

TOWN OF GREENWICH
PURCHASING DEPARTMENT
101 Field Point Road
Greenwich, CT 06830
203- 622-7881

RFQL #: 7559

ISSUE DATE: 05/11/2020

DEADLINE DATE: 06/11/2020

DEADLINE TIME: 2:00 PM

1. REQUEST FOR QUALIFICATIONS (RFQL #7559)

RFQL #7559 represents STEP 1 of a 2 STEP Qualifications Based Procurement Process.

The prequalified firms from STEP 1 will be notified of a forthcoming Request For Proposal, as STEP 2 of the process.

ITEM/CATEGORY ARCHITECTURAL & ENGINEERING SERVICES FOR THE
DESIGN OF THE NEW DOROTHY HAMILL ICE SKATING RINK

LOCATION GREENWICH, CT

- PREQUALIFICATION (ATTACHED for Step 1 of this process.)
- STANDARDS/SPECIFICATIONS (ATTACHED for reference for forthcoming Step 2 of process.)
- INSURANCE REQUIRED (ATTACHED for reference for forthcoming Step 2 of process.)

PLEASE NOTE:

1. Qualifications to this RFQL are due at the Town of Greenwich Purchasing Department on date noted. NO qualifications will be accepted after the date and time specified above. The Proponent shall be responsible for actual delivery of the qualifications by mail or commercial express service to the PURCHASING DEPARTMENT before the deadline time. Qualifications received after the deadline time will not be considered. PLEASE CLEARLY INDICATE RFQL NUMBER 7559 ON THE LOWER LEFT-HAND CORNER OF THE ENVELOPE.
2. QUALIFICATIONS ARE NOT ACCEPTED BY FAX OR E-MAIL.
3. COMPANY NAME AND ADDRESS MUST CONFORM ON ALL DOCUMENTS INCLUDING INSURANCE DOCUMENTS. A POST OFFICE BOX ADDRESS IS NOT ACCEPTABLE.
4. RFQL number 7559 must appear on all qualifications and related correspondence.
5. The Town of Greenwich is exempt from Federal and State Taxes.
6. The Town's standard Terms and Conditions are indicated on reverse.
7. The entire RFQL document is posted on the Town's website: www.greenwichct.gov/bids.



Edyta Jolicoeur, Buyer I

Terms and Conditions

Bidders shall familiarize themselves with all provisions of the specifications and shall not at any time after submitting bid, dispute any of the specifications or assert that there was any misunderstanding in regard to the furnishing and delivering of the items called for in the proposal.

The Town of Greenwich reserves the right to issue addenda as needed on bids/proposals.

The Town of Greenwich reserves the right to reject any and all bids not deemed to be in the best interest of the Town of Greenwich, or to accept that bid which appears to be in the best interest of the Town of Greenwich. The Town of Greenwich reserves the right to waive any informalities in or reject any or all bids, or any part of any bid.

References to a particular trade name or manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the Town of Greenwich. They should not be construed as, nor are they intended to exclude proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract will be required to furnish the particular item referred to in the specification or description unless a departure or substitution is clearly noted and described in the proposal.

Respondents shall provide one proposal and bidders one bid price for each specified required line item with no more than one total lump sum bid, unless allowed to do otherwise by the solicitation. Respondents shall provide no more than one bid reply unless allowed by the solicitation. Bidders shall not include in their prices any Federal or State taxes from which the Town of Greenwich is exempt.

The successful bidder/s shall indemnify the Town of Greenwich against all losses, claims, actions and judgments brought or recovered against the contractor or the Town of Greenwich. Any respondent that takes exception to the insurance requirements set forth by the Town of Greenwich Risk Manager shall be deemed unresponsive.

No proposal shall be received from, or contract awarded to, any person, firm or corporation who is in default or in debt to the Town of Greenwich for non-performance of any contract, or who is a defaulter as surety or otherwise from any obligation to the Town of Greenwich.

Bids must be signed in ink by the vendor. No bids shall be made in pencil. Any bids showing any erasures or alterations must be initialed by the bidder in ink. Failure to sign and give all information requested in the proposal may result in the bid being rejected.

Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period. However, the Town of Greenwich reserves the right to increase or decrease the quantities by 10%.

Unit prices quoted shall be net exclusive of all taxes, and must include all transportation, delivery and unloading costs; fully prepaid F.O.B. destination in place inside delivery. Debris, if any, removed.

The Town of Greenwich reserves the right to make awards on an item by item, total or lump sum basis. Where an award is made on an item by item basis, the unit price prevails. The Town reserves the right to make award in best interest of its own operation. All awards are contingent upon certification by the Town Comptroller that funds are available in appropriate accounts.

It is understood that prices shall hold firm and prevail for the actual quantities required or ordered as needed during the life of the contract whether more or less than estimated quantities. Unit prices shall not be subject to any increase during the life of the contract.

All deliveries are to be made within the time period specified in the bid proposal upon receipt of written purchase order or authorized verbal requests except as may be otherwise arranged by Supplier and Purchaser. Receipt of contract is not authority to ship. Emergency deliveries are to be made within twenty-four (24) hours from receipt of a telephone request from the Town of Greenwich. All deliveries are to be made on business weekdays between the hours of 9:00 A.M. and 4:00 P.M. except as may be otherwise arranged by the Supplier and Purchaser.

In the event deliveries are not made as specified to a Town delivery point, the Town of Greenwich shall reserve the right to purchase any such bid item on the open market and to charge any increase in price paid over the current contract price to the account of the vendor.

All bids will be awarded or rejected within sixty (60) days of bid opening date or for the stated period of validity, if different. Therefore, bidder agrees that prices will remain firm for acceptance for that period.

Terms of payment to the Contractor shall be net/30 days after receipt of invoice and acceptance and approval of the services by the Town of Greenwich.

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The contractor, however, will take affirmative action to insure that minority group members are employed and are not discriminated against during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract of understanding, a notice advising the labor union or worker's representative of the contractors' commitments under this specification and under rules, regulations and orders promulgated by the State.

"Affirmative Action" means procedures which establish hiring and employment goals, timetables, and practices to be implemented, with good faith efforts, for minority group members.

"Minority Group Members" as identified in EEO-4 reports shall mean Black, Hispanic, Asian or Pacific Islanders, American Indian, and Alaskan Natives.

The contractor or subcontractor offers and agrees to assign to the public purchasing body all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

TOWN OF GREENWICH, CT

REQUEST FOR QUALIFICATIONS (RFQL) #7559 DEADLINE: 06/11/2020 AT 2:00 PM

**ARCHITECTURAL & ENGINEERING SERVICES FOR THE
DESIGN OF THE NEW DOROTHY HAMILL ICE SKATING RINK**

BACKGROUND

The Town of Greenwich Purchasing Department, on behalf of the Department of Public Works, is issuing this Request For Qualifications (RFQL #7559) to seek the qualifications of reputable Architectural Firms interested in providing the design plans for the replacement of the Dorothy Hamill Ice Skating Rink.

REQUEST FOR QUALIFICATIONS STEP ONE

A two (2) step prequalification process will be used to select the Architectural Firm.

RFQL #7559 is the first step of the process. The qualifications received will be reviewed and graded by the Evaluation Committee per the Evaluation Criteria, as outlined in the Evaluation Process section of this RFQL.

A Letter of Interest along with the requested qualifications package for the above referenced services shall be received at the Purchasing Department by **Thursday, June 11th, 2020 at 2:00 PM.**

Qualifications received after this date and time will not be accepted.

PROJECT SUMMARY

The Town of Greenwich, CT (the Town) seeks a qualified Architectural and Consultant Design Team to design a replacement building for the existing Dorothy Hamill Ice Skating Rink. The existing building shall be demolished and replaced with a new building. The new Dorothy Hamill Ice Skating Rink shall be approximately 40,000 square feet and shall be constructed on or near the existing site.

The estimated budget is as follows:

- \$16,000,000 – Construction Costs
- \$ 1,280,000 – Architectural, Engineering & Design Consultant

PROJECT SCHEDULE

The Town of Greenwich intends to start the design process upon selection of the Architectural Firm.

SELECTION CRITERIA

Qualifications will be opened in the Purchasing Department at 2:00 PM on Thursday, June 11th, 2020. Only the responsive Qualifications will be reviewed by the Evaluation Committee.

Only Architectural Firms licensed in Connecticut will be considered for this project.

The Town of Greenwich, CT (the Town) intends to select approximately five (5) of the highest ranked Proponents based on the Evaluation Criteria specified in this RFQL. Only the highest ranked selected Proponents will have the opportunity to respond to a forthcoming Request for Proposal. The RFP will be the second step of this two-step qualifications based procurement process.

The RFP will contain pertinent project information that the selected Respondents will use to develop a proposal. Proposals shall contain the Respondent’s vision of this project and shall be presented to the Evaluation Committee in Greenwich Town Hall. The awarded Architectural Firm shall be the highest ranked finalist in the RFP process, and shall provide all of the necessary resources and expertise to furnish the Town with acceptable design plans for a new Dorothy Hamill Ice Skating Rink.

ARCHITECT AND OWNER RESPONSIBILITIES

The Owner = Town

The Design Team = Architectural Firm, including all consultants and partners

The Town intends to hire an independent Construction Manager (CM) to oversee the daily construction of this project.

1. Programming	Owner/Design Team
2. Land Survey Services	Design Team
3. Geotechnical Services	Design Team
4. Space Schematics / Flow Diagrams	Design Team
5. Rink Construction & Refrigeration	Design Team
6. Energy Conservation & Sustainability	Design Team
7. Existing Facilities Surveys	Owner
8. Mechanical and Electrical Engineering	Design Team
9. Fire Protection Engineering	Design Team
10. Structural Engineering	Design Team
11. Site Analysis and Selection	Owner/Design Team
12. Environmental Studies and Reports	Owner
13. Hazardous Materials Analysis/Design	Owner
14. Owner-Supplied Data Coordination	Owner/Design Team
15. Site/Civil Engineer	Design Team
16. Wetlands Mapping	Design Team
17. Plumbing & Sewer System Analysis and Design	Design Team
18. Traffic Analysis	Design Team
19. Zoning, Planning & Land Use Submittals/Approvals	Design Team
20. Landscape Design	Design Team
21. Interior Design	Design Team
22. Furniture, Furnishings and Loose Eqpt	Owner/Design Team
23. Technology Infrastructure Design & Eqpt Specifications*	Owner/Design Team
24. Security System Specifications*	Owner/Design Team
25. Lighting Design	Design Team
26. Acoustical Engineering	Design Team
27. Recreational Equipment Design & Specification	Design Team

28. Detailed Cost Estimating	Design Team
29. Value Analysis	Design Team/Owner/CM
30. Schedule Development and Monitoring	Owner/Design Team/CM
31. Bidding or Negotiation	Owner
32. Special Inspections	Owner/CM
33. On-Site Project Representation	Owner/Design Team/CM
34. Construction Management	CM/Design Team
35. Start-up Assistance	Owner/Design Team/CM
36. Commissioning	Owner/CM/ Design Team
37. Record Drawings Design	Design Team/CM

*Items #23 – (Technology Infrastructure Design & Eqpt Specifications) and #24 – (Security System Specifications) will be provided by the Town and incorporated into the plans and Specifications by the Design Team.

FORMAT FOR THE SUBMISSION OF QUALIFICATIONS

The Proponent shall deliver one (1) original and eight (8) copies along with one (1) Flash Drive of all required qualifications. The qualifications must be submitted in a package/envelope that is clearly marked “RFQL #7559 Architectural & Engineering Services for the Design of the Dorothy Hamill Ice Skating Rink”. All qualifications shall be addressed to:

Town of Greenwich
Purchasing Department
101 Field Point Road
Greenwich, CT 06830

Qualifications received after the deadline will not be accepted.

The qualifications submitted shall be organized in the following format, with all sections included in the order indicated. Any deviation from the instructions, missing, and/or incorrect information may disqualify the Proponent.

1. **Letter of Interest:** Letter of interest (maximum of 3 pages) addressed to the Purchasing Department. Include a brief history of the firm, firm’s ability to perform the work, and understanding of the project.
2. **Firm History:** Name of the firm, location of principal and branch offices, length of time in business, size of the firm/staff, and brief history.
3. **Corporate and Professional Licenses:** The qualified Architectural, Engineering, and Consulting Firms must provide a current State of Connecticut License.
4. **Design Team:** Qualifications shall be included for the entire Design Team, consisting of the architect and the proposed sub-consultants. The submitting firm shall provide a brief history of each consultant of the Design Team, including copies of all current engineering and specialty licenses to practice in the State of Connecticut. Certain disciplines do not require a license and are

strictly a consulting service. Proponent shall indicate any certificates and/or related experience in that field. The following sixteen disciplines shall be represented within the Design Team:

1. Land Survey Services – CT License
2. Geotechnical Services – CT License
3. Mechanical, Electrical Engineering and Energy Sustainability – CT License
4. Fire Protection Engineering – CT License
5. Structural Engineering – CT License
6. Site/Civil Engineer – CT License
7. Wetlands Mapping – CT License
8. Plumbing & Sewer System Analysis and Design – CT License
9. Traffic Analysis – CT License
10. Landscape Design – CT License
11. Interior Design – No License Required
12. Lighting Design – CLD Certificate
13. Acoustical Engineering – CT License
14. Recreational Equipment Design & Specification – No License Required
15. Food Service Design – No License Required
16. Detailed Cost Estimating – ASPE CCC or AACE CCE Certification

Submitting firms may employ the engineering disciplines listed above. Their qualifications shall be listed with the submitting firm's corporate & professional licenses.

Rink Refrigeration Company Submittal Requirements – The Proponent shall submit the following information for the Rink Refrigeration Company:

- A. Name of the company, location of principal and branch offices, length of time in business, size of the company/staff, and brief history. Please distinguish if the company is a design only and/or installation only company. The Rink Refrigeration Company proposed within the qualifications as an installation only company may not be the company awarded the installation contract.
- B. Rink Refrigeration Company Experience: Demonstrate the Rink Refrigeration Company's experience in designing and/or installing **NHL minimum size indoor ice rinks since 2010.** Provide a minimum of five (5) similar projects, the most recent project should be listed first.

For each project the following information shall be included and clearly indicated:

1. Name and location of the project – provide pictures and/or layout if available
2. Date the installation started
3. Date the installation was completed
4. Rink style, type of refrigeration, and type of refrigeration piping utilized
5. Type of change orders encountered

6. References to include the person's name, title, and contact information of the owner, and the owner's representative for each of the projects

C. Include a statement detailing whether the Rink Refrigeration Company is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history, please explain the circumstances and the outcome.

5. **Connecticut Experience:** Submit a minimum of five (5) projects, similar in size and scope, that demonstrate the firm's project experience in designing new constructed large-span sport venues such as skating rinks, indoor pools, and indoor arenas since 2010. The most recent project shall be listed first.

For each project the following information shall be clearly indicated:

1. Name and location of the project – provide pictures and/or layout if available
2. Date the design started
3. Date the project was completed
4. Delivery method of construction (i.e. CM at risk, CM agency, Lump Sum, etc.)
5. Construction cost at start of construction
6. Total amount of change orders approved
7. Final cost
8. References to include the person's name, title, and contact information of the owner, and the owner's representative for each of the projects

6. **Litigation History:** Include a statement detailing whether the Proponent's firm is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history, please explain the circumstances and the outcome.

SUBMISSION DEADLINE

One (1) original, eight (8) copies, and one (1) Flash Drive of the Proponent's qualifications, clearly marked with RFQL #7559 on the outside of a sealed package, must be received at the Town of Greenwich Purchasing Department by **Thursday, June 11th, 2020 at 2:00 P.M.**

The Proponent shall be responsible for actual delivery of the qualification via mail or commercial express service to the Town of Greenwich Purchasing Department before the deadline. Qualifications received after the deadline will not be considered and will be returned (unopened) to the Proponent. All qualifications received before the deadline become the property of the Town.

ISSUING AUTHORITY

Ms. Edyta Jolicoeur, Buyer I, has been designated to be responsible for the conduct of this procurement. Any inquiries or requests regarding this procurement must be submitted in writing to Ms. Jolicoeur to the address below by **Thursday, May 21st, 2020 at 11 A.M.**

Town of Greenwich Purchasing Department
101 Field Point Road
Greenwich, CT 06830

Email: Edyta.Jolicoeur@greenwichct.org

ISSUANCE OF ADDENDA

The Town of Greenwich reserves the right to amend this solicitation by addenda. Addenda will be posted to the Town's website (www.greenwichct.gov/bids) up to 48 hours in advance of the qualification's due date and time. **It is the Proponent's responsibility to check the Town's website for addenda.** If in the Town's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addenda can change specifications, Reply Sheets, and times and dates for pre-bid meetings as well as due dates/deadlines for questions and qualifications. **No notification of addenda issuance will be made other than on the Town's website.**

PREPARATION COSTS

The Proponent shall be responsible for all costs incurred in the development and submission of their qualifications.

All submissions become property of the Town of Greenwich, CT

Selected Proponents may be required to present their qualifications to the Evaluation Committee. The costs of such presentations and interviews and transportation shall be borne solely by the Proponents.

RESERVATION OF RIGHTS

The Town of Greenwich reserves the right to reject any and all qualifications not deemed to be in the best interest of the Town, or to accept that qualification which appears to be in the best interest of the Town. The Town reserves the right to waive any and all formalities or reject any or all qualifications or any part of any qualification.

INSURANCE REQUIREMENTS

The awarded firm will be required to meet the insurance requirements, as established by the Town's Risk Manager. The insurance requirements and forms for compliance will be included in the forthcoming RFP and are attached as a reference:

EXHIBIT A – Insurance Requirement Sheet

EXHIBIT B – Insurance Procedure Form

EXHIBIT C – Agent Broker Letter

EVALUATION PROCESS FOR RFQL #7559

The responsive qualifications received shall be graded by the Evaluation Committee using the following criteria:

EVALUATION CRITERIA	MAXIMUM POINTS
1. Level of experience of the firm and the expertise of the staff that will be assigned to provide the required services	5
2. Corporate and Connecticut Licenses	5
3. Composition of the Design Team	10
4. Qualifications package and design experience of all sub-consultants	10
5. Qualifications of the Rink Refrigeration Company	5
6. The Rink Refrigeration Company’s experience (submitted projects)	20
7. The Rink Refrigeration Company’s Litigation History	5
8. The Proponent Firm’s relevant work experience (submitted similar projects)	20
9. Design innovation of the submitted projects	15
10. The Proponent Firm’s Litigation History	5
Total	100

The Evaluation Committee, comprised of eight (8) members, will read and grade (privately and individually) all responsive qualifications based on the Evaluation Criteria. The Proponents will be ranked by the Purchasing Department based on the Evaluation Committee’s scores.

The highest ranked selected Proponents may be interviewed by the Evaluation Committee. The interviews will be graded, and the Proponents will be ranked based on the grades they receive for the interviews.

The Town may select individuals to serve as observers and advisors during the Evaluation Process. The observers and advisors will be permitted to read the qualifications of the Proponents; will be permitted to attend the interviews; and will be permitted to ask questions at the interviews. The observers and advisors will not be permitted to grade the qualifications or the interviews.

Insurance Requirement Sheet

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. **General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:**
1. **Commercial General Liability.**
2. **Town as additional insured. Contractor's insurance must be primary and non-contributory.**
3. **Owners and Contractors Protective Liability (separate policy in the name of the Town).**
- B. **Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.**
- C. **Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.**
- D. **Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.**
- E. **Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$5,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.**
- F. **Other (Builder's Risk, etc.): _____.**
- G. **CERTIFICATE HOLDER: TOWN OF GREENWICH
ATTN: PURCHASING DEPT. (Also fill in on ACORD Certificate of Insurance)
101 Field Point Road, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. The most current Acord form should be used for insurance documentation purposes. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form. If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional agent/broker letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

**TOWN OF GREENWICH, CT
INSURANCE PROCEDURE FORM**

THE RESPONDENT SHALL RETURN THIS COMPLETED FORM WITH THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE PROPOSAL.

The Respondent shall take the Insurance Requirement Sheet (Exhibit A) to the Respondent's insurance agent/broker upon receipt of the proposal documents. The Respondent and the agent/broker shall familiarize themselves with the required levels of insurance, and the documentation process necessary for the successful development of a contract with the Town of Greenwich, CT for this project.

The Respondent shall determine if existing insurance coverage is sufficient, or if any costs for new or additional coverage is required for the specified work noted in this Request for Proposal. Any proposals which contain exceptions to the insurance requirements may be considered nonresponsive and may be rejected.

STATEMENT OF RESPONDENT AND RESPONDENT'S AGENT/BROKER:

We have read the insurance requirements for this project and confirm that we are willing and able to document the required levels of coverage as the Town of Greenwich, CT has specified. The bid pricing submitted reflects all insurance costs for this project.

If awarded this contract, the complete and correct insurance documentation shall be submitted to the Town of Greenwich, CT within ten (10) days after the date of the award of the contract.

Respondent's Company Name: _____

Authorized Respondent's Signature: _____

Date: _____

Respondent's Insurance Agent/Broker's Company Name: _____

Authorized Agent/Broker's Signature: _____

Date: _____

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Town of Greenwich
Ms. Renata Michalski
Director of Purchasing & Administrative Services
101 Field Point Road
Greenwich, CT 06830

Re: **(Name of the Insured)**
Town of Greenwich Contract No. **XXXX**

Dear Ms. Michalski:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert state]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as an additional insured under general liability policy no. **[insert policy number]**, issued by **[insert company affording coverage]** to **[name of insured]**;
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

(Signature)

Type Name
Authorized Representative for all companies listed in the Acord form