| 6. Short List Interviews: | March 21, 2024 |

SELECTION CRITERIA

The City shall convene a selection committee consisting of approximately three representatives from the City's Office of Planning and Economic Development.

The City shall consider the following criteria in evaluating your firm and its response:

30% - Capacity of Firm: Ability for the firm to perform large tasks efficiently.

30% - Relevant Experience: Evidence of having completed similar projects.

30% - Project Cost: Estimated combined budget of all tasks.

10% - Familiarity with Brownstone Restoration: Understanding of best methods and practices for brownstone restoration.

SUBMISSION INSTRUCTIONS

ONE (1) ORIGINAL, FIVE (5) COPIES AND ONE (1) ELECTRONIC VIA THUMBDRIVE MUST BE SUBMITTED.

Sealed submissions must be received and time-stamped by the Purchasing Department prior to RFP closing time. No submission received after closing time will be considered.

To ensure proper handling & avoid misdirected delivery, please mark your RFP envelope as follows:

PEX045242 – HISTORIC EXTERIOR RESTORATION ARCHITECTURAL SERVICES FOR MCLEVY HALL, 180 STATE ST

Send your submissions to:

Ann Binkley
Department of Public Purchases
2nd floor, 999 Broad Street
Bridgeport, CT 06604

**RFP with sealed Price Proposal submissions are due:
2:00 PM, Thursday, February 29, 2024**

Late Submissions: City will not assume responsibility if a submission is misdirected, or its delivery is delayed. It shall be the sole responsibility of the submitter to pay for any type of delivery service charge, and to see that the Office of the Purchasing Agent receives his/her submission on time. The clock used shall be the Purchasing Agent's official date and time stamp clock. The City does not assume financial responsibility for late deliveries by the U.S. Postal System or any other delivery service.

The City shall not be responsible for and/or shall not pay any costs associated with the preparation, submission, or presentation of any submission, or costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

Final Note

The City reserves the right to reject any and all proposals for any reason or for no reason. The City may select one respondent, more than one respondent, or no respondent. Respondents pursue this RFP opportunity at their own risk and are not entitled to make any claim against the City for costs associated with their pursuit of this RFP opportunity. Any selection made pursuant to this RFP will not in and of itself confer any development rights upon the selected respondent. Any selection made will be made subject to the approval of the Bridgeport City Council. Any information submitted to the City becomes the property of the City. Financial information submitted will be treated as confidential. Financial information should be marked as confidential upon submittal.

CITY RESERVATION OF RIGHTS

The City reserves the right in issuing and conducting this RFP process, should it determine in its sole and absolute discretion that doing so is in its own best interests, for whatever reason.

To waive any technicalities or immaterial irregularities in the Proposals.

1. To prepare and issue such amendments and/or addenda to this RFP prior to the selection of a Proposer that may expand or cancel any portion, or all work described in this RFP without the substitution of another RFP.
2. To request clarifications of Proposals.
3. To discontinue and/ or revoke the RFP in its entirety.
4. To reject any or all Proposals.
5. To postpone or change the date for receipt of Proposals or any other deadlines and dates specified in the RFP.
6. To issue subsequent RFPs, to conduct investigations with respect to the information provided by each Proposer; and to hold public meetings for consideration of the merits of any or all Proposals.
7. To request best and final Proposals from one or more Proposers.
8. To discontinue negotiations with the selected Proposer and commence negotiations with any other Proposer.
9. To conduct simultaneous negotiations with two or more Proposers.
10. To accept alternate Proposals should the City determine that such alternatives are in the best interest of the City and its customers.

BID SUBMITTAL FORM

Mark Envelope as Bid # **PEB040241**

Submit one original of this form and ~~two~~ ^{seven} copies in the same envelope. Write out bid price in words.

NUMERICAL CATEGORY

180 State Street, Historic Restoration McLevy Hall

Services	Lump Sum
Task 1: Building Conditions Assessment	
Task 2: Develop Restoration Work Plan and Bid Documents	
Task 3: Bid Support	
Task 4: Contract Administration and Project Oversight	
Total Lump Sum:	

The submitted bid price must be held firm for one-hundred twenty (120) days from the date of submittal. Bid prices should not include any allocation for taxes for which the City is not liable. It is the bidder's sole responsibility to ensure that its bid arrives at the proper location prior to bid opening, the time for which shall be determined by the Purchasing Agent's official date and time stamp clock. Submission of a bid will be considered presumptive evidence that the bidder is fully aware of local conditions relevant to the work, local and state codes applicable to the work, labor and materials markets relevant to the work, and has made due allowance in its bid for all contingencies. By submitting a bid, the bidder acknowledges that he/she is fully aware of all the requirements of this bid as contained in the bid documents. By signing below, bidder contractually accepts all the terms and conditions of the bid.

Company Name (and Federal I.D. Number or Social Security Number)

Company Address (Street, City or Town, State, Zip Code)

Company Telephone Number

Company E-Mail Address

Company Web Site Address

Printed Name of Authorized Company Representative

Signature of Authorized Company Representative (with date)

Bid Requirements - Licenses, Bonds, Prevailing Wage Rates

A)Licenses and Certifications

B)Bid Bonds, Payment & Performance Bonds

C)Timely Submittal of Required Licenses and Bonds as a Condition of Award

D)Prevailing Wages

A)License and Certification Requirements

- 1)Bidders must be licensed in the State of Connecticut.
- 2)Bidder's employees and subcontractors must be properly certified and qualified to perform required work.
- 3)Out-of-State Bidders must provide a Certificate of Authority, available from the CT Secretary of State.

B)Requirements for Bid Bonds as well as Payment and Performance Bonds

- 1)For any bid of fifty thousand (\$50,000) dollars or more, bidders must include with their bid submission either a certified check payable to the City of Bridgeport, or a bid bond, in the amount of ten (10%) percent of the bid value.
- 2)For Certified MBEs, the above-mentioned requirement for a certified check or a ten (10%) percent bid bond is applicable only to bid amounts greater than one-hundred thousand (\$100,000) dollars.
- 3)Any bidder awarded a contract valued at one-hundred thousand (\$100,000) dollars or more, must post payment and performance bonds in a form acceptable to the City Attorney's Office, each for one-hundred (100%) percent of the contract price.

C)Requirement for Timely Submittal of Licenses and Bonds

If a selected bidder does not produce the required documentation relevant to all required licenses and bonds in a form satisfactory to the City **within 10 business days of the City's issuance of its Notice of Intent to Award** a particular job, then the City will have no further obligation to contract with the selected bidder and will award the job to the next most responsive, and responsible bidder.

D)Prevailing Wage Rates

Prevailing wages shall be required for any bid awarded at the amount of \$100,000 (one-hundred thousand dollars) or more. Prevailing wages may be found in the bid documents and are also available on-line at the Connecticut Department of Labor Website at:

<http://www2.ctdol.state.ct.us/WageRatesWeb/WageRatesbyTown.aspx?Town=Bridgeport>

Insurance and Indemnification Requirements

1) **The City requires an original Certificate of Insurance on an ACORD 25S** form authorized and executed with the original signature or official stamp of the insurer or a properly-authorized agent or representative thereof reflecting all coverages required and delivered to City prior to any entry onto the Property and the commencement of work. Such Certificate shall reference the specific address (or addresses) of the job awarded and shall name the City as “additional insured” using the following specific language:

Project Bid Number #(s) _____, Project Street Address(es) _____. The City of Bridgeport, its elected and appointed officials, officers, department heads, employees, agents, servants, successors and assigns, as their interests may appear are included as additional insureds as required by contract with respect to the Automobile, General Liability, and Umbrella/Excess Liability Policies. 999 Broad Street, Bridgeport, CT 06604.

2) **In addition to the Certificates of Insurance, the City requires that each provider of liability insurance coverage provide a policy endorsement** that: (a) names the City as additional insured (using the language shown above); and (b) establishes that the City shall receive 30-day notice of cancellation and non-renewal.

3) **Specific Coverages Required:** In the form specified above, Contractor shall present to the City, and maintain in effect without interruption through the completion of the work awarded, the insurance coverages identified below with insurers licensed to conduct business in the State of Connecticut reasonably acceptable to City.

a) **Commercial General Liability** – The Contractor shall provide a Commercial General Liability Insurance policy (occurrence form) insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen solely out of operations conducted by the Contractor at the Property. Coverage shall be broad enough to include contingent liability, contractual liability, with limitations of five-million (\$5,000,000.00) dollars for each occurrence/aggregate with a combined single limit for bodily injury and personal injury.

b) **Workers’ Compensation** insuring in accordance with statutory requirements in order to meet obligations towards employees in the event of injury or death sustained in the course of employment. Liability for employee suits shall not be less than five-hundred-thousand (\$500,000.00) dollars per claim.

c) **Business Automobile Insurance** insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of the use of owned, hired or non-owned vehicles in connection with business. Coverage will be broad enough to include contractual liability, with limitations of one-million (\$1,000,000.00) dollars for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage.

4) **City Requires Timely Submittal of Insurance Documentation as a Condition of Award** – If a selected bidder does not produce the required insurance documentation in a form satisfactory to the City **within 10 business days of the City’s issuance of its Notice of Intent to Award** a particular job, then the City will have no further obligation to contract with the selected bidder and will award the job to the next most competitive bidder.

5) Indemnification Requirements

Contractor, its subcontractors in any tier, consultants, employees, agents, successors and assigns, agrees to defend, indemnify and hold harmless the City, its appointed and elected officials, officers, department heads, employees and agents, from and against any and all claims, liabilities, obligations, causes of action of whatsoever kind and nature for damages, including costs and expenses, including reasonable attorneys’ and consultants’ fees arising from Contractor’s activities, provided, however, that Contractor shall not be responsible or obligated for claims that arise from the sole proximate cause of the City.

Bid Subject to Requirements of City's Minority Business Enterprise Program

Ch. 3.12.130 Bridgeport Municipal Code of Ordinances (the "Ordinance")

1) Preferences for City-Based Business and Certified Minority Businesses in the Awarding of City Contracts

The City shall review bids and award contracts in accordance with the City's Minority Business Enterprise Program, which establishes preferences for Certified City-based businesses ("CBBs") and Certified minority businesses ("CMBs" or "MBEs" or "WBEs") whereby such businesses are allotted an opportunity to match lowest bids and to be awarded work at the lowest bid price in those instances in which their initial higher bids are within certain percentages (ranging from 5% to 10% depending upon the bid amount) of the low bid amount, as per the following formula:

- a) for low bids up to \$100K, CBBs and CMBs receive preference within 10% of low bid;
- b) for low bids from \$100K to \$250K, CBBs and CMBs receive preference within 7.5% of low bid;
- c) for low bids from \$250K to \$500K, CBBs and CMBs receive preference within 5% of low bid.

2) Requirements for Participation of MBEs, WBEs, and African-American Businesses

Any contract awarded to a non-minority prime contractor pursuant to this bid shall be subject to the Ordinance's requirements that certain percentages of the dollar amount of such contract be sub-contracted as follows:

- a) 30% of the value to MBEs, (15% to MBEs and 15% to WBEs) – as an attainable goal;
- b) 6% of the value to African-American owned businesses ("AAB") – as a mandatory requirement.

3) Requirement for Identifying MBE Subcontractors and Prohibition Against Substitution of MBEs

Prime contractors are encouraged in their bid submission to identify the MBE and/or WBE and/or AAB subcontractors with whom they intend to subcontract and for what value. Absent such specific identification, prime contractors must at least indicate their intention to meet the MBE goals and the AAB requirement established above. Once given a notice of the City's intent to award a contract, prime contractors must, if they hadn't already done so in their initial bid, specifically identify the MBE and/or WBE and/or AAB subcontractors with whom they intend to subcontract and for what value. Once they have so designated such subcontractors, prime contractors may not substitute such subcontractors without good cause shown, subject to the City's review and consent.

4) Requirement for Prompt Payment of MBEs and Prohibition Against "Pay When Paid" Contracts

In awarding contracts per this bid, the City shall commit to making payment within 30 days of its approval of complete invoices submitted by prime non-minority contractors who are utilizing MBE subcontractors, and shall further commit to making payment within 15 days of its approval of complete invoices submitted by prime MBE contractors. In accepting a contract pursuant to this bid, prime contractors agree that they shall:

- a) have no "pay when paid" [by the City] clause in their subcontracts with MBEs;
- b) pay MBE subcontractors within 15 days of their receipt of complete invoices;
- c) provide the City with copies of MBE sub-contracts to document their compliance.
- d) provide the City with executed lien waivers from MBE subs to document prompt payment.

NO CONFLICTS / DISCLOSURE FORM

EVERY BUSINESS OR INDIVIDUAL THAT IS ISSUED A NOTICE OF INTENT TO AWARD PURSUANT TO THE CITY'S PURCHASING ORDINANCE (Section 3.08.070, AS AMENDED), MUST FULLY AND ACCURATELY COMPLETE THIS DISCLOSURE FORM. IF THERE IS INSUFFICIENT SPACE FOR ANY ANSWER, ATTACH ADDITIONAL SHEETS.

Name of Individual or Business: _____

Person signing this form: _____

Title: _____

Phone Number: () _____ - _____

The undersigned hereby represents and warrants that the following statements are true, correct and complete, to the best of his/her knowledge and belief, and that the City of Bridgeport is entitled to rely thereon:

1. Business is (*check one*)

☐ a corporation

☐ a general partnership

☐ a limited liability company

☐ a sole proprietorship

☐ a limited liability partnership

☐ other _____.

2. Business Address: _____

3. State of incorporation or organization: ☐ Connecticut
☐ Other _____

4. What other trade names does the Business use, if any?

5. Fed. ID or SS # _____
DUNS # _____
CT Contractors # _____

CT State ID # _____
SAM # _____
Other pertinent license #s (if any)

6. (a) Identify all officers, directors, managing or general partners, or managing members.

<u>Name</u>	<u>Address</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(b) Identify owners of 5% or more interest in the Business:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Identify any parent, affiliate or subsidiary organization of the Business.

(a) Company's name _____, a

- | | |
|--|--|
| <input type="checkbox"/> a corporation | <input type="checkbox"/> a general partnership |
| <input type="checkbox"/> a limited liability company | <input type="checkbox"/> a sole proprietorship |
| <input type="checkbox"/> a limited liability partnership | <input type="checkbox"/> other _____ |

State of Incorporation or organization: _____

Relationship to your company: _____

(b) Company's name _____, a

- | | |
|--|--|
| <input type="checkbox"/> a corporation | <input type="checkbox"/> a general partnership |
| <input type="checkbox"/> a limited liability company | <input type="checkbox"/> a sole proprietorship |
| <input type="checkbox"/> a limited liability partnership | <input type="checkbox"/> other _____ |

State of Incorporation or organization: _____

Relationship to your company: _____

8. Has the Business, any parent, affiliate or subsidiary company, or any of their respective officers, directors, owners, general partners, managing members, within the past three (3) years been convicted of, entered a plea of guilty, entered a plea of *nolo contendere*, concluded or served a sentence imposed for, or otherwise admitted to:

	<u>Yes</u>	<u>No</u>
a) the commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract?	<input type="checkbox"/>	<input type="checkbox"/>
b) the violation of any state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a municipal contractor?	<input type="checkbox"/>	<input type="checkbox"/>
c) the violation of any state or federal antitrust, collusion or conspiracy law arising out of the submission of bids or proposals to a public or private contract or subcontract?	<input type="checkbox"/>	<input type="checkbox"/>
d) fraudulent, criminal or other seriously improper conduct while participating in a joint venture or similar arrangement.	<input type="checkbox"/>	<input type="checkbox"/>
e) willfully failing to perform in accordance with the terms of one or more public contracts, agreements or transactions?	<input type="checkbox"/>	<input type="checkbox"/>
f) having a history of failure to perform or a history of unsatisfactory performance of one or more public contracts, agreements or transactions?	<input type="checkbox"/>	<input type="checkbox"/>
g) willfully violating a statutory or regulatory provision or requirement applicable to a public contract, agreement or transaction?	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU ANSWER YES TO ANY PART OF PARAGRAPH 7, EXPLAIN ON AN ATTACHED SHEET.

9. Initial as appropriate below:

None of the persons listed herein is related by blood or marriage to any City of Bridgeport government official or employee. _____ (*Initial*)

OR

One or more of the persons listed herein is related by blood or marriage to a City of Bridgeport government official or employee. (*Explain in detail below or attach additional sheet if necessary*). _____ (*Initial*)

-
-
10. Does the Business, any parent, affiliate or subsidiary company, or any of their respective officers, directors, owners, general partners, managing members, employees, or agents have any business or familial relationship, through ownership, directorship, contractual arrangement, control, or other arrangement with any of the subcontractors to be used on the work involved in the bid for which this form is being submitted?

IF YOU ANSWER YES TO ANY PART OF PARAGRAPH 9, EXPLAIN ON AN ATTACHED SHEET.

11. Read and initial at the end of the following paragraph:

BY INITIALING BELOW, THE UNDERSIGNED REPRESENTS THAT THERE EXISTS NO KNOWN OR SUSPECTED CONFLICTS OF INTEREST BETWEEN THE BUSINESS, ITS PARENT, AFFILIATES OR SUBSIDIARIES AND THE CITY OF BRIDGEPORT. _____ (*Initial*)

12. Read and initial at the end of the following paragraph:

BY INITIALING BELOW, THE UNDERSIGNED UNDERSTANDS THAT THE DUTY TO PROVIDE THE INFORMATION REQUESTED IN THIS FORM IS A CONTINUING OBLIGATION AND THAT THE INFORMATION REQUIRED BY THIS FORM MUST AND WILL BE PROMPTLY UPDATED UPON ANY CHANGE. _____ (*Initial*)

WARNING: Falsifying information on this form, or failing to promptly notify the City of changes to the information contained in it during the course of the Business' performance of the work will constitute a default under any contract or purchase order awarded to the Business, and will permit the City to terminate its contract with the Business and pursue its legal rights and remedies as to such Business or persons associated therewith.

Dated: _____

Name:
Title:
duly-authorized

