2.

City of Ansonia



REQUEST FOR PROPOSAL 2025 - I

IDENTIFICATION OF MOTOR VEHICLES THAT SHOULD BE ASSESSED BY THE CITY OF ANSONIA

RELEASE DATE: June 9, 2025

RESPONSE DEADLINE: June 25, 2025 4:00 pm

Please refer to the project timeline in this document for all important deadlines.

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# Project Summary

## Summary

#### Contract Name: Identification of Motor Vehicles That Should be Assessed by The City of Ansonia

Solicitation #: **2025 - I**

Department: **Corporation Counsel**

The City of Ansonia is seeking proposals from qualified vendors to provide a comprehensive service to identify motor vehicles that are currently not assessed for tax purposes within the city limits. This is necessary to ensure that all motor vehicles are properly assessed in accordance with the Connecticut General Statutes.

Currently, multiple methods are employed to identify these vehicles including applications for residential parking permits, parking tickets and neighbor complaints. The City seeks to supplement these methods using a Contractor who shall conduct field investigations on behalf of the Assessor.

## Timeline

|  |  |
| --- | --- |
| Solicitation/Advertise Date: | June 9, 2025 |
| Question & Clarification Deadline: | June 16, 2025 at 11:00am |
| Solicitation Due Date: | June 25, 2025 at 4:00pm |

* 1. Procurement Contact:

**John P. Marini**

Corporation Counsel

253 Main Street, Ansonia, CT 06401

jmarini@marinolawct.com

# Instructions to Respondents

## Inquiries for Clarification

1. The City will not respond to a Respondent's request(s) for oral interpretation and/or clarification of the Solicitation Specifications for any reason.
2. The City will respond to a Respondent’s written request(s) for interpretation and/or clarification of the Solicitation Specifications.
   1. Any written Inquiry for Clarification must be received seven (7) or more business days prior to the Closing Date. Any request received by the City after this deadline will not be given consideration.
   2. Every request for such an interpretation shall be made in writing to the Ansonia’s Corporation Counsel via the Ansonia Mayor’s Office at [cmolina@ansoniact.com](mailto:cmolina@ansoniact.com)
   3. Please do not send questions or requests for clarification in a PDF format.
   4. Every interpretation made to a Respondent will be in the form of an Addendum or Question & Answer to the Solicitation Documents.

## Addendum to Bid Documents

1. All Addenda to the Solicitation Documents shall become part of the Solicitation. Respondents are required to check the Website cityofansonia.com for Addendum. Each Respondent shall be bound by such Addenda whether or not received/viewed by the Respondent.
2. Questions are made in writing to the Ansonia’s Corporation Counsel via the Ansonia Mayor’s Office at [cmolina@ansoniact.com](mailto:cmolina@ansoniact.com)
3. We will endeavor to post Addendums regarding Inquires for Clarification, not less than five (5) calendar days prior to the Bid Closing Date and Time.
4. Addendums regarding extension of time will be posted on the City website, any time prior to the Solicitation Closing Date and Time.

## Contract Term

The term of the contract is one (1) year with 2 - one (1) year renewal option(s). All renewals will be at the sole discretion of the City and pursuant to the same terms and conditions.

## Insurance Requirements

The City requires all contractual work to be insured as identified in the following sections.

The term “Contractor” and/or “subcontractor” as used in this section, shall mean, and include Contractors and subcontractors of every tier.

Any policies maintained by the contractor and its owned and/or rented equipment and materials shall contain a provision requiring insurance companies to waive their rights of subrogation against the City of City of Ansonia (Owner) and all other Indemnities named in the contract.

#### Certificates of Insurance

The successful bidder shall provide certificates of insurance showing coverage by an insurance carrier authorized by the State of Connecticut to write insurance in the State. The certificates shall show the City as an additional name insured. Said certificate should contain the following endorsements.

#### PLEASE NOTE THAT ALL CERTIFICATES OF INSURANCE MUST INCLUDE:

1. The City of Ansonia shall be named as an **additional insured with subrogation.**
2. Endorsement shall include the work description, Contract/Project name and location.
3. An endorsement that the insurance company will give at least thirty (30) days written notice to the City prior to any modification or cancellation of any such insurance coverage.

#### POLICY REVIEW AND APPROVAL

At the discretion of the City, the Contractor may be asked to submit to the City copies of insurance policies for review and approval. The City may, in writing, notify the Contractor of any disapproval of any such policies, and satisfactory policies shall be provided in place of those disapproved.

The Contractor shall submit an insurance certificate in addition to a copy of each policy. The Contractor shall require its subcontractors to obtain policies of similar insurance before each commences work. All such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City and shall be kept in force until the Contractor’s work is accepted by the City, which expire before the Contractor’s work is accepted by the City shall be renewed and submitted to the City for its approval.

1. Insurance will be required for the entire term of the contract.
2. Renewal Certificates of insurance should email to your project contact.

Contractor/Vendor shall agree to always maintain in force during the contract the following minimum coverage and shall name the City of Ansonia as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies, except Professional Liability, should also include a Waiver of Subrogation.

*2.4.1 General Liability*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum Limits (dollar amount indicates required minimum)** | **Additional Insured**  **(Y indicates required)** | **Waiver of Subrogation (Y**  **Indicates required)** |
| Each Occurrence | $1,000,000 | Y | Y |
| Combined Aggregate | $2,000,000 | Y | Y |
| Products/Completed Operations Aggregate | $2,000,000 | Y | Y |

* + 1. *Workers’ Compensation & Employers’ Liability (EL) - Statutory Limits*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum Limits (dollar amount indicates required minimum)** | **Additional Insured**  **(Y indicates required)** | **Waiver of Subrogation (Y**  **Indicates required)** |
| Workers' Compensation | Statutory Limits |  |  |
| EL EACH | $500,000 | --- | Y |
| EL DISEASE | $500,000 | --- | Y |
| EL POLICY | $500,000 | --- | Y |

* + 1. *Auto Liability (includes all owned, hired & non-owned autos)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum Limits (dollar amount indicates required minimum)** | **Additional Insured**  **(Y indicates required)** | **Waiver of Subrogation (Y**  **Indicates required)** |
| Combined Single Limit Each accident including endorsements | $1,000,000 | Y | Y |

* + - 1. *Excess/Umbrella Liability*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum Limits (dollar amount indicates required minimum)** | **Additional Insured**  **(Y indicates required)** | **Waiver of Subrogation (Y**  **Indicates required)** |
| Each Occurrence | --$1,000,000 | Y | Y |
| Combined Aggregate | --$1,000,000 | Y | Y |

* + - 1. *Professional Liability*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum Limits (dollar amount indicates required minimum)** | **Additional Insured**  **(Y indicates required)** | **Waiver of Subrogation**  **(Y indicates required)** |
|  | **--$1,000,000** | **--** | **--** |

*Additional Information*

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two 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) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of Ansonia via Certified prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the polices be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

### Notes

* + - * Additional Insured; Waiver of Subrogation boxes must be checked off on the COI.
      * If contractor/vendor will be providing a service in proximity or serving youth under the age of 21, Abuse and Molestation coverage must be

included.

* + - * City of Ansonia is the Certificate holder and the additional insured.

City of Ansonia

253 Main Street

Ansonia, CT 06401

## 2.5. Certification and Licenses

If the service(s) that you are providing is a service for which a certification, license or other form of qualification is required, please provide documentation with your statement of qualifications.

## 2.6. Equal Employment Opportunity

1. A pre-award conference concerning equal employment opportunity compliance by the Awardee will be scheduled the week prior to the City’s authorizing the award. The contractor will receive forms and other documentation that must be completed and returned to the City prior to the date of the pre-award conference. The Contractor's Affirmative Action/Equal Opportunity compliance report will represent the major focus of discussion at the pre-award conference. The contractor is responsible for satisfying the affirmative action/equal opportunity provisions as set forth in or referred to in these Solicitation Documents.
2. Any proposed subcontract under this Contract must submit a certification regarding Equal Employment Opportunity, similar to that submitted by the Respondent. Approval of the subcontractor award cannot be given by the owner unless and until the proposed subcontractor has submitted the certification and/or other evidence that it has fully complied with any reporting requirements to which it is or was subject.
3. Although the Respondent is not required to attach such certification by proposed subcontractors to its Response, the Respondent is herein advised of this requirement so that appropriate action can be taken to prevent subsequent delay in subcontract awards.

## 2.7. Construction Related Permits

The contractor is responsible for all fees associated with Permits.

## 2.8. Alternate Responses

No alternate responses will be considered unless alternate responses are specifically requested by the City.

## 2.9 Pricing Sheet

1. Please provide your pricing matrix via Response Submittals. The City of Ansonia must be readily able to discern your pricing Qualifications at a quick glance.
2. A brand name, model number or other designation that identifies the product of a manufacturer may be indicated. Other brands will be considered, provided they meet the quality standards of the brands listed within. Product literature, i.e. (M.S.D.S.) must accompany any substituted product with your submission.
3. It is understood an agreed that the Unit Prices shall control the Contract award.

## 2.10. Solicitation Process and Submission

## 2.10.1 Solicitation Process

1. **Early Submittal of Digital Responses** - Responses received prior to the advertised hour of closing are kept sealed at Ansonia’s Town and City Clerk’s Office.
2. **Solicitation Closing** - At the time fixed for the submission deadline of responses, the City will open the Digital Responses received by the submission deadline at a public bid opening held at Ansonia City Hall, Aldermanic Chambers, 253 Main Street, Ansonia, Connecticut 06401.
3. **Late Submittals** – with the advent of complete digital bidding, no submission will be accepted after the closing date and time.
4. **Withdrawal of Responses** - Responses may be withdrawn by you prior to the submission deadline of responses by you retracting your digital response submission.
5. **Response Rejections** - The City reserves the right to reject any and all responses which do not meet the requirements. Some reasons for rejection include, *but are not limited to*: altered or qualified contractual terms, non-conforming Response, incomplete or erroneous paperwork, and/or not habitually performing with the Respondent's own forces.
6. **Solicitation Rejection Notification** - Should the City reject a response for any reason, the Submitter shall be notified. In case of such rejection, the City will return the Bid Bonds to the Respondent(s). No other part of a Respondent's Submission will be returned.

### 2.10.2 Solicitation Submission

1. **Electronic/digital Submissions** – Submissions are to be submitted by email to cmolina@ansoniact.com
2. Each solicitation response must be submitted in the prescribed format.
3. The City may consider any Submission not prepared and submitted in accordance with the provisions hereof, and may, at its option, waive any informalities.
4. No Respondent may withdraw a submission within one hundred twenty (120) days after the actual date of the opening thereof.

## 2.11. Solicitation Protest

1. Any Solicitation protest must be submitted in writing.
2. A protest must be submitted via email to [cmolina@ansoniact.org](mailto:cmolina@ansoniact.org)
3. The City will acknowledge receipt of written protest.

## 2.12. 2. Award of Contract

1. No contract shall be awarded to any contractor, if the entity, or any owner, officer or director thereof is delinquent in any tax or other financial obligation to the city, including, without limitation, a current or ongoing contract dispute concerning performance under an agreement with the municipal government if, in the opinion of the Corporation Counsel, the current or ongoing contract dispute is related to the requirements of the solicitation. The fact that any other entity of which the owner or principal of any contractor is an officer or director is delinquent in the payment of any tax or other financial obligation to the city, shall be a negative factor in the selection or award of such contractor until such obligation is settled.
2. The City will endeavor to award a contract for this Solicitation within one hundred and twenty (120) days after the date of the Solicitation opening. All Respondents acknowledge their Response submittal will be valid for the duration of the one hundred and twenty (120) days timeframe.
3. The City reserves the right to separately Solicitation or secure pricing from additional contractors that may relate to the goods and/or services in the instant Solicitation, whether or not such goods and/or services are additional to the quantities stated in the instant Solicitation.
4. The City of Ansonia reserves the right to award one or more contracts as a result of this solicitation.
5. The City will not award to any contractor who is ineligible under any of applicable regulations issued by the Secretary of Labor and United States Department of Labor.
6. The City will not award to any contractor who is not qualified under applicable State and local laws and regulations.
7. Without limiting the generalities of the foregoing, a contractor will be deemed ineligible if they are not current with any taxes or other outstanding obligations to the City of Ansonia.
8. Should a Contract be awarded, it will be awarded by the City to the lowest responsible qualified Respondent based on the lowest Base Bid. The City reserves the right to accept any bid in accordance with the best interests of the City of Ansonia.
9. Availability of funds – The awarding of all contracts is contingent upon the availability of appropriate funds. If funding is not available at the time of award and/or execution of the contract the City reserves the right to cancel the Solicitation.
10. All Bid Bonds will be returned to all Respondents upon the execution of the contract documents to the awarded Respondent.
11. Certificate of Insurance must be email Corporation Counsel John P. Marini at [jmarini@marinolawct.com](mailto:jmarini@marinolawct.com)

## 2.13. Execution of Contract

1. In executing the Agreement, the Awardee will be required to reaffirm and restate all representations made in its Response Submission.
2. After the notice of award and within ten (10) days after the prescribed forms are presented for signature, the Awardee shall execute and deliver to the City the Agreement in the form included in the Contract Documents, in such number of copies as the City shall require.
3. The failure of the Awardee to execute such Agreement, pay any taxes due, to supply the required bonds or submit the Certificate of Insurance, all within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the City grants based upon reasons determined sufficient by the City, shall constitute a default and the City reserves the right to any remedies available at law or in equity including pursuit of Bid Bond. The City may either award the Contract to the next lowest responsible Respondent or re-advertise the Solicitation.
4. Performance Labor and Material Bonds - (see Project Summary for applicability)Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Respondent shall, within the period specified in paragraph "A" above, furnish a bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and a labor and material bond for payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bonds shall be in the same form as those included in the Solicitation Documents and shall bear the same date, or a date after that of the Agreement. These bonds shall be signed and issued by a guaranty or surety company satisfactory to the City, authorized and qualified to do business in the State of Connecticut, and listed in the latest issue of the U.S. Treasury Circular 570, and the penal sum of any such bond shall be within the maximum specified for such company in said Circular 570. The current power of attorney for the person who signs for any surety company shall be attached to such bonds.
5. Commencement of Work – The City will not be responsible for payment of any work performed or materials supplied by the successful respondent before the Contractor receives a fully executed agreement unless an emergency situation has been declared by a City employee duly empowered to do so, and the vendor receives written authorization from this individual to proceed. *Note: Responsibility for payment shall be limited to only that work deemed necessary by the City to alleviate the immediate emergency*

## 2.14. Notice to Proceed

Once a contract is executed the City department responsible for requesting the work will issue a Notice to Proceed.

# 3 Project Details

## 3.1. Proposal Specifications

### 3.1.1. Detailed Specifications

The vendor shall perform the following tasks as part of the assessment process:

1. Collect Motor Vehicle Data: The vendor shall conduct field investigations to obtain motor vehicle data. The data should include information such as vehicle year, make, model, VIN, registration, and owner details.
2. Comparison with Assessed Vehicles: The obtained motor vehicle data shall be compared with the list of motor vehicles assessed by the City. A thorough comparison should be done to identify vehicles that are not assessed.
3. Identification of Unassessed Vehicles: The vendor shall identify all the motor vehicles from the obtained data that are not assessed by the City. This may include motor vehicles that that are registered in other Connecticut municipalities, registered in other states, or unregistered.
4. Identification of Ownership of Unassessed Vehicles: The vendor shall identify the ownership of all motor vehicles that are identified as not assessed by the City. This may include motor vehicles that that are registered in other Connecticut municipalities, registered in other states, or unregistered.
5. Determine if Vehicles Should be Assessed: Collect, investigate, and develop sufficient evidence to determine if the motor vehicles should be assessed by the City pursuant to Connecticut General Statutes.
6. Report Generation: The vendor shall generate a detailed report listing all the unassessed vehicles along with their assessed values. The report should be submitted to the City in a format to be determined by the City and the vendor.

The vendor is responsible for employing qualified personnel who have expertise in motor vehicle assessments and possess knowledge of relevant assessment regulations and policies in the State of Connecticut. The assessment process should comply with all applicable laws and standards.

### 3.1.2. Service Requirements

The vendor shall adhere to the following service requirements:

1. Timely Completion: The assessment process and report generation should be completed within a time frame to be set by the vendor and the City.
2. Correspondence: The vendor shall prepare letters for correspondence between the City and the owners of the identified unassessed motor vehicles. The vendor shall receive and respond to all inquiries regarding the above.
3. Accuracy: The identification of unassessed vehicles and determination of taxability should be conducted with meticulous attention to detail and accuracy. This includes the investigation of facts and rebuttal arguments used by the owners of identified unassessed motor vehicles.
4. Confidentiality: The vendor shall ensure the confidentiality of all data and information obtained during the assessment process.
5. Record Management: Maintain all required documentation and correspondences related to each identified unassessed motor vehicle.
6. Coordination with City Officials: The vendor shall collaborate with designated city officials to obtain any necessary additional information during the assessment process.
7. ***Support: The vendor shall provide necessary support in the event of any adverse court action brought about by these services.***

### 3.1.3. Delivery Requirements

The vendor shall deliver the following items to the City of Ansonia:

1. Periodic Reports: Periodic reports detailing all unassessed motor vehicles, their taxable values, and any additional relevant information. The report should be provided to the City in a format to be determined by the City and the vendor.
2. Electronic Data Files: The vendor shall deliver electronic data files containing information such as vehicle year, make, model, VIN, registration, owner details and assessed value, in a format compatible with the City's systems.
3. Final Report: A comprehensive report detailing all unassessed motor vehicles, their taxable values, and any additional relevant information, that have been identified and taxed during the contract period. The report should be provided to the City in a format to be determined by the City and the vendor.
4. Data Security: The vendor shall ensure the secure transfer and storage of all electronic data files, adhering to industry-best practices and encryption standards.

The vendor shall be responsible for all costs associated with the delivery of the above items.

### 3.1.4. Conclusion

The City of Ansonia, CT is looking for a qualified vendor to perform a comprehensive investigation of motor vehicles that are currently not being assessed within the city limits. The vendor shall collate vehicle data, identify unassessed vehicles, determine taxable values, and provide the City with a detailed report. Timely completion, accuracy, and confidentiality are essential. The vendor shall deliver periodic reports, electronic data files, a final report, and ensure data security. Interested vendors are invited to submit their proposals by the specified deadline.

## 3.2. Evaluation Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Evaluation Criteria** | **Scoring Method** | **Weight (Points)** |
| 1. | **Methodology**  Methods used to:   * Record date, time, and location of observed vehicles. * Identify vehicle characteristics (year, make, model, VIN, registration). * Identify vehicle owner and/or operator. * determine if vehicle should be assessed by the City of Ansonia. | 0-100 Points | 40  *(40% of Total)* |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | **Past Government Work**  Experience in providing exact or similar services to the City of Ansonia, or to other municipalities comparable in size to the City of Ansonia. | 0-100 Points | 30  *(30% of Total)* |
| 3. | **Special Licenses**  Consideration will be given to any license or designations that demonstrates vendors qualifications and expertise in motor vehicle assessment regulations and policies in the State of Connecticut. Consideration will also be given to license or designations that demonstrates vendors ability to collect, investigate, and analyze data. | 0-100 Points | 20  *(20% of Total)* |
| 4. | **Fee Schedule**  Percentage of revenue shared between City and Vendor. | 0-100 Points | 10  *(10% of Total)* |

3.3. Response Submittals

### Technical Proposal (responsive to Evaluation Criteria above) (without cost)\*

\*Response required

### Cost Proposal (Responsive to Evaluation Criteria above)\*

\*Response required

### Statement of Qualifications for City

#### Statement of Qualifications:

Each solicitation response shall include a Statement of Qualifications in the format provided in this Solicitation upon stationary of the responding entity.

All questions must be answered, and the data given must be clear and comprehensive. The respondent may submit any additional information he/she desires.

*Permanent Main Office Address\**

\*Response required

*When Organized\**

\*Response required

*Legal form of ownership. If a corporation, where incorporated.\**

\*Response required

*How many years have you been engaged in services, under your present name?\**

\*Response required

*Have you ever failed to complete any work awarded to you? If so, where and why?\**

\*Response required

*Have you ever defaulted on a contract? If so, where, and why?\**

\*Response required

*Describe any pending litigation or other factors, which could affect your organization's ability to perform this agreement.\**

\*Response required

*Names, titles, reporting relationships, and background and experience of the principal members of your organization, including the officers. Indicate which individuals are authorized to bind the organization in negotiations with the City of Ansonia.\**

\*Response required

*Name, title, address, and telephone number of the individual to whom all inquiries about this Proposal should be addressed.\**

\*Response required

*Will you, upon request, fill out a detailed financial statement and furnish any other information or sign a release that may be required by the City of Ansonia?\**

* Yes
* No

\*Response required

*Tax Identification number(s)\**

\*Response required

*Are you able to receive Credit Card Payments for your services rendered?\**

* Yes
* No

\*Response required

*Tax Identification number(s)\**

\*Response required

*Are you able to receive Credit Card Payments for your services rendered?\**

* Yes
* No

\*Response required