GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-7677

EUGENE H. WATTS
Senior Buyer

October 10, 2019

Dear Sir/Madam:

You are invited to submit a proposal for a Psychologist to give Clinical Neuropsychological examinations for Greenwich Public Schools. The attached proposal specifications detail the requirements we are looking for.

Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Proposals must be submitted on the schedule form attached hereto. All unit prices must be filled in. Each proposal must be submitted with one (1) original and two (2) copies of the proposal. Proposers must submit proposals in a clear, concise and legible manner so as to permit proper evaluation of responsive proposals. Faxed proposals will not be accepted. The original proposal and copies must be in a sealed envelope plainly marked:

CLINICAL NEUROPSYCHOLOGICAL PSYCHOLOGIST RFP
OPENING DATE: October 30, 2019
OPENING TIME: 10:00 a. m.
PROPOSAL NUMBER: 2276-19

Sealed Proposals for supplying the above will be received by the Purchasing Department at the above address until 10:00 a. m., at which time they will be opened and read publicly. All proposers and other interested people are invited to be present at the opening of these proposals.

Very truly yours,

Eugene H. Watts

1. BACKGROUND

The Town of Greenwich, CT is about 30 miles northeast of New York City and has a population of about 60,000 people. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. Our fifteen public schools have a current enrollment of 8,680 students and consist of eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our district also offers some pre-K and alternative high school programs.

2. CONTRACT LENGTH:

This Request for Proposal is for awarding a contract to cover an Eleven (11) month period beginning August 1, 2019 through June 30, 2020. Once this proposal is awarded, the proposer must make arrangements to meet with Greenwich Public Schools Pupil Personnel Services prior to finalizing the contract.

3. OPTION TO EXTEND:

The proposer may be asked to extend the period of this agreement for the school years 2020-2021, 2021-2022 and 2022-2023 if agreeable to both parties. The proposer shall be notified in writing by the Purchasing Department if the Board of Education intends to extend the contract period by at least fourteen (14) calendar days prior to the expiration of the original contract.

4. PROPOSAL EVALUATION:

A committee composed of various constituents (i.e. staff, and administrators) will evaluate proposals. The following criteria guidelines will be used in analyzing and evaluating this proposal.

a. Requests for presentations or clarification of portions of the proposals may be required.

b. Conformance to the requirements of the RFP, i.e., conformance to Terms, Conditions and Scope of Work.

c. Background experience of the proposer and resume

d. References

e. Interview by committee if requested.

5. AWARD OF CONTRACT:

The contract will be awarded by the Board of Education to the qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of goods and/or services.

6. EMPLOYEE ASSIGNMENT

a. Completes neuropsychological battery of evaluations for student's Pre-K to age 18. Writes clinical reports and gives recommendations to the team (teachers, etc.) at meetings. This assignment is expected to be 200 plus hours per year.

b. The Psychologist agrees that he/she may be requested to undergo a background investigation by the Board of Education prior to the start of any work assignment and that Psychologist personnel may be disqualified from work assignments on this basis.

c. Prior to any specific work assignments, the Department will require a resume for each employee proposed for a specific task. These resumes, when requested, must be sent to, and will be kept on file at the Board of Education.

d. The Department shall have the right to interview all prospective psychiatrists to be assigned, and to accept or reject them based upon specific or general skills required and the background and experience of each individual.

e. The psychologist shall conform in all respects with physical, fire or other published security regulations while on the premises of the Department. Personnel assigned shall at all times during such assignment be and remain the employee of the proposer, who shall be solely responsible for the payment of entire compensation earned in connection with the subject matter in this contract, including provision for withholding all employee taxes, social security taxes, Federal income tax, State income tax, and any other taxes normally associated with having employees such as Social Security matching, unemployment insurance, etc. The psychologist will be responsible for any benefits such as health insurance, retirement pension plan, and life insurance. The psychologist will be responsible for submitted typed invoices, the detail, the hours, and services provided to each student (using initials) in a monthly basis.

f. The proposer and employees shall refrain from discussing with any unauthorized persons any information obtained in the performance of a resultant assignment. No unrelated business may be conducted on the Board of Education premises.

g. The Psychologist shall not hire any department personnel to either full or part-time positions without the prior written consent of the department.

h. The Psychologist will be responsible for submitting typed/electronic copies of each report to the District and school at least one week prior to any meeting at which the report will be referenced.

i. The Psychologist must meet the following professional requirements.

(a) Must have a degree (Ph.D.) from an accredited university.
(b) Must provide a copy of a valid license to practice psychology.

7. ACCEPTANCE

The department will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications.

8. GENERAL TERMS AND CONDITIONS

a. Sealed proposals for furnishing the above services to Greenwich Public Schools, as specified on the attached proposal specification sheets, will be received at the time and date below. All proposers and other interested persons are invited to be present at the opening of these proposals that will take place at the Board of Education.

b. The Board of Education reserves the right to waive any informality in the proposal or reject any or all proposals or to accept any proposal, which appears to be in the best interest of the Board. The Board of Education also reserves the right to accept multiple proposals. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

c. The proposer's company must be within a seventy (70) mile radius of the Greenwich Board of Education.

d. If the Board of Education deems it necessary, the Board of Education may postpone the date for the opening of these proposals by notifying each proposer by telephone, mail or the issuing of an addendum.

e. The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Board of Education with information and data for this purpose as the Board of Education may

request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the Board of Education that the proposer is qualified to carry out properly the terms of the contract.

f. Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

g. Once the Bid is awarded and the contract is received by the vendor, the vendor will be given ten (10) business days to return the three (3) completed contract sets along with the original insurance documents; namely, the ACORD Certificate of Insurance Liability Coverage and the "Endorsement" letter. **These two (2) insurance documents must have original signatures and must be signed by the same person**. All insurances shall be carried by a company or companies authorized to do business within the State of Connecticut. Such certificates of insurance shall be in the form attached hereto.

h. The Contractor shall also carry insurance covering bodily injury and property damage caused by the operation of all motor vehicles owned by the Contractor, or by the use of motor vehicles not owned by the Contractor, while such vehicles are being operated in connection with the prosecution of the work under this Agreement. It is the vendor's responsibility to provide the Board of Education with updated insurance coverages throughout the entire contract period.

9. TAX

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the proposal price.

10. COLLUSION AMONG PROPOSERS

a. More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all Proposals in which the proposer is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the proposers.

b. Participants in such collusion may not be considered in the future offers for the same work. Each proposer, by submitting a proposal, certifies that it is not a part to any collusive action.

11. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

a. The successful proposer will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful proposer in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful proposer is an Equal Opportunity Employer. Employment discrimination by contractor prohibited.

b. Notices, advertisements, and solicitations place in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

12. INSURANCE REQUIREMENTS

Attached is a sample copy of the Town of Greenwich Insurance Requirements Sheet, Endorsement Letter and Personal Service Contract. The Board of Education will require three (3) original copies of the contract once an award is made.

13. QUESTIONS

Questions concerning this bid will be received by email only directed to: Bid Department, (bid_department@greenwich.k12.ct.us). In the "Subject" line you must put Bid 2276-19 Psychologist Question. All questions must be received no later than noon on October 21, 2019. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions. All answers will be posted as an addendum on our website (www.greenwichschools.org) by noon on October 24, 2019. Questions received verbally or by phone will not be answered.

REFERENCES

Please list three (3) school districts in Connecticut or New York where you or your company has performed these services.

1_____
NAME AND ADDRESS

_____
CONTACT PERSON AND TELEPHONE NUMBER

2_____
NAME AND ADDRESS

_____
CONTACT PERSON AND TELEPHONE NUMBER

3_____
NAME AND ADDRESS

_____
CONTACT PERSON AND TELEPHONE NUMBER

A resume for the Psychologist must be submitted along with this RFP.

Once the RFP is awarded, the Psychologist must be available to work with children within a 24 hour notice.

NON-COLLUSION AFFIDAVIT

GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVENUE
GREENWICH, CONNECTICUT

State of _____:

County of _____:s.s.

I state that I am the_____ of _____
(TITLE) (NAME OF MY 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 bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s)

nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated may cause rejection of all Proposers in which the bidder is interested. Any or all Proposers will be rejected if there is any reason for believing that collusion exists among the Proposers. Participants in such collusion may not be considered in the future offers for the same work. Each bidder by submitting a bid certifies that it is not a part to any collusive action.

(5) The bid 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 noncompetitive bid.

(6) _____ its affiliates, subsidiaries, officers,
(**NAME OF MY FIRM)**
directors and employees are not currently under investigation by any governmental

agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:
I state that _____ understands and acknowledges that the
(NAME OF MY FIRM)
above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid 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 Greenwich Public Schools of the true facts relating to the submission of Proposals for this contract.

(7) I agree to furnish and deliver all services on the date and time agreed on by _____ and the Greenwich Board of Education at
(NAME OF MY FIRM)
the time the RFP is awarded. If proposer submits a RFP on any services he/she will be responsible for delivering that service, in accordance with the attached above specifications, which were submitted with this RFP and upon which the RFP was made.

(8) By signing this RFP the bidder understands and agrees to the attached terms, and specifications, including Collusion among Proposers and Employment Discrimination by the Contractor Prohibited.

(9) In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town , or any person in the employ of the Town , is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

(10) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract.

(11) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the accept6ance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

(12) The Greenwich Code of Ethics can be found at www.greenwichct.org Code of Ethics stated as follows:

(2) DEFINITION. (1)Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and

the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.

(3) GIFTS AND FAVORS. No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.

(4) IMPROPER INFLUENCE. No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use is office to exert his influence or to vote on such transaction or action.

VENDOR INFORMATION. (Please clearly print or type the following)

_____
VENDOR NAME

_____
ADDRESS

_____
TELEPHONE FAX #

_____
E-MAIL WEB SITE

_____
PRINT NAME TITLE

_____
TAXPAYER IDENTIFICATION NO.

_____
SIGNATURE

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE COUNTY OF _____ AND THE STATE OF _____THIS _____ DAY OF _____, 20_____

_____ MY COMMISSION EXPIRES_____
NOTARY PUBLIC

CLINICAL NEUROPSYCHOLOGICAL PSYCHOLOGIST

HOURLY RATE FOR 2019/2020_____

HOURLY RATE FOR 2020-2021_____

HOURLY RATE FOR 2021-2022 _____

HOURLY RATE FOR 2022-2023_____

INSURANCE PROCEDURE

PLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/RFP. FAILURE TO DO SO MAY RESULT IN YOUR BID/RFP BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the Bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/RFP. Any Bid/RFP with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

_____ _____

Signature Date

THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE TOWN OF GREENWICH CONTRACT FOR YOUR REVIEW. YOU MUST BE ABLE TO SIGN THIS CONTRACT AND MEET ALL THE NECESSARY INSURANCE AS REQUIRED BY THE TOWN OF GREENWICH IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED.

PERSONAL SERVICE CONTRACT

Contract No.

THIS AGREEMENT made and entered into this _____day of _____ 2019, by and between the TOWN OF GREENWICH (hereinafter referred to as "Town"), acting herein by the undersigned official, and _____ (hereinafter referred to as "Contractor"), whose principal office is located at _____ ,acting herein by _____ its _____, hereunto duly authorized,

W I T N E S S E T H:

WHEREAS, the Town contemplates:

WHEREAS, the Town desires to retain the services of the Contractor to perform the following work:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Describe services to be performed:

2. Describe method and terms of payment:

This agreement consists of:

Personal Service Contract form (pp.);

Exhibit A, Insurance Requirements & Certificate of Insurance (pp.);

Other exhibit(s) (yes/no) entitled (pp.);:

Other attachment(s) (yes/no) entitled (pp.);

for a total number of numbered pages (hereinafter collectively referred to as "Contract")

3. Any conflict between this Contract and any invitation to bid, request for proposal, exception that any provision of an invitation to bid, request for proposal, bid or response to request for proposal, that is attached as an Exhibit to this Contract, which Exhibit provides bid or response to request for proposal shall be resolved in favor of this Contract, with the for a higher standard of obligation or service by Contractor, shall control as to the standard of obligation and service required of the Contractor and shall thereby supplement this Contract.

4. The Town may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the Town may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. Stoppage of work under this article shall not give rise to any claim against the Town.

5. The service and work contemplated under this Contract shall be completed in full on or before .

6. The Town may at any time and for any reason terminate this Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the Town after consultation with the Contractor and shall be subject to audit by the Town Comptroller. Termination under this section shall not give rise to any claim against the Town for damages for compensation in addition to that provided hereunder.

7. It is the intent of this Contract to secure the personal services of the Contractor or a duly authorized and competent representative(s) of the Contractor acceptable to the Town. Failure of the Contractor for any reason to make the personal service of such a person available to the Town to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of this Contract.

8. The Contractor shall not assign this Contract without prior consent of the Town in writing.

9. In the event of death or disability of the principal of the Contractor, any qualified partner or associate of the Contractor may be authorized, at the option of the Town, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

10. If the Contractor has been delayed and as a result will be unable, in the opinion of the Town, to complete performance fully and satisfactorily within the time allowed therefor, the Contractor, upon submission of evidence of the cause of the delay, satisfactory to

the Town, shall at the discretion of the Town, be granted an extension of time for performance equal to the period that the Contractor was actually and necessarily delayed.

11. When the Town shall have reasonable grounds for believing that a) the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, or b) a meritorious claim exists or will exist against the Contractor or the Town arising out of the negligence of the Contractor or the Contractor's breach of any provision of this Contract,
then the Town may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the Town for such period as it may deem advisable to protect the Town against any loss and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Town. No person shall have any right against the Town or claim against the Town by reason of the Town's failure or refusal to withhold monies. No interest shall be payable by the Town on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Town.

12. The acceptance by the Contractor, his successors or assigns, of any payment made on the final requisition under this Contract, or of any final payment due on termination of this Contract, shall constitute a full and complete release of the Town from any and all claims, demands and causes of action whatsoever which the Contractor, his successors or assigns, have or may have against the Town under the provisions of this Contract.

13. The Contractor shall not assert any claim arising out of any supervisory act or omission by any agent, officer or employee of the Town in the execution or performance of this Contract against any such agent, officer or employee. The Contractor shall require each person supplying labor or materials to the Contractor to agree in writing to the Contractor not to make any claim against the Town, its officers, agents or employees by reason of such labor or materials, or by reason of any acts or omissions of the Contractor.

14. The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault, or contractual default of the Contractor, its officers, agents, servants or employees, any of its subcontractors, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts

or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

15. The Contractor shall take out and maintain during the life of this Contract the types and amounts of insurance as are set forth in the attached Exhibit B. Before commencing the work called for in this Contract, the Contractor shall furnish the Town with a completed certificate of insurance on the Acord form that is referenced in the attached Exhibit B evidencing such coverage.

16. Contractor agrees to comply in every respect with applicable State and Town laws, regulations and ordinances.

17. Contractor shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Contract. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between the Town, its agencies, employees, agents and Contractor, its employees and agents. Contractor assumes exclusively the responsibility for the acts of its employees and agents as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents and employees shall not be entitled to any rights and privileges of Town employees and shall not be considered in any manner to be Town employees.

18. The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

Dated at Greenwich, Connecticut,
this _____ day of _____ 2019.

Witnessed by:

_____

_____

THE TOWN OF GREENWICH

By_____ **L.S.**

Its_____

Witnessed by:

_____

_____

THE CONTRACTOR

By_____ **L.S.**

Its_____

STATUTORY SHORT FORMS OF ACKNOWLEDGMENT

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT:

STATE OF _____)
) ss:_____
COUNTY OF_____)

The foregoing instrument was acknowledged before me this _____day of _____, by_____
(name of person acknowledged)

_____
Notary Public
My Commission Expires:

FOR A CORPORATION:

STATE OF _____)
) ss:_____
COUNTY OF_____)

The foregoing instrument was acknowledged before me this _____ day of _____ 2019 by _____
name and title of officer/agent
of _____ a _____
name of corporation State or place of incorporation
corporation, on behalf of the corporation.

_____
Notary Public
My Commission Expires:

FOR A PARTNERSHIP:

STATE OF _____)

) ss:_____

COUNTY OF_____)

The foregoing instrument was acknowledged before me this _____day of

_____, by_____

acknowledging partner or agent

partner (or agent) on behalf of _____, a partnership.

Name of partnership

_____

Notary Public
My Commission Expires:

BY ANY PUBLIC OFFICER, TRUSTEE,OR PERSONAL REPRESENTATIVE:

STATE OF _____)

) ss:_____

COUNTY OF_____)

The foregoing instrument was acknowledged before me this _____day of

_____, by_____

Name and title of position

_____

Notary Public
My Commission Expires:

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.**
- ☐ **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 $1,000,000. 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: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)
290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. 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 endorsement 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 B+: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.

(SAMPLE ENDORSEMENT LETTER)

AGENT/BROKER
(LETTERHEAD)

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re: Town of Greenwich/Board of Education / **Contract #**
Project Name:

Dear Mr. Watts:

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 the 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,

Authorized Representative for all companies listed in the Acord form

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSUREERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐_____ ☐_____ GENERAL AGGREGATE LIMIT APPLIES ☐ POLICY ☐PROJECT ☐ LOC				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG
	AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS ☐_____ ☐				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE – POLICY LIMIT
	Professional Liability				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Additional Insured: Town of Greenwich and Greenwich Board of Education are named as additional insured for Contract #

CERTIFICATE HOLDER	X	**ADDITIONAL INSURED; INSURER LETTER:** _	**CANCELLATION**
Certificate Holder: **Town of Greenwich** **Board of Education** **101 Field Point Road** **Greenwich, CT 06830**			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESETNATIVE