

PROPOSAL FORMS

**BIKE SHARE SYSTEM
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CT
NHPA PROJECT #23-065**

PROPOSAL FORM

**BIKE SHARE SYSTEM - DEVELOPMENT AND IMPLEMENTATION
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CT
NHPA PROJECT #23-065**

Proposer's Name

_____, 2023

New Haven Parking Authority
232 George Street
New Haven, Connecticut 06510
Attn.: Chief Engineer

The undersigned, having become acquainted with the New Haven Parking Authority Facilities, having become personally familiar with the local conditions affecting the proposed services, and having examined the Proposal Documents dated August 2023 on file with New Haven Parking Authority which are incorporated herein by reference, hereby proposes and submits with this Proposal Form the following:

1. Non-collusion Affidavit of Proposer.
2. Statement of Proposer's Qualifications.
3. Statement of Items to be Discussed by the Proposer.
4. Equal Employment Opportunity Agreement.
5. Current Work Force Certificate.
6. Small and Minority Business Enterprise Utilization Certificate.

The information in this Proposal is correct to the best information, knowledge and belief of the undersigned. It is submitted without collusion with any person, individual or corporation.

Proposer's Company Name

Signature

Printed Name of Signature

Title

Address

Telephone Number

E-mail Address

WITNESS:

State of _____, County of _____

On this _____ day of _____, 2023 before me personally

came _____, to me known who did depose and say that

he is _____,

of _____,

the Corporation/Partner/Individual described in and which executed the foregoing instrument and that such instrument is duly submitted on behalf of

Notary Public

**NON-COLLUSION AFFIDAVIT OF PROPOSER
BIKE SHARE SYSTEM-DEVELOPMENT AND IMPLEMENTATION
NHPA PROJECT # 23-065**

State of _____

ss.

County of _____

_____, being first duly sworn, deposes
and says that:

1. I am (individual, owner, member, partner, officer, director, representative, or agent) of _____ the Proposer that has submitted the attached Proposal;
2. I am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its members, officers, partners, directors, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal prices or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the New Haven Parking Authority by any person interested in the Proposal;
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its members, officers, partners, directors, owners, agents, representatives, employees, or parties in interest, including the affiant.
6. No officer or employee or person whose salary is payable in whole or in part from the New Haven Parking Authority is directly or indirectly interested in this Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) _____

Title

Subscribed and sworn before me this _____ day of _____, _____.

Title

My Commission expires _____.

Proposer's Name

STATEMENT OF PROPOSER'S QUALIFICATIONS

**BIKE SHARE SYSTEM – DEVELOPMENT AND IMPLEMENTATION
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CT
NHPA PROJECT #23-065**

(Note: To be submitted by the Proposer with his Proposal)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Proposer may submit any additional information desired but complete each item on the form even if just to reference other attached sheets.

1. Name of Proposer.
2. Permanent main office address, telephone number and e-mail address.
3. Proposer's Form of Business Organization (e.g., corporation, partnership, individual), when organized, and where organized.
4. General character of services/work performed by your business.
5. How many years has the Proposer been engaged in business under its present firm or trade name?

6. Outline the background and experience of Proposer regarding the proposed services of the Proposer. Identify the key personnel who will have primary responsibility for the performance of the required services in the various fields of expertise involved. Provide resumes noting professional and academic qualifications and experience. Attach resumes and/or additional sheets as needed.
7. Describe if any subcontracted services are proposed, and provide qualifications, experience and scope of services. Identify if any are Small Business Enterprises or Minority Business Enterprises, and provide a copy of their certification.
8. Provide the name, address and current phone number and e-mail address and/or letters of references of at least 3 references relating to the Proposer's business qualifications.
9. Describe the Proposer's ability to provide required insurance coverage (reference Section 208 of the draft form of agreement).

10. Has the Proposer ever defaulted on a contract or breached a contract obligation? If so, state the nature of default or breach, status and explain.
11. Has the Proposer ever failed to complete any work awarded to you? If so, where and why?
12. Has the Proposer ever been disqualified, ineligible, suspended or otherwise barred by any applicable federal, state or municipal government? If so, explain and provide details.
13. Has the Proposer or any entity which has or had common ownership ever filed for bankruptcy, receivership or reorganization within the last ten years? If so, explain and provide details.
14. The Proposer may also include supplemental information of the Proposer's choice such as brochures, etc. This supplemental information is in addition to the specific items above and must be included as appendices.

Proposer's Name

The undersigned hereby represents that the above information is true and accurate to the best of his/her knowledge and further authorizes and requests any person, firm, or corporation to furnish any information requested by the New Haven Parking Authority in verification of the recitals comprising this Statement of Proposer's Qualifications.

Dated at _____ this _____ day of _____, 2023.

(Name of Proposer)

By: _____

Title: _____

State of _____, County of _____

On this _____ day of _____, 2023 before me personally came _____, to me known who did depose and say that

he is _____,

of _____,

the Corporation/Partner/Individual described in and which executed the foregoing instrument and that such instrument is duly submitted on behalf of

_____.

Notary Public

STATEMENT OF ITEMS TO BE DISCUSSED
BY THE PROPOSER

BIKE SHARE SYSTEM – DEVELOPMENT AND IMPLEMENTATION
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CT
NHPA PROJECT #23-065

Proposer's Name:_____

The Proposer shall include in its proposal the following information regarding the proposed services for to develop and implement a Bike Share System in New Haven, CT. If necessary, questions may be answered on separate, attached sheets. The Proposer may submit any additional information desired.

1. Describe in detail the Proposer's approach to accomplishing the services it proposes to provide.

2. Provide details on the following:

- Description of hardware
- Description of software and technology
- Specifications for the e-bikes
- Specifications and description for conversion of existing pedal bikes
- Description of proposed bike stations and GPS tracking
- Data and reporting tools
- Customer facing apps and website
- Financial Plan
- Proposed terms and conditions

Proposer's Name:_____

3. Describe the Proposer's familiarity, if any, with the New Haven bike system and identify its approach to gaining an understanding of its needs.

4. Describe any relevant experience.

5. Describe the organizational structure under which the proposed services will be conducted and identify key personnel.

6. Discuss the Proposer's outreach to Small and Minority Business Enterprises (SBE and MBE). Note any SBE and/or MBE use on the separate form provided. If the Service Provider company itself is an SBE or MBE, please indicate here and provide a copy of the relevant certificate.

Proposer's Name:_____

7. Discuss the Proposer's outreach to the local community and experience with affirmative action programs. Elaborate on the Proposer's plans to hire persons from the local community as well as utilize minority work force.

8. Affirm that the Proposer and its subcontractors of any tier shall pay a minimum wage which shall be no less than the amount specified as the "Living Wage" for the City of New Haven as established by Article IX, Living Wage, of the City of New Haven Code of Ordinances.

9. Discuss in detail the Proposer's proposed fees for these services.

10. Provide a preliminary schedule for the development and implementation of the Bike Share System.

11. Note any exceptions to the draft form of agreement.

Proposer's Name: _____

12. Provide and reference any supplementary information the Proposer desires.

The undersigned hereby represents that the above information is true and accurate to the best of his/her knowledge and further authorizes and requests any person, firm, or corporation to furnish any information requested by the New Haven Parking Authority in verification of the recitals comprising this Statement of Items to be Discussed by the Proposer.

Dated at _____ this _____ day of _____, 2023.

(Name of Proposer)

By: _____

Title: _____

State of _____, County of _____

On this _____ day of _____, 2023 before me personally

came _____, to me known who did depose and say that

he is _____,

of _____,

the Corporation/Partner/Individual described in and which executed the foregoing instrument and that such instrument is duly submitted on behalf of

_____.

Notary Public

EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the Contractor agrees:

- (a) To comply with all provisions of Executive Order 11246, Executive Order 11375, and Executive Order 12138, the Connecticut Fair Employment Practices Act, and the City of New Haven Contract Compliance Ordinance Chapter 12 ½, as all are amended from time to time, including all standards and regulations which are promulgated by the government authorities who established such acts and requirements, and all standards and regulations are incorporated herein by reference;
- (b) Not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, gender identity or expression, sexual orientation, physical disability or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff, or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship;
- (c) To post notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause in conspicuous places available to employees and applicants for employment;
- (d) To state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, or physical disability.
- (e) To send to each union or representative of workers with whom he/she has a collective bargaining agreement, or other contract or understanding, a notice advising the labor union or worker's representative of the Contractor's commitments under the equal opportunity clause of the City of New Haven, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor shall register all workers in the skilled trades, who are below the journeyman level, with the Connecticut Department of Labor, Office of Apprenticeship Training;
- (f) To utilize labor department and city sponsored manpower programs as a source of recruitment, and to notify the contract compliance unit and such programs of all job vacancies;
- (g) To take affirmative action to negotiate with qualified minority and women contractors for any work which may be proposed for subletting or for any additional services, supplied, or work which may be required as a result of this contract;
- (h) To cooperate with city departments in implementing required contract obligations for increasing the utilization of minority and women business enterprises;
- (i) To furnish all information and reports required by the City of New Haven contract compliance director pursuant to section 12 1/2-19 through section 12 1/2-32 of the City Ordinance and to permit access to its books, records and accounts by the contracting agency, the contract compliance officer, and the secretary of labor for purposes of investigation to ascertain compliance with the program;
- (j) To take such action, with respect to any subcontractor, as the city may direct as a means of enforcing the provisions of subparagraphs (a) through (m) herein, including penalties and sanctions for noncompliance, provided however that, in the event the Contractor becomes involved in or is threatened with litigation as a result of such direction by the city, the city will intervene in such litigation to the extent necessary to protect the interest of the city and to effectuate the city's equal employment opportunity program. In the case of contracts funded directly or indirectly, in whole or in part, under one (1) or more federal assistance programs, the Contractor or the city may ask the United States to enter into such litigation to protect the interest of the United States;
- (k) To file, along with its subcontractors, if any, compliance reports with the city and NHPA in the form and to the extent prescribed in the contract by the contract compliance director of the city. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the Contractor and its subcontractors, if any;
- (l) To include the provisions of subparagraphs (a) through (m) of this equal opportunity clause in every subcontract or purchase order so that said provisions will be binding upon each such subcontractor or vendor;
- (m) That a finding, as hereinafter provided of a refusal by the Contractor, or subcontractor, to comply with any portion of this program as herein stated and described, may subject the offending party to any or all of the penalties;
 - (1) Withholding of all future payments under the involved public contract to the Contractor in violation until it is determined that the Contractor, or subcontractor is in compliance with the provisions of the contract;
 - (2) Refusal of all future bids for any public contract with the city, or any of its departments or divisions, and NHPA until such time as the Contractor, or subcontractor, is in compliance with the provisions of the contract;
 - (3) Cancellation of the public contract;
 - (4) Recovery of specified monetary penalties;
 - (5) In case of substantial or material violation, or the threat of substantial or material violation, or the threat of substantial or material violation, of the compliance procedure or as may be provided for by contract, appropriate equitable or legal proceedings may be brought to enforce these provisions against contractors; subcontractors, or other organizations, individuals or groups who directly or indirectly are not in compliance with the policy as herein outlined.

IN WITNESS HEREOF on the _____ day of _____, 20____,

the Contractor has caused this Agreement to be duly executed as of the day and year first above written.

WITNESS

Contractor name

Signature

Date

CURRENT WORK FORCE CERTIFICATE

Equal Opportunities

BIDDER: _____

ADDRESS: _____ CITY/STATE: _____ ZIP CODE: _____

JOB CATEGORIES	RACIAL GROUP										TOTAL
	MALE					FEMALE					
	W	AA	HA	AI	O	W	AA	HA	AI	O	
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											

Are you a disadvantaged business enterprise? Yes ___ No ___

Are you a women's business enterprise? Yes ___ No ___

Does your company have an affirmative action plan? Yes ___ No ___

W - White (Caucasian) AA - African American HA - Hispanic American AI - American Indian O - Other

SMALL AND MINORITY* BUSINESS ENTERPRISE UTILIZATION CERTIFICATE**

The undersigned, having read the Proposal Documents and the requirements regarding the minority business enterprises, hereby provides the following assurance of compliance. Please attach a copy of the applicable SBE and MBE Certificates. As of the date of the proposal opening, the Proposer intends to achieve this requirement as follows:

<u>SMALL & MINORITY BUSINESS ENTERPRISE</u>	<u>NATURE OF WORK</u>	<u>DOLLAR AMOUNT</u>
Company Name:		

Address:

Contact Person/Tel./E-mail:

SBE/MBE Category:

Company Name:

Address:

Contact Person/Tel./E-mail:

SBE/MBE Category:

Company Name:

Address:

Contact Person/Tel./E-mail:

SBE/MBE Category:

The Proposer further certifies that, upon receipt of verification that the above-named firms, or other firms added or substituted in accordance with the Proposal Documents, are bona fide Small and/or Minority Business Enterprises, it will execute a binding contract with such Small and/or Minority Business Enterprises for the purposes of undertaking and completing the above described work.

Date _____ 20 _____

Name of Proposer _____

Official Address:

By: _____

Title: _____

Affix Corporate Seal

*Note: "Minority" groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as "(1) Black Americans, including all persons having origins in any of the Black African racial groups not of Hispanic origin; (2) Hispanic Americans, including all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; (3) all persons having origins in the Iberian Peninsula, including Portugal, regardless of race; (4) women; (5) Asian Pacific Americans and Pacific islanders; or (6) American Indians and persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification." An individual with a disability is also a minority business enterprise as provided by Connecticut General Statutes § [4a-60g](#) of the Connecticut General Statutes.

**Note: This form is for listing Small and Minority* Subcontractors and Suppliers of Materials. In the event the Prime Contractor/General Contractor is an SBE, MBE, WBE or DisBE, its status as such does NOT contribute to the SBE, MBE, WBE and DisBE subcontractors/suppliers of materials requirements.

(Attach additional sheets if necessary)