



## LEGAL NOTICE

# TOWN OF CHESHIRE, CONNECTICUT

### REQUEST FOR PROPOSALS FOR THE COLLECTION OF DELINQUENT MUNICIPAL MOTOR VEHICLE TAXES

March 14, 2024

The Town of Cheshire seeks sealed proposals for the collection of delinquent municipal motor vehicle taxes, pursuant to Conn. Gen. Stat. § 12-166. The amount due to the Town on these taxes is estimated to be between \$200,000.00 and \$500,000.00. The Town will receive proposals until 2:00 P.M. local time on Monday, April 8, 2024. At that time proposals will be opened.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.cheshirect.org](http://www.cheshirect.org), under "Bids & RFPs."

The Town reserves the rights to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

**TOWN OF CHESHIRE, CONNECTICUT**

**REQUEST FOR PROPOSALS FOR  
THE COLLECTION OF DELINQUENT MUNICIPAL  
MOTOR VEHICLE TAXES**

**Proposal Number:** # 2324-24  
**Proposal Opening Date:** Monday, April 8, 2024  
**Proposal Opening Time:** 2:00 P.M. local time  
**Proposal Opening Place:** Cheshire Town Hall, Room 210

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The Town of Cheshire, Connecticut (the “Town”) seeks written, sealed proposals from interested parties for the collection of delinquent municipal motor vehicle taxes pursuant to the provisions of Connecticut General Statute § 12-166. The amount due to the Town on these delinquent taxes is estimated to be between \$200,000.00 and \$500,000.00.

One (1) original and four (4) copies of sealed proposals must be received in the Cheshire Town Hall, Town Manager’s Office, Room 221, by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

The documents comprising this Request for Proposals may be obtained on the Town’s website, [www.cheshirect.org](http://www.cheshirect.org), under “Bids & RFPs.” **Each proposer is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

Proposals must be held firm and cannot be withdrawn for sixty (60) calendar days after the opening date.

The Town reserves the rights to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town’s judgment, will be in the Town’s best interests.

This Request for Proposals (“RFP”) includes:

- Standard Instructions to Proposers
- Specifications
- Proposal Form
- Proposer’s Legal Status Disclosure Form
- Proposer’s Certification Form Concerning Equal Employment Opportunities and Affirmative Action Policy
- Proposer’s Non-Collusion Affidavit Form
- Addenda, if any

## TOWN OF CHESHIRE, CONNECTICUT

### STANDARD INSTRUCTIONS TO PROPOSERS

#### 1. INTRODUCTION

The Town of Cheshire, Connecticut (the “Town”) seeks written, sealed proposals from interested parties for the collection of delinquent municipal motor vehicle taxes, pursuant to the provisions of Connecticut General Statute § 12-166. The amount due to the Town on these delinquent taxes is estimated to be between \$200,000.00 and \$500,000.00.

This RFP is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP. **Proposers are prohibited from contacting any Town employee, officer or official concerning this RFP, except as set forth in Section 6, below. A proposer’s failure to comply with this requirement may result in disqualification.**

If there are any conflicts between the provisions of these Standard Instructions to Proposers and any other documents comprising this RFP, these Standard Instructions to Proposers shall prevail.

#### 2. RIGHT TO AMEND OR TERMINATE THE RFP

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend, or terminate this RFP if the Town determines it is in the Town’s best interests. Any such action shall be affected by a posting on the Town’s website, [www.cheshirect.org](http://www.cheshirect.org), under “Bids & RFPs.” **Each proposer is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

#### 3. KEY DATES

Proposal Opening:	Monday, April 8, 2024.
Interviews:	The week of April 11, 2024
Preliminary Notice of Award:	April 15, 2024
Contract Execution:	On or before April 30, 2024

The Preliminary Notice of Award, Interviews, and Contract Execution dates are anticipated, not certain, dates.

#### 4. OBTAINING THE RFP

All documents that are a part of this RFP may be obtained on the Town's website, [www.cheshirect.org](http://www.cheshirect.org), under "Bids & RFPs."

#### 5. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be received in the Cheshire Town Hall, Town Manager's Office, Room 221, 84 South Main Street, Cheshire, CT 06410 prior to the date and time the proposals are scheduled to be opened publicly. Postmarks prior to the opening date and time do **NOT** satisfy this condition. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

One (1) original and four (4) copies of all proposal documents must be submitted in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words "**PROPOSAL DOCUMENTS**," and the **Proposal Title, Proposal Number and Proposal Opening Date**. The Town may decline to accept proposals submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such proposal documents, and inform the proposer that the proposal documents may be resubmitted in a sealed envelope properly marked as described above.

Proposal prices **must** be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations, or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) calendar days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

## 6. QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail) and directed **only to**:

Name: Arnett Talbot, Assistant Town Manager  
Department: Town Manager's Office  
E-mail: atalbot@cheshirect.org

Questions concerning this RFP's Specifications are to be submitted **in writing** (including by e-mail) and directed **only to**:

Name: Anne Marie Burr, CCMC, CCMO  
Title: Collector of Revenue  
E-mail: aburr@cheshirect.org

**Proposers are prohibited from contacting any other Town employee, officer or official, concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) business days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, [www.cheshirect.org](http://www.cheshirect.org), under "Bids & RFPs." **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

## 7. ADDITIONAL INFORMATION

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

## 8. COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

## 9. OWNERSHIP OF PROPOSALS

All proposals submitted become the Town's property and will not be returned to proposers.

## 10. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A proposer's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A proposer must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the proposer cooperates with the Town as described in this section, the Town shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Town receives a request for a proposer's Confidential Information, it will promptly notify the proposer in writing of such request and provide the proposer with a copy of any written disclosure request. The proposer may provide written consent to the disclosure, or may object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The proposer shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

## 11. REQUIRED DISCLOSURES

In its Proposal Form each proposer must disclose, if applicable:

Its inability or unwillingness to meet, or its clarification or modification of, any requirement of this RFP, including but not only any of the provisions of the attached Contract. **A proposer's failure to make any such disclosure shall be deemed to be its acceptance of each and every requirement, term, provision and condition of this RFP, including the Contract;**

If it is listed on the State of Connecticut's Debarment List;

If it is ineligible, pursuant to Conn. Gen. Stat. § 31-57b, to be awarded the Contract because of occupational safety and health law violations;

All resolved and pending arbitrations and litigation matters in which the proposer or any of its principals (regardless of place of employment) has been involved within the last ten (10) years, excluding foreclosure actions involving liens purchased from or assigned by governmental entities;

All criminal proceedings in which the proposer or any of its principals (regardless of place of employment) has ever been the subject;

If it has a legal disability, or if there is any pending or threatened litigation against the proposer, that would adversely affect its performance of the Contract;

Any interest in the subject properties held by it or any of its principals, officers or agents;  
and

Each instance in which it or any of its principals (regardless of place of employment) has ever been found to have violated any state or local ethics law, regulation, ordinance,

code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public contracts.

A proposer's acceptability based on these disclosures lies solely in the Town's discretion.

**12. LEGAL STATUS**

If a proposer is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status.

**13. PROPOSAL (BID) SECURITY**

THIS ITEM IS NOT APPLICABLE TO THIS RFP.

**14. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE**

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and shall comply with all federal, state, and local laws, regulations, ordinances, codes, and orders that in any manner relate to this RFP or the performance of the Contract.

**15. AWARD CRITERIA; SELECTION; CONTRACT EXECUTION/CLOSING**

See Specifications, Sections 8 and 9.

**16. AFFIRMATIVE ACTION, AND EQUAL OPPORTUNITY**

Each proposer must submit a completed Proposer's Certification Form Concerning Equal Employment Opportunities and Affirmative Action Policy included with this RFP. Proposers with fewer than ten (10) employees should indicate that fact on the form and return the form with their proposals.

**17. NON-COLLUSION AFFIDAVIT**

Each proposer must submit a completed Proposer's Non-Collusion Affidavit Form that is part of this RFP.

**END OF STANDARD INSTRUCTIONS TO PROPOSERS**

# TOWN OF CHESHIRE, CONNECTICUT

## SPECIFICATIONS FOR THE COLLECTION OF DELINQUENT MUNICIPAL MOTOR VEHICLE TAXES

# 2324-24

### 1. THE TRANSACTION

The Town is procuring collection services for delinquent municipal motor vehicle taxes (the "Delinquent Taxes") from a third party collection agency in accordance with the provisions of Conn. Gen. Stat. § 12-166, subject to the Town Council's approval and the terms and conditions of this RFP, including the Contract. The Town estimates that the amount of such delinquent taxes will total between \$200,000.00 and \$500,000.00. All fees and costs for such services are expected to be collected by the successful proposer pursuant to Conn. Gen. Stat. § 12-166 and shall not be billed to the Town.

The Contract shall be for one year with 2- one-year renewals which shall be at the sole option of the Town of Cheshire. The Town will give notice to renew or not within 30 days of contract expiration.

Standards of Conduct: Town officials, officers and employees, and members of Town elective or appointive boards, commissions and committees, whether temporary or permanent, are subject to standards of conduct and conflict of interest rules – including but not only those rules related to financial interest and personal interest – set forth in the Cheshire Charter § 9-3 and the Cheshire Code of Ordinances § 10-1. **Each proposer is responsible for compliance with those provisions, and no proposer may submit a proposal if an award to it would violate these provisions. Any contract made in violation of these provisions shall be voidable by action of the Cheshire Town Council.**

### 2. WITHDRAWAL OF TAXES BY THE TOWN

Prior to Contract execution, the Town may withdraw, for any reason, any Delinquent Taxes from the final list of Delinquent Taxes to be assigned. For example only, withdrawals will be permitted in the event of payment in full or in part to the Town or in the event of an agreement between the Town and the successful proposer (the "Purchaser") that any tax on the list is legally unenforceable under any local, state or federal law. The final list of Delinquent Tax to be collected ("Final List") shall be confirmed by the authorized signatures of both parties on the closing date, as set forth in Section 9 of these Specifications, and shall be deemed final and binding. The Final List shall be attached to the Contract as an exhibit thereto.

### 3. PURCHASER'S DUE DILIGENCE

**The Purchaser shall be solely responsible for exercising due diligence in evaluating any risk that may be associated with any Delinquent Tax listed on the Final List.**

The Town makes no representations, assurances, or warranties as to the title to any property or as to the collectability of any Delinquent Tax.



**4. ADMINISTRATION OF ACCOUNTS**

The Servicer shall collect and process all accounts at its sole cost and expense. The Servicer shall be responsible for all collection and enforcement efforts with respect to all delinquent taxes on the Final List, including all lawful collection procedures.

The Purchaser shall provide the Town's Collector of Revenue with a monthly report, listing all accounts on the Final List and the status of the collection efforts for each account. Further, the Servicer must provide an inventory listing of all accounts on a quarterly basis. The Servicer shall also be subject to an audit of all accounts to be collected annually and as otherwise deemed necessary by the Town. The Servicer must make itself available to meet with The Town within 30 days of notification to review all accounts in placement.

**5. FURTHER ASSIGNMENT OF DELINQUENT TAXES**

The Servicer shall not, without the Town's prior written authorization, further assign, sell or convey in any manner any of its collection obligations or rights in the Delinquent Taxes.

**6. ASSIGNMENT OF FUTURE DELINQUENT TAXES**

Until such time as the Delinquent Taxes have been paid in full, the Servicer must also provide collection services for all delinquent future taxes for motor vehicles on the Final List. The collection services shall be done in the same manner as set forth in this RFP and shall be subject to all requirements of law. The terms of this RFP and all subsequent agreements between the Servicer and the Town shall also apply to such delinquent future taxes.

**7. PROPOSAL REQUIREMENTS**

Each proposal shall describe in detail the proposer's proposal for the collection services to be provided for the Delinquent Taxes on the Final List.

Each proposal shall specify the collection fee to be charged for collection services.

Each proposal shall be signed by an authorized agent of the proposer and include the name, title, and telephone number of the person to whom the Town may direct questions concerning the proposal.

Each proposal must contain, at a minimum, the following information and documents:

- (a) A letter of transmittal setting forth the proposal's specific terms, including the information requested in this Section 7;
- (b) The proposer's qualifications, including but not limited to: the number of years in the collection servicing business; the total number of its employees; a listing of the states in which it currently conducts that business; the total number of Connecticut municipalities in which it currently conducts that business; the total number of accounts it currently manages; and the redemption value of its accounts being serviced;

- (c) The qualifications of the proposer's staff members who will be responsible for the management of the Town account, and an acknowledgement that the Town shall be notified prior to the change or replacement of any staff member involved in the management of the Town account. Such notification shall include the name of the proposed new staff member and a statement of his/her qualifications;
- (d) The full names and residence addresses of the Servicer's principals;
- (e) A list of all similar engagements with other Connecticut municipalities entered into over the past five (5) years, with references, including names, telephone numbers and email addresses of the principal contact;
- (f) Information/documentation concerning the scope of the Servicer's administrative support in place to facilitate the collection, payment, accounting, allocation, and distribution of Delinquent Taxes;
- (g) A proposed format of the monthly collection status report required to be furnished to the Collector of Revenue under Section 4 of these Specifications as well as all other periodic reports the Servicer plans to provide the Town;
- (h) A complete list of collection agency fees and reimbursable expenses the proposer intends to collect as part of the Delinquent Taxes;
- (i) A detailed statement describing how the proposer's collection agency fees and reimbursable expenses shall be paid by the debtor. All payments must be made directly to the Servicer. The Town will not accept payments from the debtor while they are with the Servicer.
- (j) A description of the collection processes to be employed, including examples of correspondence, forms and other communications to be issued directly to debtors;
- (k) A summary of the proposers' capabilities concerning skip tracing and/or other methods of locating delinquent taxpayers;
- (l) A sample, proposed contract for the collection services to be provided to the Town.
- (m) Such contract must include all requirements set forth in this RFP. The proposer must guarantee to comply with all state and federal laws governing collection agency, including Connecticut General Statutes § 36a-800 et seq. Such contract must provide for defense and indemnification of the Town for acts attributable to the proposer, as well as insurance and bond requirements in accordance with Connecticut General Statutes § 36a-805(c)(1) and 36a-805(c)(2);
- (n) The completed Proposal Form that is part of this RFP.  
  
**A proposer's failure to disclose in its Proposal Form any exceptions to, or modifications or clarifications of, this RFP shall be deemed to be its acceptance of each and every requirement, term, provision and condition of this RFP;**
- (o) The completed Proposer's Legal Status Disclosure Form;

- (p) The completed Proposer's Certification Form Concerning Equal Employment Opportunities and Affirmative Action Policy; and
- (q) The completed Proposer's Non-Collusion Affidavit Form.

**8. AWARD CRITERIA; PRELIMINARY NOTICE OF AWARD**

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening. The Town may, in its sole discretion, post the service proposals on its website [www.cheshirect.org](http://www.cheshirect.org) under "Bids & RFPs".

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension or decimal point error. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The Town reserves the right to conduct interviews of any or all proposers.

The Town reserves the rights to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Due consideration may also be given to a proposer's experience, reputation, history and qualifications, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

The Town will not award the contract to any business that or person who is in arrears or in default to the Town regarding any tax, debt, contract, security or any other obligation.

The Town will select the proposal that it deems to be in the Town's best interest and issue a Preliminary Notice of Award. The award may be subject to further discussions with the proposer and such other terms as the Town in its sole discretion deems to be in its best interests. **The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the Purchaser.**

**9. CONTRACT EXECUTION/CLOSING**

Within ten (10) calendar days after the date of the Preliminary Notice of Award, unless extended by the Town, the Purchaser and the Town shall execute a contract that is agreeable to the Town. If the Servicer does not execute the Contract within that time frame, the Town may enter into discussions with another proposer.

**END OF SPECIFICATIONS**

**TOWN OF CHESHIRE, CONNECTICUT**

**PROPOSAL # 2324-24**

**PROPOSAL FORM FOR THE PURCHASE OF  
DELINQUENT MUNICIPAL  
MOTOR VEHICLE TAXES**

PROPOSER'S FULL LEGAL NAME: \_\_\_\_\_

**SERVICE PROPOSAL**

Pursuant to and in full compliance with the RFP, the undersigned proposer, having thoroughly examined each and every document comprising the RFP, including any addenda, hereby offers and agrees as follows:

To provide collection services, upon the terms and conditions of the RFP for the total fee of \_\_\_\_\_. Such collection services shall be collected from the delinquent taxpayers, not from the Town, and shall be collected in accordance with all requirements of state and federal law, as well as this RFP.

In addition, the following reimbursable expenses will be sought to be collected from the delinquent taxpayers, but not from the Town:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**All information and sample documents requested in the Specifications must be included with this Proposal Form.**

**REQUIRED DISCLOSURES**

1. Exceptions to/Clarifications of/Modifications of the RFP

\_\_\_\_\_ This proposal does not take exception to or seek to clarify or modify any requirement of the RFP, including the Contract. **The proposer agrees to each and every requirement, term, provision and condition of this**

OR

\_\_\_\_\_ This proposal takes exception(s) to and/or seeks to clarify or modify certain of the RFP requirements, including but not only the following Contract terms. **Attached is a sheet fully describing each such exception or clarification.**

2. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

3. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If "yes," attach a sheet fully describing each such matter.

6. Disability or Litigation Affecting Performance

Does the proposer have a legal disability, or is there any pending or threatened litigation against the proposer, that would adversely affect its performance of the Contract?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If “yes,” attach a sheet fully describing each such matter.

7. Interest in the Subject Properties

Does the proposer or any of its principals, officers or agents have any interest in any of the properties involved in this RFP?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If “yes,” attach a sheet fully describing each such matter.

8. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If “yes,” attach a sheet fully describing each such matter.

**NOTE:** THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER’S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE RFP, INCLUDING THE CONTRACT, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY \_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

\_\_\_\_\_  
(E-MAIL ADDRESS)

**END OF PROPOSAL FORM**

**TOWN OF CHESHIRE, CONNECTICUT**

**PROPOSER'S LEGAL STATUS DISCLOSURE FORM**

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied, and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied, and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied, and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

**IF A SOLELY OWNED BUSINESS:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

\_\_\_\_\_

**IF A CORPORATION:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Officers

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chief Financial Officer



Does the proposer have a “permanent place of business” in Connecticut, as defined above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

\_\_\_\_\_

**IF A LIMITED LIABILITY COMPANY:**

Proposer’s Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner’s Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Manager(s) and Member(s)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

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Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

Does the proposer have a “permanent place of business” in Connecticut, as defined above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

\_\_\_\_\_

**IF A PARTNERSHIP:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Partners

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

\_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Proposer's Full Legal Name

\_\_\_\_\_  
(print)  
Name and Title of Proposer's Authorized Representative

\_\_\_\_\_  
(signature)  
Proposer's Representative, Duly Authorized

\_\_\_\_\_  
Date

**END OF LEGAL STATUS DISCLOSURE FORM**

**TOWN OF CHESHIRE, CONNECTICUT**

**PROPOSAL # 2324-24**

**FOR THE PURCHASE OF DELINQUENT MUNICIPAL  
MOTOR VEHICLE TAXES**

**PROPOSER'S CERTIFICATION FORM  
Concerning Equal Employment Opportunities  
And Affirmative Action Policy**

I/we, the proposer, certify that:

- 1) I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
- 2) I/we do not maintain segregated facilities.
- 3) I/we have filed all required employer's information reports.
- 4) I/we have developed and maintain written affirmative action programs.
- 5) I/we list job openings with federal and state employment services.
- 6) I/we attempt to employ and advance in employment qualified handicapped individuals.
- 7) I/we are in compliance with the Americans with Disabilities Act.
- 8) I/we (check one):  
\_\_\_\_\_ have an Affirmative Action Program, or  
\_\_\_\_\_ employ 10 people or fewer.

\_\_\_\_\_  
Legal Name of Proposer

\_\_\_\_\_  
(signature)  
Proposer's Representative, Duly Authorized

\_\_\_\_\_  
Name of Proposer's Authorized  
Representative

\_\_\_\_\_  
Title of Proposer's Authorized Representative

\_\_\_\_\_  
Date

**END OF PROPOSER'S CERTIFICATION FORM**

**TOWN OF CHESHIRE, CONNECTICUT**

**PROPOSER’S NON COLLUSION AFFIDAVIT FORM**

**PROPOSAL FOR:** PURCHASE OF DELINQUENT MUNICIPAL MOTOR  
VEHICLE TAXES,

**PROPOSAL NUMBER:** # 2324-24

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Town of Cheshire is directly or indirectly interested in the proposer’s proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Cheshire to consider its proposal and make an award in accordance therewith.

\_\_\_\_\_  
Legal Name of Proposer

\_\_\_\_\_  
(signature)  
Proposer’s Representative, Duly Authorized

\_\_\_\_\_  
Name of Proposer’s Authorized  
Representative

\_\_\_\_\_  
Title of Proposer’s Authorized Representative

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**END OF NON-COLLUSION AFFIDAVIT FORM**

