

THE CITY OF NEW HAVEN

BUREAU OF PURCHASES

200 Orange Street

New Haven, Connecticut 06510
(203) 946-8201 - FAX (203) 946-8206

JOHN DESTEFANO, JR.
Mayor



Michael V. Fumiatti
Purchasing Agent

REQUEST FOR PROPOSALS

The City of New Haven is accepting Proposals for the following:

Sale of Temple-George Parking Garage
230 George Street, New Haven, CT 06510

Proposals must be submitted in the form and manner specified in the request. Forms and specifications may be obtained from the Bureau of Purchases, website: www.cityofnewhaven.com/purchasingbureau.

Hardcopy submission: One (1) "clearly marked" Original. With separate pricing envelope.

Electronic submission is submitted through your login on our website:
www.cityofnewhaven.com/purchasingbureau/CheckSubmissionIP.asp

THE BUREAU OF PURCHASES
200 ORANGE STREET, ROOM 301
NEW HAVEN, CT 06510

**RFP's will be accepted until 11:00 AM EST on Tuesday, March 1, 2011 at which time
all responses will be publicly opened.**

**Mandatory Pre-Proposal meeting and walkthrough scheduled for February 14, 2011
at 1:30 PM meet at George Street Entrance of the Garage.**

Submitted by:

Company Name

Street Address

City, State & Zip Code

Contact

Email

() _____
Telephone #

() _____
Fax #

REQUEST FOR PROPOSALS

INSTRUCTIONS TO RESPONDENTS

RFP Documents – The RFP documents include the following:

- A. Announcement / cover
- B. Instructions to Respondents
- C. Non-Collusion Affidavit
- D. Disclosure & Certification Form
- E. Commission on Equal Opportunities Current Work Force Form
- F. Equal Opportunity Statement
- G. Vendor “Ban The Box” Ordinance Compliance Agreement
- H. Statement of Qualifications

What to Submit

- 1. Coversheet of this document
 - 2. Statement of Qualifications and Separate Price Sheet if Requested
 - 3. Supplemental Information (If Requested)
 - 4. Non-Collusion Affidavit
 - 5. Disclosure & Certification Form
-
- 1. **RFP Submission** - All RFPs shall be sealed and identified on the outside by your firm’s name and the RFP title, and submitted to the office of the Bureau of Purchases, 200 Orange Street, New Haven, CT 06510, by the time and date shown on “Cover”. A “clearly marked” Original and separate Pricing Envelope. The City of New Haven can accept, as sole documentation, on-line submission for solicitations. If you respond on-line, you must respond through your account and also provide your response in the manner described on the web site, in creating on-line submissions.
 - 2. **Submission Due Date:** In the event that City Hall is closed due to any reason on the day and time a solicitation is due, this solicitation will be accepted and opened on the next business that City Hall is open at the same time it was originally scheduled. Please note: Any addendum posted to our website to change the date and time will supercede this section
 - 3. **Interpretation of Addenda** – Requests for interpretation of the RFP documents shall be made in writing. Such interpretations will be in the form of an addendum to the RFP documents and will be on file in the Office of the Purchasing Agent at least seven business (7) days before the day of the RFP opening. In addition, the addendum will be posted on the City of New Haven web-site not less than (5) calendar days prior to the opening date unless it is to extend the opening date which can happen until 5:00 PM on the day before the opening. Respondents that do not have web access or for oversized documents, the Bureau will endeavor to fax or mail addenda. In any event all such addenda shall become part of the contract and each respondent shall be bound by such addenda whether or not received by the respondent.
 - 4. **RFP Withdrawal** – RFPs may be withdrawn by written request prior to RFP opening or after 60 days subsequent to RFP opening if no award has been made.
 - 5. The City of New Haven cannot guarantee that equipment involved in this technology will be available to provide information or receive transmittals. It is your responsibility to ensure that you have current information and that submittals are received at the designated location complete and on time. The City of New Haven is not responsible for the confidentiality of information transmitted over the Internet.
 - 6. Downloading Commodity/Service Bids, RFP/RFQs, Quotes or Construction Bid Documents does not obligate the city to send you future notification of addendum updates. You will need to check the web-site

periodically, however we will endeavor not to issue addendums later than 5 business days prior to the solicitation due Date. The only exception would be in the event of an extension, which can occur up to 24 hours prior, to the opening date. Our website www.cityofnewhaven.com/purchasingbureau

7. **Questions, Inquiries, and/or requests for clarifications regarding this RFP should be directed to:
Procurement Specialist**
200 Orange Street Room 301
New Haven, CT 06510
Tel: (203) 946-8201
Fax: (203) 946-8206
E-mail purchasing@newhavenct.net
All questions must be received 7 business days prior to the opening date. Questions received after the deadline may not be answered.
8. **Assignment of Contract** – The contractor may assign all or part of the contract to another after receiving written permission from the City Purchasing agent. Such assignment shall NOT release the contractor from any part of the responsibility or liability assumed under the contract.
9. **Implied Requirements** – All services not specifically mentioned in this RFP that are necessary to provide the functional capabilities described by the vendor shall be included in the Proposal. The City does not reimburse for expenses incurred during the performance of this contract. It is the contractor’s responsibility to notify the City of New Haven, Bureau of Purchases within a minimum of 7 days of the opening date of any services or supplies not specifically mentioned in this specification but are necessary to provide the functional capabilities of the contract.
10. **Preparation Costs** - All costs incurred in the preparation and presentation of this Proposal shall be wholly absorbed by the proposer.
11. **Availability of Funds** – All contracts are bid with the intention of awarding a contract as a result of the RFP. Any and all awards and actual contract execution by the City Of New Haven is contingent upon availability of appropriate funds. In the event that funding is not available at the time of award and/or execution of the contract the City reserves the right to cancel the bid.
12. **Execution of Agreement** – Failure of the successful respondent to deliver to the City a properly signed and witnessed Agreement with all required bonds and insurance policies, within ten (10) days after receipt of written Notice of award, or within such extended period as the Purchasing Agent may grant, shall constitute a default, to the City, which may either award the contract to the next lowest respondent, or re-advertise for RFPs.
13. **Local Preference** - All else being equal, preference for New Haven based businesses, pursuant to Section 2-153 of the New Haven Code of Ordinances, will be given. This will be determined on a case by case basis dependent upon the source of funds targeted to pay for this service.
14. **City Right & Reservations** - The City of New Haven reserves the right to alter or revoke this RFP at any time. The City further reserves the right to reject any or all responses, to waive any informalities in the responses received and to accept only those responses deemed by the City to be in the best interests of the City. Any mention in these documents of the term “Proposal” refers to the Response; and any mention of the term “provider” refers to the Respondent.
15. **Vendor Supplied Materials** - Any material submitted by the vendor shall become the property of the City of New Haven unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.

16. **Public Records and Freedom of Information** - The proposals received shall become the property of the City and are subject to public disclosure. Those parts of a proposal which are defined by the proposer as business or trade secrets as that term is defined in CT Trade Laws, and are reasonably marked "Trade Secrets", "Confidential" or "Proprietary" and placed in a separate envelope shall only be disclosed to the public- if such disclosure is required or permitted under the CT Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most or their entire proposal as exempt from disclosure may be deemed nonresponsive. Proposals, excluding confidential information, will be available for review after contract award.

Statement of Qualifications- and Calculation Sheet (If Applicable)

Statement of Qualifications:

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

(To be typed upon Company stationary and submitted with this response)

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

1. Name of Vendor/Contractor
2. Permanent main office address
3. Contact Information: Phone, Fax, **E-mail**,
4. When organized
5. Legal form of ownership. If a corporation, where incorporated.
6. How many years have you been engaged in services, under your present name?
7. Experience in work similar in scope of services and in importance to this solicitation opportunity..
 - Proposals are currently or previously been provided, include for each client:
 - Name of Organization
 - Gross cost of agreement
 - Date services started
 - Services being provided
 - Responsible official, address and telephone number of person available as a reference.
8. Have you ever failed to complete any work awarded to you? If so, where and why?
9. Have you ever defaulted on a contract? If so, where and why?
10. Describe any pending litigation or other factors, which could affect your organization's ability to perform this agreement
11. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including the officers. Indicate which individuals are authorized to bind the organization in negotiations with the City of New Haven
12. Name, title, address and telephone number of the individual to whom all inquiries about this Proposal should be addressed.
13. Will you upon request, fill out a detailed financial statement and furnish any other information or sign a release that may be required by the City of New Haven?
14. Tax Identification number(s)
15. Addendum acknowledgement Indicate Yes or None. In the event that you indicate “none” and there have been addendum issued, you are still responsible for the addendum content. See section **Interpretation of Addenda for details**

IV. Request for Proposals

City of New Haven Office of Economic Development

Mayor John DeStefano, Jr.
Kelly Murphy, AICP, Economic Development Administrator



Temple/George Garage **230 George Street, New Haven, Connecticut**

Summary

The City of New Haven, through this Request for Proposals, is accepting purchase offers from qualified respondents for the sale of the City of New Haven's ownership stake in the Temple-George Garage. Temple-George is a public parking facility adjacent and part of the Temple Medical Center in Downtown New Haven. Respondents are encouraged to read thoroughly this solicitation and all supporting exhibits in their entirety prior to submitting their response.

A. New Haven Marketplace Overview

New Haven is the second-largest city in Connecticut, with more than 130,000 full-time residents, more than 35,000 university students, and a thriving venue for profitable business. The surrounding county has more than 840,000 residents within only 600 square miles. New Haven's downtown is dense with residents for a city of its size, with more than 7,000 residents in the immediate downtown area.

The City's roots date to 1638 when a band of 500 English Puritans arrived from Boston and laid out the original nine-square plan. The center square is now a large public green that provides a space for walking, relaxing or playing Frisbee. Each summer, the Green comes alive with outdoor concerts, movies and events. The surrounding eight squares are the heart of the downtown center-city and are brimming with restaurants, retail, office towers, apartment buildings, government buildings, and the Yale University campus. Downtown and the surrounding neighborhoods which feed it make New Haven a city of tremendous diversity. The anchors of renowned educational institutions and vibrant arts districts make New Haven a strong and lively city.

Institutional Strength. The city of New Haven has successfully transitioned from a primarily industrial and manufacturing economy to a knowledge-based economy. New Haven's major economic drivers are now institutional. The city is home to four colleges and universities and two major hospitals. Yale University, one of the most prestigious universities in the world with more than 11,000 students and another 12,000 employees, has established New Haven as a center of both advanced learning and high-technology research. Southern Connecticut State University has an enrollment of over 12,000 and 700 faculty, and is nearing completion of a \$230-million building program; a second phase of construction has been funded by the State of Connecticut. Gateway Community College is one of the fastest-growing community colleges in the State, growing at a rate of 13%, with more than 11,500 students and 400 faculty members. In the fall of 2009 construction began on a new \$200 million, 340,000 square foot campus for Gateway Community College. The new campus will occupy two buildings fronting Church Street in downtown New Haven and will consolidate the two separate campuses currently located at Long Wharf and in North Haven. Albertus Magnus College brings another 2,100 students to New Haven.

Further, both Yale-New Haven Hospital and the Hospital of St. Raphael have been ranked by *U.S. News and World Report* as being among the top 100 hospitals in the country. Both contribute to a strong employment base in the City; Yale-New Haven Hospital employs more than 6,000 people and the Hospital of St. Raphael employs another 3,400. In 2009 Yale-New Haven Hospital completed construction of the 497,000-square-foot, \$467-million Smilow Cancer Hospital and admitted its first patients.

In addition, two ancillary projects related to Smilow Cancer Hospital have been constructed. Fusco Corporation of New Haven recently completed 55 Park Street, a \$100 million, 150,000 square foot medical laboratory and office facility adjacent to Smilow Cancer Hospital. Fifty-Five Park will complement and support Smilow; the buildings are connected by a third level sky-bridge, and 55 Park also houses street-level retail. In addition, Boston-based Intercontinental Real Estate Corporation completed the \$60 million 2 Howe Street project in November 2009. Two Howe Street occupies a full city block carved out of the former Route 34 Right of Way and includes 57,000 gross square feet of office space, 15,560 gross square feet of ground floor retail and 24 residential housing units in a "wrap" structure surrounding a portion of an 845-space parking facility.

More broadly, over the past decade Yale University has undertaken the largest construction and expansion of the University since the 1930s. The University has completed more than \$2 billion in construction over the past decade, including Yale Medical School's Anlyan Center for Medical Research and Education, the Yale Medical School Amistad Street Building, renovation of its twelve residential colleges, the 60,000-square-foot Yale School of Forestry & Environment Studies Kroon Hall, \$500 million of upgrades to the Science Hill campus, \$126 million renovation and expansion of Rudolph Hall (Art and Architecture Building), and the Yale University Art Gallery.

The City and State have also invested \$800 million in the City's public schools infrastructure, which attract more than 1,600 students from cities outside of New Haven, and the City has undertaken one of the country's most ambitious school reform programs.

Business Market. New Haven has more than 6,000 business establishments and institutions employing a total of 80,000 workers. New Haven is a prolific environment for small businesses and entrepreneurs, and the City also is home to larger companies, with more than 100 of its businesses having more than 100 employees. The regional market is home to the national and global headquarters of many business including Pfizer, Bic and Subway. In 2009 Covidien (formerly US Surgical) announced it would move its headquarters to the New Haven Maritime Center at Long Wharf and completed the move in 2010. New business growth in New Haven is strong. In 2004, the furniture giant IKEA opened a new store on Long Wharf Drive, at the time its northernmost store in the U.S.; in 2005 Pfizer completed a \$30-million clinical research unit near Yale-New Haven Hospital. And in 2009, despite a nationwide recession which bankrupted iconic national companies and major retailers, New Haven saw the opening of more than 68 new retail stores and restaurants.

Office Market. The recent recession has had little effect on the New Haven office market, which is experiencing its lowest vacancy rate in a decade. According to a second quarter 2010 report by Colliers Dow & Condon, the city's vacancy rate stands at 11 percent, well below the national average of 17 percent. The vacancy rate has been trending generally downward for more than a decade. At the same time, rents have remained relatively steady – averaging from the high teens for Class B space to the low twenties per square foot for Class A space; the highest profile buildings command rents as high as \$35 per square foot. The primary drivers of this trend are Yale University and Yale New Haven Hospital, which continue to expand steadily. Additional demand has also come from law firms, non-profit organizations, and state and federal government agencies. One Hundred College Street, a planned 400,000 square foot office and laboratory building, is scheduled to start construction in 2012 and will be the first new construction of the City's Route 34 East/Downtown Crossing project which will create 1,000 new permanent jobs (More detailed information is available at: <http://downtowncrossingnewhaven.com/>).

Residential Market. Because of the diverse mix of long-time residents and the constant influx of new employees and students, New Haven supports strong rental and home ownership markets. The downtown alone contains more than 3,000 housing units, and average rents have been trending modestly upward. In 2005 the average downtown rent was \$850 for an efficiency apartment, \$1,090 for a one bedroom, and \$1,700 for a two bedroom; by mid-2008 average had risen to \$1,044 for an efficiency or studio, \$1,292 for a one bedroom, \$1,797 for a two bedroom, and \$2,291 for a three bedroom unit.

There has been significant activity in recent years as development has sought to address demand. In the five years from 2004 through 2008, some 370 additional apartment units and an additional 110 condominium units were brought online downtown. There is a strong sense that there is additional demand despite the national downturn in the housing market. New units have been developed in historic mill environments as well as the signature Art Deco former headquarters of the Southern New England Telephone Company which was converted to 141 upscale residential units. The recently-completed 360 State Street project brought an additional 500 luxury rental units online. In the fall of 2010, Bloomberg News reported that New Haven had the strongest residential rental market in the country with a vacancy rate of 2.3 percent, better than the traditionally strong markets of New York City, Boston and San Francisco. One thousand four hundred condos or apartments are planned or under construction in the downtown area, with new condo units selling for between \$200,000 and \$1,000,000.

Cultural Market. New Haven offers an impressive breadth of cultural opportunities for a city of its size. The City is home to three theaters that have won Tony Awards for Best Regional Theater. The Yale Center for British Art contains the largest gallery of British art outside of the United Kingdom. The recently reopened Yale University Art Gallery is the nation's oldest college museum. Other attractions include the nation's fourth-oldest symphony orchestra and the Peabody Museum of Natural History. Each summer, the City comes together for the International Festival of Arts and Ideas, a two-week-long event which draws well-known performers from across the globe. Over the past decade, the festival has attracted 1.1 million visitors and featured over 13,000 artists.



B. The Temple George Garage

The New Haven Parking Authority, a component unit of the City of New Haven, was created by Special Act of the Connecticut General Assembly in 1951 for the purpose of developing and operating parking and related facilities within the City of New Haven.

In November 1977 pursuant to the Temple-George Redevelopment Plan, the City of New Haven acting by and through the New Haven Parking Authority entered into an Agreement for the Purchase and Operation of a portion of the Temple-George Redevelopment Project, which portions included a public parking facility and retail commercial space on Temple Street at the intersection of George Street.

The Temple George Garage is a 371 space public parking facility constructed in 1977-78 as part of the Temple George Redevelopment Project which included the construction of the Temple Medical Center office building; a lower portion of the parking structure to service the Temple Medical facility; a second office facility; and street level retail. The Project was financed in part by a bond issuance authorized by the Board of Aldermen of the city of New Haven.

Since its construction the parking structure has been owned as a condominium structure by The New Haven Parking Authority and Temple Street Associates. The City of New Haven is now offering its portion for sale.

The Temple George Garage represents a unique opportunity for a qualified parking garage operator to purchase the New Haven Parking Authority-owned portions of a highly desirable downtown New Haven parking garage. The garage is located on George Street at Temple Street and is integral to the Temple Medical Center facility and has direct access to the New Haven Hotel across George Street. It has convenient access to Route 34 and is located one block from the site of the new Gateway Community College which will bring some 11,000 students, faculty and staff to the downtown New Haven area beginning in Fall 2012.

At the end of this process, the City seeks to identify and enter into an agreement with a highly qualified operator for the sale of the City of New Haven's stake in the garage. The operator must be qualified to execute this project in its entirety – including but not limited to operating a public parking garage and raising sufficient cash to purchase the property not later than June 30, 2011.

C. Selection Criteria

The following criteria will be used to select a preferred bid:

- The purchase price offered for the Property;
- The demonstrated financial capacity to complete the purchase;
- The demonstrated ability to operate and maintain a public parking facility;
- The respondent's plan to address and satisfy the obligations under the "Parking Agreement" discussed below at § D.2;
- The Respondent's explanation of planned efforts to preserve existing employment levels at the facility, and prioritize employment opportunities for the existing workforce; and
- Such other considerations as the City may deem appropriate.

D. Limiting Conditions

The New Haven Parking Authority has invested some four million dollars (\$4,000,000.00) in the maintenance and repair of the facility since 2005 including concrete repair, resurfaced parking decks; new rebar; light fixtures and railings. Notwithstanding any such renovations, the City of New Haven interest in the Temple George Garage is being sold in As-Is condition. The City has undertaken a Phase I Environmental and Hazardous Building Materials Survey.

The Phase I Environmental and Hazardous Building Materials report is included as an Exhibit to the RFP.

In addition, this Request for Proposals is offered subject to all applicable agreements including:

1. A certain "Garage Purchase And Operating Agreement By And Between The City of New Haven Acting By And Through The New Haven Parking Authority And Temple Street Associates," which Agreement is recorded at Volume 2672, Page 256 of the New Haven Land Records.

Respondents should note that the Article V, § 502 of the Agreement reserves a option to match the highest bona fide purchase price to Temple Street Associates; and

2. A certain "Parking Agreement" dated 8 September, 2005 by and among The New Haven Parking Authority, Temple Street Associates II Limited Partnership and Temple Ventures Limited Partnership.

Respondents should note that the Agreement requires the Parking Authority and its successors to provide a certain number of monthly and unreserved transient parking spaces. As stated above the RFP response must include the respondent's plan to address and satisfy the obligations under the "Parking Agreement".

3. A certain Land Disposition Agreement between the City of New Haven and Temple Street Associates, recorded on the Land records of the Town of New Haven at Volume 2612 at page 1.

Copies of all of the above Agreements are included as Exhibits to this RFP.

The City of New Haven reserves the right to alter or revoke this Request for Proposals at any time. The City of New Haven further reserves the right in its sole discretion to set a reserve price for the sale of the Temple George Garage and to reject an offer which does not reach such threshold. The City further reserves the right to reject any

or all responses, to waive any informalities in the responses received and to accept only those responses deemed by the City to be in the best interests of the City.

E. Submission Requirements

The proposal must be submitted using the following format: Additional information may be requested during the evaluation of qualifications.

1. Cover Letter including offered purchase price
2. Garage Operator Qualifications and Experience

- a. Financial Qualifications

The Respondent shall provide full disclosure information regarding its financial condition, in particular the ability of the Respondent to secure financing for the sale prior to June 30, 2011. The Respondent shall provide a listing of banks, financial and lending institutions and individuals, with contact name(s) and telephone number(s), who have provided financial products to the Respondent or who have participated financially in any of the Respondent's major projects during the last three years.

- b. Operator Qualifications

The Respondent shall demonstrate its ability to undertake the operation and maintenance of a public parking garage.

F. Exhibits & Addenda

1. Exhibit A. "Garage Purchase And Operating Agreement" By And Between The City of New Haven Acting By And Through The New Haven Parking Authority And Temple Street Associates (Recorded at Volume 2672, Page 256 of the New Haven Land Records)
2. Exhibit B. "Parking Agreement" dated 8 September, 2005 by and among The New Haven Parking Authority, Temple Street Associates II Limited Partnership and Temple Ventures Limited Partnership
3. Exhibit C. A certain Land Disposition Agreement between the City of New Haven and Temple Street Associates, recorded on the Land records of the Town of New Haven at Volume 2612 at page 1
4. Exhibit D. The Fiscal Year 2010 Budget for the Temple-George Garage as maintained by the New Haven Parking Authority detailing revenue and expenses budgeted and actuals;
5. Exhibit E. Plans for Repairs and Improvements to the Temple-George Garage prepared by Desman Associates;
6. Exhibit F. A narrative of recent improvements and investments made to the Temple-George garage 2006-2007; and current planned improvements;
7. Exhibit G. 2009 New Haven Point-in-Time Survey and Parking Plan Update, prepared by Milone & MacBroom;
8. Exhibit H. 2010 New Haven Point-in-Time Utilization Survey; and
9. A Phase I Environmental Survey and Hazardous Building Materials Survey has been ordered and will be added as an addendum upon receipt by the City of New Haven;
10. Forms Required by City of New Haven Bureau of Purchases

THE CITY OF NEW HAVEN

BUREAU OF PURCHASES

200 Orange Street
Room 401
New Haven, Connecticut 06510
(203) 946-8201 - FAX (203) 946-8206

JOHN DeSTEFANO, JR.
Mayor



Michael V. Fumiatti
Purchasing Agent

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/PROPOSER

State of _____) County of (_____) ss.

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

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

(Signed) _____

(Title) _____

Subscribed and sworn to before me this _____ day of _____, _____.

(Title)

My commission expires _____, _____.

THE CITY OF NEW HAVEN

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200 Orange Street

New Haven, Connecticut 06510
(203) 946-8201 - FAX (203) 946-8206

JOHN DeSTEFANO, JR.
Mayor



Michael V. Fumiatti
Purchasing Agent

DISCLOSURE & CERTIFICATION AFFIDAVIT OF OUTSTANDING OBLIGATIONS TO THE CITY OF NEW HAVEN

VENDOR NAME	
VENDOR ADDRESS	
TELEPHONE /FAX	
CONTACT/E-MAIL ADDRESS	
SOLICITATION TITLE	
SOLICITATION NUMBER	

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of New Haven.

State of		County of		Ss.
(type or print your name above)				being first duly sworn, deposes and says that:

1.	I am owner, partner, officer, representative, agent or _____ of:	
	<i>(circle one)</i>	Company Name (if individual type your name)

2.	I am fully informed respecting the preparation and contents of the attached Agreement and of all pertinent circumstances respecting such Agreement;
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3.	That as a person desiring to contract with the City (check all that apply): <input type="checkbox"/> The Contractor and each owner, partner, officer, representative, agent or affiliate of the Contractor has filed a list of taxable personal property with the City of New Haven for the most recent grand list, as required by Conn. Gen. Stat. §12-42. <input type="checkbox"/> Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor are required to file a list of taxable personal property with the City of New Haven for the most recent grand list, as required by Conn. Gen. Stat. §12-42. <input type="checkbox"/> Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, owes back taxes to the City of New Haven <input type="checkbox"/> Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of New Haven <input type="checkbox"/> The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor owes back taxes and has executed an agreement, satisfactory to the tax collector, to pay said back taxes in installment payments and the payments under said agreement are not in default. The agreement shall be attached , and incorporated herein by reference.
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4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized): This does not mean ALL employees - just officers, owners etc.

	Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1					
2					
3					
4					

5. That as a person desiring to contract with the City:

(a) THE CONTRACTOR OR AN OWNER, PARTNER, OFFICER, REPRESENTATIVE, AGENT OR AFFILIATE OF THE CONTRACTOR PROVIDES, OR HAS PROVIDED, SERVICES OR MATERIALS TO THE CITY WITHIN ONE (1) YEAR PRIOR TO THE DATE OF THIS DISCLOSURE, IF NONE, STATE NONE. **USE ADDITIONAL SHEET IF NECESSARY (MUST BE ON COMPANY LETTERHEAD AND NOTARIZED):**

	Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1					
2					
3					
4					

(b) THE CONTRACTOR POSSESSES AN OWNERSHIP INTEREST IN THE FOLLOWING BUSINESS ORGANIZATIONS, IF NONE, STATE NONE. **USE ADDITIONAL SHEET IF NECESSARY (MUST BE ON COMPANY LETTERHEAD AND NOTARIZED):**

	Organization Name	Address	Type of Ownership		
1					
2					

(c) THE FOLLOWING PERSONS POSSESS AN OWNERSHIP INTEREST IN THE CONTRACTOR. IF THE CONTRACTOR IS A CORPORATION, LIST ALL OF THE OFFICERS OF THE CORPORATION AND THE NAMES OF EACH STOCKHOLDER WHOSE SHARES EXCEED TWENTY-FIVE (25) PERCENT OF THE OUTSTANDING STOCK, IF NONE, STATE NONE. **USE ADDITIONAL SHEET IF NECESSARY (MUST BE ON COMPANY LETTERHEAD AND NOTARIZED):**

	Name	Title	DOB	Stock %	
1					
2					

(d) OF THE FOLLOWING OF THE AFFILIATES, INDIVIDUALS OR BUSINESS ENTITIES IDENTIFIED IN THIS AFFIDAVIT, LIST EACH THAT OWNS, OWNED, OR WITHIN ONE (1) YEAR PRIOR TO THE DATE OF THIS DISCLOSURE HAS OWNED, TAXABLE PROPERTY SITUATED IN THE CITY OF NEW HAVEN, IF NONE STATE NONE. **USE ADDITIONAL SHEET IF NECESSARY (MUST BE ON COMPANY LETTERHEAD AND NOTARIZED):**

	Name	Title	Affiliated Company (if none state NONE)	Address	DOB
1					
2					

(e) IF THE CONTRACTOR CONDUCTS BUSINESS UNDER A TRADE NAME, THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED: THE PLACE WHERE SUCH ENTITY IS INCORPORATED OR IS REGISTERED TO CONDUCT SUCH BUSINESS; AND THE ADDRESS OF ITS PRINCIPAL PLACE OF BUSINESS, IF NONE, STATE NONE:

	TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1			
2			

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of New Haven.

(Signed) _____
Title:

Subscribed and sworn to before me this _____ day of _____, _____.

(Title)

My commission expires _____, _____.

This Form Must be Notarized