Form Pur. 1

REQUEST FOR QUOTATION Bid No. _____3296____ Bid No. ____3296____

BIDS TO BE SUBMITTED TO:
DEPARTMENT OF PURCHASES
27 WEST MAIN STREET, ROOM 401
NEW BRITAIN, CT 06051

Issued: __9/12/06_____

Page __1__ of ___41____Pages

Sealed bids, subject to the conditions set forth on the second page hereof, will be received by the City Purchasing Agent until the time and date set forth. In compliance with all of the conditions hereof, the Bidder, whose name appears hereon, offers and agrees to furnish and deliver to the destination all of the commodities and./or services against which prices are quoted.

Prices Quoted Must be F.O.B._____

_____New Britain, CT_____

Date of Bid Opening ____November 3, 2006__ Time __2:00 PM_____

Jack Pieper
Purchasing Administrator

Delivery Required _____

Amount of Bid Bond _____None_____

Date Submitted_____

Delivery: _____ days after receipt of order

Terms: Cash Discount _____% 30 Days

Net Cash _____ Days

Bidder_____

Street_____

City_____ ST_____ Zip_____

_____
Signature and Title

_____
(Printed name of signer)

Bidder's Telephone Number _____

Bidder's Email Address _____

ITEM NO.	DESCRIPTION OF COMMODITIES AND/OR SERVICES	QUANTITY	UNIT	
	Actuarial Services per attached request for proposals: **<u>For Pricing Sheet see Page 8.</u>** THE FOLLOWING MUST BE EXECUTED/COMPLETED AND RETURNED: 1. Form Pur. 1 (Request for Quotation). 2. Notice to Prospective Bidders. ****PLEASE SUBMIT BIDS IN DUPLICATE**** <u>BIDS WILL NOT BE ACCEPTED AFTER THE STATED BID OPENING DATE AND TIME.</u> PLEASE NOTE THAT BIDS SUBMITTED CANNOT BE FAXED OR E-MAILED.			

IMPORTANT - READ CAREFULLY BEFORE MAKING BID: CONDITIONS, BID TERMS AND INSTRUCTIONS
CITY OF NEW BRITAIN CONNECTICUT -DEPARTMENT OF PURCHASES

1. All bids must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the Bidder may attach a letter hereto which will be made a part of the bid. All bids must be submitted in duplicate in sealed envelopes clearly identified with the appropriate bid number.

2. Bids and amendments thereto, or withdrawal of bids submitted, if received by the City after the date and time specified for bid opening, will not be considered. If any person contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the specifications, plans or other documents, he should submit a written request for an interpretation thereof to the City Purchasing Agent at least 10 days prior to scheduled bid opening. An interpretation of the bid invitation documents will be made only by addendum duly issued to each person receiving a bid invitation and/or holding plans. The City of New Britain will not be responsible for explanations or interpretations of bid invitation documents except as issued in accordance herewith. Note regarding addenda: Addenda shall be mailed via certified mail to all vendors listed on the City's list of plan holders. Addenda will be made available to those vendors downloading specifications from a website at that same website.

3. Prices should be stated in units of quantity specified, with packing and delivery to destination and all other incidental charges included.

4. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the Bidder shall so state.

5. Samples, when requested, must be furnished free of expense to the City, and if not destroyed, will, upon request, be returned at the Bidder's risk and expense.

6. Quotations must show unit price, amount and grand total, or bid may be rejected. In case of error in the extension of prices, the unit price shall govern.

7. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict Bidders to the manufacturer, brand, make or catalog designation identification.

This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, Bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish. The City reserves the right to make final determination of equivalency.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the City. If the Bidder does not indicate that the commodity he proposed to furnish is other than specified, it will be construed to mean that the Bidder proposes to furnish the exact commodity described.

8. Bidder declares that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. Abstracts of bids received are prepared for distribution by the Department of Purchases.

9. Award will be made to the lowest responsible qualified Bidder, who shall be determined in accordance with and pursuant to Section 2-578, inclusive of the Purchasing Ordinances City of New Britain. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award. Section 2-578, item 10, allows up to a six percent differential in favor or resident Bidders. Differential percent (up to 6%) is assigned on a bid-by-bid basis by the Acting Purchasing Agent.

10. The City reserves the right to award by item, groups of items or total bid; to divide the award; to reject any and all bids, in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the City will be served.

11. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low Bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.

12. Acceptance of a bid by the City is not an order to ship.

13. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the commodities and/or services described therein shall constitute a contract between the Bidder and the City, which shall bind the Bidder on his part to furnish and deliver the articles quoted at the prices stated and in accordance with the conditions of said accepted bid.

14. Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bid. Where part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

15. In event of default by the Bidder, the City reserves the right to procure the commodities and/or services from other sources and hold the Bidder liable for any excess cost occasioned thereby. If, however, public necessity requires use of materials or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a proper reduction in price.

16. Where a bid bond is required, such bond must accompany the bid; it must be executed by a surety company licensed to do business in the State of Connecticut; or it may be in the form of a cashier's or certified check made out to the "Treasurer, City of New Britain". Said bond or check shall be given as security that, if the bid is accepted, a contract will be entered into and the performance guarantee properly secured.

17. The bid bond, cashier's or certified check shall be forfeited and the principal amount of said bid bond shall be paid to the City or said check shall be surrendered to the City as the agreed amount of liquidated damages in case of failure of Bidder to enter into contract as above described. The bid bond or check will be released or returned to the Bidder in case his bid is rejected.

18. The Bidder guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Bidder is not the patentee, assignee or licensee.

19. The Bidder, where applicable, agrees to pay its labor force Prevailing Wage Rates and to comply to all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor and the City of New Britain Connecticut.

CITY OF NEW BRITAIN
PUBLIC BID NO. 3296

The City of New Britain, through its Purchasing Administrator, is seeking competitive bids for the following commodity:

Actuarial Services for Police/Fire Pension

Specifications for the product required follow. The Purchasing Administrator reserves the right to divide the award and the right to reject any and all bids, in whole or in part, as best serves the interests of the City of New Britain. *SEALED BIDS ARE TO BE SUBMITTED BY THE DATE AND TIME SPECIFIED ON THE COVER SHEET TO: CITY OF NEW BRITAIN PURCHASING DEPT., ROOM 401, 27 WEST MAIN ST., NEW BRITAIN, CT 06051. BID ENVELOPE IS TO BE CLEARLY MARKED ON THE OUTSIDE WITH BID NUMBER AND NAME.*

Notice to bidders:

1. All delivery and any incidental charges must be included in the pricing.

2. The City of New Britain is exempt from the payment of taxes imposed by the federal government and/or the State of Connecticut; such taxes shall not be included in the bid prices.

3. Exceptions to specifications must be clearly stated on a separate piece of paper.

4. Manufacturer must be clearly stated.

5. Questions regarding the Purchasing process may be directed to Jack Pieper, Purchasing Department, (860) 826-3402. Questions regarding technical specifications may be directed to Richard Pokorski, New Britain Finance Department, (860) 826- 3444.

6. Vendor insurance requirements are as follows:
Vendor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an “A-” VIII policyholders rating according to Best Publication’s latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	$1,000,000
	General Aggregate	$2,000,000
	Products/Completed Operations Aggregate	$2,000,000
Auto Liability*	Combined Single Limit Each Accident	$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	$1,000,000
	Aggregate	$1,000,000

* “The City of New Britain and Consolidated School District” shall be named as “Additional Insured”. Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and WC Statutory Limits		
Employers’ Liability	EL Each Accident	$100,000
	EL Disease Each Employee	$100,000
	EL Disease Policy Limit	$500,000

Original, completed Certificates of Insurance must be presented to the Acting Purchasing Agent prior to purchase order/contract issuance. Vendor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

Purchaser shall agree to submit proof of the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an “A-” VIII policyholders’ rating according to Best Publication’s latest edition Key Rating Guide.

RFP FOR PROFESSIONAL CONSULTING SERVICES
PUBLIC BID NO. 3296

A. INTRODUCTION AND GENERAL REQUIREMENTS

The City of New Britain, through its Acting purchasing Agent, is requesting proposals from qualified firms to provide professional actuarial consulting services to the Police and Fire Department Employee Pension Plan. The scope of services shall include preparation of actuarial valuations and GASB No. 27 reports. The pension system requires the Board of Trustees to have an actuarial valuation at least every two years with an update done in years in which there is no valuation as required by the Government Accounting Standards Board (GASB).

The selected firm shall report to and be responsible to the New Britain Finance Department through its Pension Fund Manager, Richard Pokorski.

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

To be considered, sealed proposals must be submitted in triplicate to the City of New Britain Purchasing Dept., Room 401, City Hall, 27 West Main St., New Britain, CT 06051, by 2:00 p.m. on November 3, 2006. The envelope should be clearly marked on the outside “Proposal for Professional Consulting Services due 11/3/06, 2:00 p.m. Public Bid No. 3296”. The City of New Britain reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Police and Fire Pension Manager and the Acting Purchasing Agent.

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

The City of New Britain reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of New Britain and the firm selected.

Consulting personnel who will be performing services for the City of New Britain/Consolidated School District are to be properly licensed in the State of Connecticut.

Questions regarding this request for proposal should be directed to:

Richard Pokorski, Pension Fund Manager
City of New Britain
27 West Main Street
New Britain, CT 06051
(860) 826-3444

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

Jack Pieper
City of New Britain
27 West Main Street
New Britain, CT 06051
(860) 826-3402

B. TERM OF ENGAGEMENT

A contract for January 1, 2007, January 1, 2009, January 1, 2011 valuations are contemplated, along with the June 2008, June 2010, and June 2012 GASB No. 27 Reports, subject to the annual review and recommendation of the City's Pension Fund Manager and Common Council and the satisfactory negotiation of terms (including a price acceptable to both the City of New Britain and the selected firm), and the annual funding of an appropriation for this purpose by the Common Council of the City of New Britain. Payment of service will be made upon receipt of invoice following completion of study.

C. ADDENDA TO REQUEST FOR PROPOSALS

If any addenda are issued on this request for proposals, a good faith attempt will be made to forward a copy to each of those firms who, according to the records of the Purchasing Dept., have previously received a copy of this request. However, it shall be the sole responsibility of those offering proposals to contact the Office of the Acting Purchasing Agent prior to submitting their proposals to determine whether any addenda have been issued.

D. SELECTION CRITERIA

Selection of consultant will be based upon the following standards:

1. Responsiveness of the written proposal to the purpose and scope of the project.
2. Reputation and professional qualifications of the specific individuals assigned to complete the project.
3. Experience with Connecticut governmental entities in the completion of similar programs.
4. Cost of the work to be done. Please complete attached pricing sheet.

E. INSURANCE AND INDEMNIFICATION REQUIREMENTS

Please see pages 3 and 4.

F. PROJECT BACKGROUND

The City is the administrator of a single-employer public employee retirement system ("PERS") established and administered by the City to provide pension benefits for its Police and Fire Department employees. Because of its severe underfunded status, the City issued Pension Obligation Bonds in February of 1998, addressing the long-standing crisis of future pension benefit payment obligations. These additional contributions, $53,168,207 to the Fire Plan and $51,752,316 to the Police Plan, reduced the City's Net Pension Obligation (NPO) and made whole the unfunded past service liability. Benefit and contributions under this retirement system are established by the City and may be amended only by the City Council. The PERS is considered to be part of the City's financial reporting entity and is included in the City's financial reports as a pension trust fund. The February 28, 2005 valuation is included as Exhibit A.

G. PROJECT OBJECTIVE AND TIMEFRAME

The selected actuary shall:

1. Have a proven track record in municipal pension actuary services in the State of Connecticut.
2. Review the validity of current assumptions for actuarial evaluation purposes.
3. Provide, if necessary, more appropriate best estimate actuarial assumptions as to mortality, morbidity, contingencies, entry ages, retirement ages, COLA adjustments, turnover, salary scales, investment return, expenses and valuation of pension assets, etc.

4. Prepare the first actuarial valuation as of January 1, 2007, based upon the pre-agreed valuation assumptions and methods.
5. Provide actuarial valuation results that include summaries, active and inactive employee census data, cost analysis, actuarial balance sheets, etc.
6. Attend up to three meetings in New Britain for the purposes outlined above.
7. Timetable for receipt of studies shall be within 60 days following the January 1, 2007, January 1, 2009, January 1, 2011 actuarial valuation reports and 30 days following the June 2008, June 2010, June 2012 GASB No. 27, *Accounting for Pensions by State and Local Government Employers* reports.
8. Provide a separate fee proposal, for the June 2008, June 2010, June 2012 GASB Statement No. 27.
9. Bids shall be all-inclusive with no added provisions for meetings, food, travel expenses, etc.
10. The City shall provide the selected consultant the most recent Police and Fire Department labor contracts. The City can also provide reports on current and retired personnel names, dates of hire, dates of retire, dates of birth, spouse dates of birth, salaries, cumulative contributions, pension benefit levels, and investment fund balances as of report date. The City will also provide information for a pension escalator buyout affecting a substantial number of retired and active personnel. Additionally, audited financial reports shall be provided including fund income expenses on a fiscal year basis.

H. DATA AVAILABLE

NOTE- Please contact the New Britain Purchasing Department for a copy of the Actuarial Evaluation dated March 1, 2005.

Requests for additional information not mentioned in item #10 above, but deemed necessary for valuation purposes by October 17, 2006. Upon City approval, reports will be provided. Request for additional data required should be directed to:

Richard Pokorski, Pension Fund Manager
City of New Britain
27 West Main Street
New Britain, CT 06051
(860) 826-3444

I. SUMMARY OF QUALIFICATIONS

Describe in detail the qualifications of your company and individuals specifically assigned, and supply a list of current clients for references with names, addresses, telephone numbers, and contact persons who can be contacted by the City for discussion of your services to those clients. In addition, please provide names of at least two clients with whom you have done business in the past, but who are no longer your clients.

Pricing Schedule

COMPANY NAME:

YEAR 2007-2008

January 1, 2007 Actuarial Report $_____

June 2008 GASB 27 Report $_____

YEAR 2009-2010

January 1, 2009 Actuarial Report $_____

June 2010 GASB 27 Report $_____

YEAR 2011-2012

January 1, 2011 Actuarial Report $_____

June 2012 GASB 27 Report $_____

BY: _____
Authorized Signature

COMPANY: _____

_____

_____

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

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

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

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

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

As used in this section, (1) a “principal” of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner;

and (2) “default in the payment of taxes” shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Tax Collector.

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

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

1. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

_____

_____

2. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

_____

_____

3. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

_____

_____

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

4. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

_____

_____

5. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

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

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

Signature of Principal of Entity Submitting Bid:

_____ Date: _____

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

By: _____ Date: _____

27 WEST MAIN ST., NEW BRITAIN, CT 06051

PHONE: (860) 826-3434
FAX: (860) 612-4204
E-MAIL:jpieper@ch.ci.new-britain.ct.us

Date: September 12, 2006

Subject: Actuarial Services Police/Fire Pension, Public Bid No. 3296

To Whom It May Concern:

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

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

Your cooperation is greatly appreciated.

Very truly yours,

Jack Pieper
Purchasing Administrator

Company Name:_____

Address:_____

_____

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

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

_____

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