



PROCUREMENT SERVICES

ADDENDA

Date	May 28,	2009
Addenda Number	# 3	

REQUEST FOR PROPOSALS FOR BIDTITLE		
RFR NUMBER	4227	
DUE DATE	2:00 PM	June 2, 2009

This Addendum is a contract document modifying previously issued documents, which remain in full force except as specifically modified below.

Quotations appearing on the Proposal are to reflect the provisions of this Addendum. Failure to acknowledge receipt of this Addendum in the space provided on the response sheet may subject candidate to disqualification.

1. Please complete the attached 1.4 SUBCONTRACTOR INFORMATION Form. As a reminder contractors must utilize vendors that are certified From the City of Hartford, Department of Human Relations. To obtain the list of certified vendors log on to www.hartford.gov. Select a department, scroll down to Human Relations, click List of Hartford Certified M/WBE's.

been indicated on the response form:				
Business Name				
Address				
City		State		Zip
Name of Agent				

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

8. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential if it is submitted via an email that requests confidentiality or it hand delivered, in a separate sealed envelop marked "Confidential."

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

9. Taxpayer's Identification Number:

Respondents must provide their Taxpayer Identification Number on the response form (Fed ID#). Award recipients, whether an individual, proprietor, partnership or a non-profit corporation or organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City. Copies of this form are available at: <http://www.hartford.gov/purchasing/documents.htm>

Additional information may be requested subsequent to your responding to this solicitation.

1.4 SUBCONTRACTOR INFORMATION

Forms labeled Section 1.4 are provided below to accommodate the Base Bid (or Lump Sum) and alternates (if called for) in this Request for Response (RFR).

The information provided below applies to: (Check one box as appropriate)

Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.4 SUBCONTRACTOR INFORMATION

If subcontractors are to be used, indicate the firm name, address, portion or section of work the subcontractor will be performing, the subcontract value, percentage of base bid and if the subcontractor is a City certified small/disadvantaged (SBE/DBE) business.

Bidder agrees to subcontract the portion of the work stipulated below to SBE/DBE businesses. A copy of the contract between the bidder and the subcontractor will be required prior to award of the contract.

Note: The provisions of section 3 and 4 of public act 03-215, Prequalification now applies to subcontractors.

Trade or Nature of Work		W/MBE	% of Base Bid	Subcontract \$ Value
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
TOTAL SUBCONTRACT VALUE				
TOTAL W/MBE SUBCONTRACT VALUE				

Subcontract % to total project %

W/MBE Subcontract % to total project %

Additional information may be requested subsequent to your responding to this bid request.

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1.5. Bidder's EEO Status and Report

As a condition of doing business with the City the selected respondent must be certified by the City as an Equal Employment Opportunity Employer. Certifications must be renewed annually. If your firm is not currently certified you may obtain the required forms on-line at: <http://www.hartford.gov/purchasing/documents.htm> and submit completed forms with your response. To check the current status of your EEO certification contact the Office of Human Relations, 860.543.8595, fax 860.722.6486 or email: LRuiz@hartford.gov.

Carita Rozie
Principal Administrative Analyst

End of Addenda # 3