

***RFP FOR ENGINEERING SERVICES FOR THE REPLACEMENT OF  
THE ELAM STREET LOW SERVICES ZONE WATER STORAGE TANK  
PUBLIC BID NO. 3704***

**INTRODUCTION AND GENERAL REQUIREMENTS**

The City of New Britain Public Works/ Utilities Division is requesting a proposal for engineering services related to the replacement of the Elam Street Low Service Zone Water Storage Tank.

There is no expressed or implied obligation for the City of New Britain to reimburse responding firms for any expense incurred in preparing submittals in response to this request.

To be considered, sealed Qualification packages must be submitted in triplicate to the City of New Britain Purchasing Department, Room 401, City Hall, 27 West Main St., New Britain, CT 06051, by 11 am. on December 28, 2012. The package should be clearly marked on the outside "RFP for Engineering Services for the Replacement of the Elam Street Low Services Zone Water Storage Tank due 11:00 am., December 28, 2012, Public Bid No. 3704". The City of New Britain reserves the right to reject any or all proposals submitted. Qualification packages submitted will be evaluated by Public Works/Utilities Division, Engineering Department and the Purchasing Agent.

During the evaluation process, the City of New Britain reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers. At the discretion of the City of New Britain, firms submitting RFP packages may be requested to make oral presentations as part of the evaluation process.

Technical Questions regarding this request for proposal should be directed to:

**Gil Bligh  
Deputy Director Public Works  
City of New Britain  
27 West Main St.  
New Britain, CT 06051  
(860) 826-3535  
GB@NewBritainCT.gov**

Questions regarding the bid/purchasing/contract process should be directed to:

**Jack Pieper  
Purchasing Agent  
Purchasing Dept., Room 401  
City of New Britain  
27 West Main St.  
New Britain, CT 06051  
(860) 826-3434**

**All Bidders must complete the W9, Non Collusive Affidavit of Bidders and the Notice To Prospective Bidders Certification Required forms with are attached and submit them with their bid documents.**

**If any addenda are issued to this request for qualifications, a good faith attempt will be made to forward a copy to each of those firms who, according to the records of the Purchasing Department, have previously received a copy of this request. However, it shall be the sole responsibility of those offering submittals to Please note that it is the Bidder's responsibility to check on-line, at the City's bid website, <http://www.newbritainct.gov/bids>, a minimum of twenty-four (24) hours in advance of the bid opening to determine if an addenda have been issued or contact the Office of the Purchasing Agent prior to submitting their qualification packages to determine whether any addenda have been issued.**

**All work performed by the engineering company awarded this RFP shall be under the direction of a professional engineer, architect, and/or licensed environmental professional, licensed by the State of Connecticut.**

**The selected Engineering Firm will provide comprehensive services (site engineering, mechanical, electrical, architectural, landscape, civil, structural, geotechnical, and environmental. The Engineering firm must submit with their proposal to the City information on all areas of expertise that the Engineering Firm has and is capable of providing.**

**In addition, the Bidder must have the capability and to provide the City of New Britain with expertise in performing other functions, such as, but not limited to, reviewing drawings and specifications, providing individuals or sub-consultants with specialized knowledge, assisting in preparation for legal proceedings, appearances before courts or commissions, providing expert opinions and conclusions, as well as performing investigations of technical matters, preparation of permit applications, liaison functions and clerical assistance.**

**The Bidder must have sufficient staff to assure that staff is and will be available to handle this Low Service Storage Water Tank Replacement Project simultaneously to assure task continuity, prompt delivery of services and completion of assigned tasks.**

**The selected Engineering Firm must be able to begin work on this project within five (5) workdays of notification after being awarded the RFP.**

**The selected Engineering Firm must assign this project to a licensed professional to be responsible for the management and design. Staff to support the proposed project manager should also be identified in the submitted proposal.**

**The selected Engineering Firm shall at all times conduct itself and perform its duties in the manner of and with the expertise of an experienced engineering / architectural professional. The selected Engineering Firm shall at all times represent the interests of the City with respect to its performance of services. All services shall be performed in adherence to, and deliverables comply with, applicable federal, state, and local laws,**

**regulations, standards, and requirements. It is also understood that the selected Engineering Firm will be required to complete all direct and indirect responsibilities associated with any and all assigned tasks of the Low Service Storage Water Tank Replacement Project.**

**Incidental to any and all services provided is the requirement to prepare and maintain a project schedule, provide monthly status reports and maintain proper record keeping. The initial project schedule for any particular engagement shall be included in the original scope of services agreed upon by the City and the Consultant for that particular engagement. The Engineering Firm is required to keep the project schedule current and revise it as appropriate and necessary, subject to approval by the City, throughout the course of the engagement.**

**The monthly status reports shall summarize the status of this project. Information contained in the status reports shall include work and activities completed and/or undertaken during the current reporting period, identification and explanation of any work or activities anticipated within the previous status report that was not completed or undertaken, identifying, and explaining if appropriate, any significant happenings or milestones occurring during the current reporting period, relating the current status of the project to the current project schedule, updating the project schedule, if necessary, and identifying the work, activities, milestones, and significant happenings anticipated and/or planned for the upcoming reporting period.**

**Record keeping shall include maintaining complete and accurate records of all correspondence, submittals, reports, transmittals, logs, meeting minutes, drawings, results, requirements, and any other written documentation or information generated or received by the Engineering Firm in the course of or related to the Engineering Firm's involvement in any engagement under the on-call contract. Such records shall be sorted and filed, separated by engagement and in chronological order, by the type of information contained, the task and/or stage of the project related to, and/or the generator and/or recipient of the document as is appropriate to the scope of the engagement and the volume of records being stored. The Engineering Firm shall ensure that the City receives copies, in a timely manner, of any such records as may be significant, or otherwise appropriate, to the City's oversight and/or involvement in the engagement and/or any work, relevant event or effect, or public expenditure associated therewith or otherwise related thereto. The Engineering Firm shall also endeavor to obtain a copy of any document that the Engineering Firm knows to, or has reason to believe may, exist which appropriately should be included in such records. In addition, the Engineering Firm shall make a log of, or otherwise appropriately note in writing, (and include in such records,) any significant verbal correspondence and/or visual, or any other, observance as appropriate.**

**All such records shall be stored in a secure location and in a manner that allows for convenient location and identification for as long as the Engineering Firm is required to maintain them. Records associated with an active engagement shall be stored in such a manner as to be readily accessible on demand. Such records shall be maintained by the Engineering Firm for a minimum of seven years beyond the completion of this project. Upon completion of the project, the Engineering Firm shall provide to the City copies of all such documents requested by the City, deemed appropriate for the City to possess for**

purposes of utilizing and/or maintaining any facilities completed in association with the project, interpreting or applying any deliverables generated through the engagement, and/or evaluating or auditing any work or tasks associated with the project.

**INSURANCE REQUIREMENTS**

The selected Engineering Firm shall agree to maintain in force at all times during which services are to be performed the following coverages placed with the company(ies) licensed by the State of Connecticut which have at least an “A-“ VIII policyholders’ rating according to BEST Publication’s latest edition Key Rating Guide:

<b>Commercial General Liability:</b>	<b>General aggregate</b>	<b>\$2,000,000</b>
	<b>Prod./Compl. Operations</b>	
	<b>Aggregate</b>	<b>\$2,000,000</b>
	<b>Occ. Aggregate</b>	<b>\$1,000,000</b>
<b>Automobile Liability:</b>	<b>Liability Limit</b>	<b>\$1,000,000</b>
<b>Workers’ Comp. and Employer’s Liability</b>	<b>\$500,000 each accident</b>	
	<b>\$500,000 disease policy</b>	
	<b>\$500,000 disease accident limit</b>	
<b>Professional Liability</b>	<b>Each Occurrence</b>	<b>\$1,000,000</b>
	<b>Aggregate</b>	<b>\$ 1,000,000</b>
<b>Umbrella</b>	<b>Each Occurrence</b>	<b>\$1,000,000</b>
	<b>Aggregate</b>	<b>\$1,000,000</b>

“The City of New Britain and Consolidated School District” shall be named as “Additional Insured”. Original, completed certificate of insurance must be presented to the Acting Purchasing Agent prior to purchase order/contract issuance.

Selected Engineering Firm shall agree to maintain in force at all times during which services are to be performed professional liability insurance with limits of no less than \$1,000,000. If such coverages is on a claims-made basis, consultant must agree to maintain, either through a claims-made contract or the use of an extended discovery provision, coverage for three years after the conclusion of all services performed under the agreement.

**HOLD HARMLESS AGREEMENT:**

The selected Engineering Firm, its agents and assigns shall indemnify and hold harmless the City of New Britain, including but not limited to, its elected officials, its officers, and agents, (“The City”) from any and all claims made against the City, including but not limited to, damages, awards, costs and reasonable attorney’s fees, to

the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the selected Engineering Firm during the Engineering Firm's performance of this Agreement or any other Agreements of the Consultant entered into by reason thereof. The City agrees to give the selected Engineering Firm prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

**EVALUATION OF QUALIFICATIONS:**

Selection of the Engineering Firm for this project will be based upon the following standards:

The Engineering Firm's technical understanding of the Scope of Services as evidenced by the quality of the qualification package submitted.

The background and experience of the Engineering Firm in providing the range of services requested.

The demonstrated effectiveness of the Engineering Firm's proposed delivery system to ensure quality service and timely completion of services. Please provide references, including contact persons and telephone numbers, of clients attesting to the quality of services performed and/or demonstrated ability of your Engineering Firm.

The background, education, qualifications and relevant experience of key personnel who will be assigned to this project, especially those of the anticipated project manager(s) and any personnel who may act as a "lead" on any significant task or aspect of potential services.

**SUBMITAL PACKAGES:**

The City will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee. Qualification packages submitted must be bound, paginated, indexed and numbered consecutively. Respondents shall submit in their packages the following:

**Letter of Transmittal:** A letter of transmittal addressed to Jack Pieper, Purchasing Agent, which includes a statement by the respondent accepting all terms, conditions and requirements contained in this RFQ. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be provided is a listing of clients for whom similar services were performed, and the nature of the project.

**Project Understanding:** Please provide a written discussion in sufficient detail to demonstrate an understanding of the contract's scope and the services required.

**Experience:** Please provide a detailed written summary of the Engineering Firm's history and experience and capability in providing the full range of required engineering services indicated in this RFP in the State of Connecticut.

**Staff Plan:** Please identify key personnel whom the Engineering Firm has designated to work on this project, their state certifications and licenses, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel and license holders including copies of the relevant licenses issued by the State of Connecticut.

**Management Plan:** Describe the Engineering Firm's management plan with respect to services to be supplied hereunder and how it will function to ensure timely delivery of the required engineering services.

**Letters of Reference:** Engineering Firm must provide a minimum of three letters of reference, addressed to Jack Pieper Purchasing Agent, sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the City to contact these references. Please request that all letters are sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Engineering Firm's services (within the past 2 years).

**Services Expected of the City:** Define the nature and scope of all services and information anticipated and/or expected to be provided by the City.

All proposals must be signed by the Respondent. Unsigned proposals may not be considered.

### **PROPOSED SCOPE OF SERVICES:**

The City of New Britain Public Works/ Utilities Division is requesting a proposal for engineering services related to the replacement of the Elam Street Low Service Zone Water Storage Tank.

The need for, and nature of, this project was described in an appended report by Geolnsight, Inc. dated Nov. 1, 2012 entitled Elam Street Atmospheric Storage Tank Pre-Renovation Engineering Evaluation. Upon the City's authorization, final design services for a replacement Water Storage Tank can now begin.

The proposed scope of services, schedule and budget for the engineering services needed to complete the project shall include the following:

The proposed scope of services herein addresses all three future phases of the project – the design phase, bidding phase, and construction phase.

#### **Design Phase:**

The services to be provided during design include the following:

- Contract the services of a geotechnical subsurface borings contractor and perform a geotechnical analysis of the selected tank location. Prepare plans, technical specifications and contract documents for the following facilities:

Three million gallon storage tank (approximate, final design size may vary plus or minus one million gallons)

Two alternative styles steel or pre-stressed concrete shall be evaluated

Cathodic protection system if steel is chosen

Piping and valving inside tank for adequate mixing of water using Tedeflex mixing system (TMS) fir water reservoirs or equivalent

Electrical and instrumentation inside Elam St. Pump Station

Connection to existing low service zone water main

New overflow drain to connect to City drainage system in Corbin Avenue

New conduit and cable to connect to existing power and signals at Elam Street Pumping Station

Fencing and access drive improvements

Demolition of existing Low Service Tank after new tank is placed on-line and site restoration

- Furnish survey of City-owned parcel to A2 accuracy per City requirements. The survey would include all facilities on the site, underground utilities, and topography at two-foot contour intervals.
- Assist City in permitting efforts (56 hours are to be included in the budget).
- Prepare an opinion of probable construction cost on the final design documents.
- Provide independent structural design review of the tank per City ordinances and building codes. As the tank vendor would prepare the detailed final design for the tank structure itself, it is included in the design phase because of its nature but we note that, chronologically, this work would be performed near the beginning of the construction phase when the tank vendor submits the final design.

**Bidding Phase:**

The services to be provided during the bidding phase include the following:

- Print and distribute bidding documents
- Issue addenda as appropriate
- Respond to bidder inquiries

### **Construction Phase:**

The services to be provided during the construction phase include the following:

- Review and approve shop drawings
- Review and approve contractor pay estimates
- Issue clarifications, interpretations, field orders, and work change directives, as appropriate
- Review any claims from contractor and render initial decision on claims
- Provide part-time resident inspection
- Specialty Material testing Services – Perform soils testing, inspections of reinforcing steel placement, sampling and testing of delivered concrete
- Furnish the services of a specialty NACE-certified subconsultant for painting system and welding inspection if a steel tank is chosen
- Prepare Notice of Substantial Completion, and Final Notice of Acceptability of the Work
- Furnish record drawings of the completed work and provide an A2 accuracy survey of the completed work and prepare record drawings. The surveyor would visit the site periodically during construction to obtain information on subsurface utilities being installed. Record information for equipment inside the pumping station will be provided by the contractor.

### **Project Schedule:**

Tata and Howard Inc. is currently working with the City of New Britain to complete an extended period simulation computer model of the distribution system that enables the City to implement the subsequent design and construction of the needed facilities. We understand Tata and Howard Inc. shall complete that computer modeling by February 1, 2013. The schedule for completion of the design phase shall include receipt of Tata and Howard Inc.'s report by February 1, 2013 showing how this would be accomplished.

The schedule for construction will be established during the design phase. The City is applying for a DWSRF construction loan. A Connecticut Department of Public Health, Water Supplies Section determination of eligibility is expected August 1, 2013.

### **City Responsibilities:**

To complete the design and achieve the project schedule, the City will need to provide the engineer and its subconsultants with access to the City's Elam Street property, to mark out the location of subsurface utilities prior to the survey, to review documents in a timely manner, and to have available personnel knowledgeable of and responsible for the operation of the existing water storage facilities. In addition, City shall be

responsible for coordination of bid document distribution, bid tabulation and final award documentation.

**Contract Terms and Conditions:**

The proposed evaluation would be provided in accordance with the contract terms and conditions as described herein for engineering services.

**FEE SCHEDULE/PRICING**

To provide the services described above, the proposal shall contain the following:

<u>Services</u>	<u>Pricing</u>
<i>Design Phase</i>	
Boring and Geotechnical Analysis	\$
Survey allowance for design	\$
Final Design and Contract Documents	\$
<i>Bidding Phase</i>	\$
<i>Construction Phase</i>	
General services during construction	\$
Surveyor allowance for record drawings	\$
Part-time resident engineering	\$
Specialty inspection subconsultant (Steel Tank)	\$
Specialty material Testing Services	\$
<b>TOTAL, PROPOSED LUMP SUM FEE:</b>	<b>\$</b>

**NOTICE TO PROSPECTIVE BIDDERS**  
CERTIFICATION REQUIRED CERTIFICATION REQUIRED

The City of New Britain Code of Ordinances, Sec. 2-575, reads as follows:

**Sec. 2-575. Rejection of bid where bidder is in default to city.**

The agent shall not accept the bid of a contractor who is in default on the payment of taxes, licenses or other monies due the city.

The agent shall include in the bid document a form to be executed by a bidder, certifying that said bidder is not in default on the payment of taxes, licenses or other monies due the city.

As used in this section, (1) a “principal” of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner; and (2) “default in the payment of taxes” shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Tax Collector.

In accordance with this provision, prospective vendors make the following certification:

The principals, as defined above, of the entity submitting responses to Public Bid No. 3704 are: (Please type or print clearly and use additional pages if necessary).

1. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as defined above, in any local entity other than the entity submitting a response to the Public Bid/RFP No. listed above, state the entity or entity's name(s) and address(es):

\_\_\_\_\_  
\_\_\_\_\_

**NOTICE TO PROSPECTIVE BIDDERS**  
CERTIFICATION REQUIRED

2. Name : \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

**If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No./RFP. listed above, state the entity or entity's names(s) and address(es):**

\_\_\_\_\_  
\_\_\_\_\_

3. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

**If a principal, as defined above, in any local entity other than the entity submitting a response to the Public Bid No./RFP listed above, state the entity or entity's name(s) and address(es):**

\_\_\_\_\_  
\_\_\_\_\_

**NOTICE TO PROSPECTIVE BIDDERS**  
CERTIFICATION REQUIRED

4. Name : \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No./RFP listed above, state the entity or entity's names(s) and address(es):

\_\_\_\_\_  
\_\_\_\_\_

5. Name : \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No./RFP listed above, state the entity or entity's names(s) and address(es):

**CERTIFICATION IS HEREBY MADE THAT \_\_\_\_\_ (ENTITY SUBMITTING BID) AND PRINCIPALS THEREOF ARE NOT IN DEFAULT ON PAYMENT OF TAXES, LICENSES, OR OTHER MONIES DUE THE CITY OF NEW BRITAIN AS OF THE DATE OF BID/RFP SOLICITATION.**

**Signature of Principal of Entity Submitting Bid/RFP:**

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

**Review by Tax Collector: (To be filled in only if vendor is awarded the contract as the result of Public Bid)**

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

\_\_\_\_\_

# NON COLLUSIVE AFFIDAVIT OF BIDDERS

State of ( \_\_\_\_\_ );

County of ( \_\_\_\_\_ ).

I state that I am the \_\_\_\_\_ of \_\_\_\_\_  
(title) (name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this RFP.

I certify that:

- (1) The price and amount on this RFP has been arrived at independently and without consultation, communication, or agreement with any other Bidder.
- (2) Neither the price(s) nor the amount of this RFP and approximate price(s) nor approximate amount of this Bid has been disclosed to any other firm or person who is a Bidder and that no disclosure of these items will be made prior to the Bid opening.
- (3) No attempt has been or will be made to induce any firm or person to refrain from proposing on this RFP, or to submit a Bid higher than this RFP, or to submit any intentionally higher or non competitive RFP.
- (4) Neither the said Bidder nor any of its officers, partners, owners, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or to refrain from Bidding 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, firm or person to fix the price or prices in the attached RFP or of any other Bidder, or to fix any overhead, profit or cost element of the RFP price or the RFP price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Britain, owner, or any person interested in the proposed Contract.
- (5) The RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non competitive proposal.

(6) I state that \_\_\_\_\_ understands and acknowledges that all  
(name of my firm)

representations of this affidavit are material and important, and will be relied on by the City of New Britain in awarding a contract for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of New Britain of the true facts relating to the submission of RFPs for this contract. That the City of New Britain also reserves the right to reject our RFP if failure to complete this document, have it notarized and submitted with our Bid documents.

The undersigned Bidder further certifies that this statement is executed for the purpose of including the City of New Britain to consider the RFP and make an award in accordance therewith.

Subscribe and Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_,  
2012

\_\_\_\_\_

\_\_\_\_\_

Notary Public  
My Commission Expires

\_\_\_\_\_

Date

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Signature and Title of Person

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																													
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																													
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																													
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<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**City of New Britain**  
New Britain, Connecticut 06051

*“New Britain:  
A City for  
All People”*

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**27 WEST MAIN ST., NEW BRITAIN, CT 06051**

**PHONE: (860) 826-3402**

**FAX: (860) 612-4204**

**E-MAIL: [jpieper@ch.ci.new-britain.ct.us](mailto:jpieper@ch.ci.new-britain.ct.us)**

**Date: \_\_\_\_\_, 2012**

**Subject: Engineering Services, Elam Street Low Service Storage Tank, RFP No. 3704**

**To Whom It May Concern:**

**Specifications for subject bid solicitation are enclosed for your review and response.**

**If you do not submit a RFP, we request that you complete the bottom portion of this letter and return to the writer’s attention. This shall assist the City of New Britain in maintaining accurate bidders’ lists.**

**Your cooperation is greatly appreciated.**

**Very truly yours,**

**Jack Pieper  
Purchasing Agent**

**Company Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

\_\_\_\_\_

**We are not responding to subject RFP solicitation for the following reason:**

- Our company does not sell the requested product.**
- Our company does not provide the requested service.**
- Our schedule will not allow us to provide the requested service at this time.**
- Other (please explain): \_\_\_\_\_**