

**Town of Manchester, Connecticut  
General Services Department**

**Request for Qualifications  
Conceptual Architectural Design Services  
For The Town of Manchester Environmental Center**

**RFQ 2122-92**

**Proposals Due:  
June 28, 2022 at 2:00 pm**

***Purchasing Department  
494 Main St.  
Manchester, CT 06040***

**BID RESPONSE LABEL**

Proposals sent by U.S. Mail should be addressed to Director of Purchasing, Town of Manchester, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. Proposals hand delivered by Federal Express, United Parcel Service or other persons shall be delivered to Director of Purchasing, Town of Manchester, 494 Main Street, Manchester, CT 06040. The appropriate pre-addressed label below must be affixed to the envelope containing your proposal.

THIS LABEL FOR USE WITH UNITED STATES POSTAL SERVICE DELIVERY



BID NO.RFQ- 2122-92 TO BE OPENED: (DATE): JUNE 28, 2:00 P.M

**Conceptual Architectural Design Services For The Town of Manchester Environmental Center**

TO: DIRECTOR OF PURCHASING  
TOWN OF MANCHESTER  
LINCOLN CENTER  
494 MAIN STREET  
P.O. BOX 191  
MANCHESTER, CT 06045-0191

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THIS LABEL FOR USE WITH HAND DELIVERY (I.E., FED EX, UNITED PARCEL SERVICE)



BID NO. RFQ – 2122-92 TO BE OPENED: (DATE): JUNE 28, :2:00 PM

**Conceptual Architectural Design Services For The Town of Manchester Environmental Center**

TO: DIRECTOR OF PURCHASING  
TOWN OF MANCHESTER  
LINCOLN CENTER  
494 MAIN STREET  
MANCHESTER, CT 06040

**TOWN OF MANCHESTER  
PURCHASING DEPARTMENT  
REQUEST FOR QUALIFICATIONS**

The Town of Manchester, CT will receive Request for Qualifications in the Purchasing Office, Lincoln Center Building, 494 Main Street until **June 28, 2022 @ 2:00 PM, for Conceptual Architectural Design Services #2122-92.**

All information and bid documents are available on the Town webpage at <http://generalservices1.townofmanchester.org/index.cfm/bids/>.

The Town is an equal opportunity employer and requires an affirmative action policy for all of its contractors and vendors as a condition of doing business with the Town, as per Federal Order 11246.

The Town reserves the right to waive any informality or to reject any or all bids, should it be deemed to be in the public interest to do so, and to reserve any and/or all other rights as detailed in the Contract Documents.

**TOWN OF MANCHESTER, CONNECTICUT  
REQUEST FOR QUALIFICATIONS  
CONCEPTUAL ARCHITECTURAL DESIGN SERVICES  
FOR THE TOWN OF MANCHESTER ENVIRONMENTAL CENTER**

**I. INTRODUCTION**

The Town of Manchester, Connecticut is seeking qualifications for conceptual architectural design to provide conceptual design services for the construction of a new Environmental Center.

**II. BACKGROUND**

The Environmental Center will be located at 311 Olcott St. and will replace the existing structure and location of the Household Hazardous Waste (HHW) Collection Events used to occur. The HHW Events were relocated to the Public Works Administration building at 321 Olcott St. The planned location for the Environmental Center provides ease of access as to not interfere with operations related to the landfill, transfer station, and other Public Works operations. The intended use of this area will be for providing a location and setting for robust indoor and outdoor environmental education, including school field trips, community organization and group usage, public meeting space, demonstration locations, and venue use for events.

**IV. INQUIRIES**

All questions regarding the submissions shall also be directed to [purchasing@manchesterct.gov](mailto:purchasing@manchesterct.gov) no later than 5 days prior to the due date. Answers to these questions, if warranted, shall be issued on the Town website as indicated below.

**This Request for Qualifications and any addendum shall only be issued on the Town web page <http://generalservices1.townofmanchester.org/index.cfm/bid-requests/> It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this Request for Qualification.**

**V. ANTICIPATED DESIGN ELEMENTS**

The design concept for the environmental center is to incorporate reused/repurposed materials to reflect the nature of a landfill and transfer station. Materials like exposed steel beams, unpainted wood, concrete floors all reflect the raw materials that we see in our day-to-day operations at the facility.

Design concepts shall explore:

- Onsite renewable energy generation.
- Exterior expressions that complement the existing campus setting, utilizing the unique backdrop as a visual centerpiece.

- Flexible, efficient and imaginative use of space that optimizes utilization indoor and outdoor education type settings.
- Creative, welcoming, safe, and barrier-free access to the entrance and public use areas.
- The use of sustainable building principles, including demonstrated ability to obtain net zero energy rating for new commercial construction, or equivalent standard.
- Modular room design for mixed use as a meeting space, public venue, curated gallery, and recreation use.
- Inclusion of a small food preparation/kitchen area.
- EV charging stations and signage.
- Provision for parking of vehicles, including school bus access.

## **VI. SCOPE OF PROJECTS**

### **A. Scope of Work**

The intent is to evaluate and design conceptual renderings for the construction of an Environmental Center with the following incorporated: the center will be used for indoor and outdoor education as well as a meeting venue. It will be constructed utilizing repurposed materials, be net-zero energy, utilize onsite renewable energy, provide a learning environment through sustainable construction materials and methods, maximize the use of daylighting, and allow for modular use of the space.

Evaluation and design will include both the building footprint, both indoor and outdoor, and full site development including parking lots, ease of access, outdoor education areas, etc.

In the scope, please include cost estimates, probable cost of construction, and your proposed schedule/timeline to complete the project.

### **B. Project Deliverables**

Deliverables for this project will include a final presentation of the concept/design for the project to staff. Presentation materials and any supporting documentation will be submitted both electronically and in print (5 print copies). These deliverable materials should include all design calculations for net zero, LEED, material carbon footprint, etc.

## **VII. EVALUATION CRITERIA**

Firms interested in being considered for this project shall clearly demonstrate that they meet the minimum qualification criteria of:

- Licensed to perform architecture services in Connecticut

- Designed at least one environmental center or environmental education facility within the last 10 years
- Experience with using repurposed materials
- Net zero energy or LEED equivalent experience
- Experience with onsite renewable energy generation
- Use of creativity, outside of the box thinking and design
- Additional optional sustainable considerations

Additional evaluation criteria beyond the minimum qualifications include:

- Recent experience with work of similar size and scope
- Organizational and team structure
- Past performance data including, but not limited to:
  - adherence to project schedules
  - adherence to project budgets
  - number and cost of change orders
- Approach to the work
- Contract oversight capabilities
- Experience planning/designing sustainable facilities including specific requirements of the High Performance Building Standards (HPBS)
- Experience planning/designing construction projects for environmental education centers

## **VIII. DIRECTIONS FOR WRITTEN SUBMITTALS**

### **A. Deadline**

Architect's responding to this Request for Qualifications must submit to the Town of Manchester by June 28 at 2:00 pm.

It is the intent of this RFQ to provide the Town with a conceptual work plan and proposed budget. This work plan shall detail how responding firms intend to achieve the desired elements of the proposal and needs to detail the following:

- Level of detail included with each schematic concept.
- Construction and cost estimates for each concept.
- Description of project narrative and reports to be provided.
- Anticipated schedule of work.
- Provide the content of a narrative summary in such an electronic format that it can be uploaded onto the Town's website.
- Provide a final printed document which includes all documentation, research, analysis and narratives describing each preliminary design concept and all associated plans and associated documentation, highlighting each design's advantages and disadvantages plus associated budget ramifications.

## **INSTRUCTIONS TO PROPOSERS**

1. In accordance with the provisions of the Town Charter, sealed proposals will be received in the Office of the Director of Purchasing of the Town of Manchester, Connecticut, not later than the date and time set forth above, for furnishing the commodities and/or services listed herein. Proposals must be executed in accordance with and subject to instructions and specifications contained herein.

## RULES AND REGULATIONS FOR COMPETITIVE BIDDING

These rules and regulations have been adopted by the Board of Directors of the Town of Manchester pursuant to Section 5-22 of the Town Charter. They are standard for all competitive bidding proposals issued by the Town of Manchester, Connecticut for contracts of all types where labor, materials, and necessary equipment to complete work is to be furnished to the Town, where the Town is to purchase supplies, materials, and equipment, where the Town is to sell surplus materials and equipment, or where the Town is to sell real estate. These rules and regulations shall be binding upon all prospective bidders and the Town of Manchester.

### GENERAL RULES

1. The Director of Purchasing may delete or modify any of the instructions to bidders for a particular proposal, indicating such change in the appropriate section of the proposal documents. The Director of Purchasing may insert special instructions in any special contracts which are subject to competitive bidding.
2. The proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions, and requirements of this bid.
3. Proposals may be sent by U.S. Mail should be addressed to Director of Purchasing, Town of Manchester, Lincoln Center, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. Proposal's hand-delivered by Federal Express, UPS or other persons shall be delivered to Director of Purchasing, Town of Manchester, 494 Main Street, Manchester, CT 06040. If submitting a paper copy Submit the proposal in an envelope marked with the bidder's name and address on the upper left-hand corner
4. This bid and any addenda will be issued on the Town of Manchester website bidding portal. It shall be the responsibility of the bidder to download this information. THE TOWN OF MANCHESTER WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDUM TO BIDDERS. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.
5. **Bid prices may not be withdrawn by bidder for 90 days after bid opening.**
6. Proposals received later than the time and date specified will not be considered. Amendments to, or withdrawals of bids received later than the time and date set for bid opening will not be considered.
7. All bids shall be opened via a virtual meeting link posted and read aloud. All bids shall be tabulated and copies of said tabulation shall be posted on the website



8. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.
9. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
10. The Bidder, where applicable, shall insert/include the price per stated unit and extend a total price for each item. In the event there is a discrepancy between the unit price and the extension, the unit price will govern. The total cost shall be the sum of the extended prices.
11. Bidders shall, where applicable, submit terms for payment in spaces provided in the proposal form, showing the amount of cash discount which shall apply to bid prices when paid within the stated number of days in the proposal.
12. All inquiries, whether oral or written, shall be submitted within the time limitations specified in the bid documents and shall be requested via the online portal Q&A page or directed to the Director of Purchasing, by email, [purchasing@manchester.gov](mailto:purchasing@manchester.gov) All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any bidder or prospective bidder against the Town.
- 12A. The Town reserves the right to reject any and all bids. To waive technical defects and to make such awards including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town. The Town reserves the right to reject any bid if the bidder, any officer of the bidder, or any other company owned in whole or in part by any officer(s) of the bidder, is delinquent in the payment of any taxes or fees owed to the Town. The Town reserves the right to require a disclosure statement from the bidder listing the name(s) of all officers of the company.
- 12B. In the event the Town determines that a contractor is delinquent in any payment due the Town, then the Town may offset the delinquent amount due to the Town against the sums owed the contractor.
13. The Town of Manchester may make such investigation as deemed necessary to determine the ability of the bidder to discharge a contract. The bidder shall furnish the Town with all such information and data as may be required for that purpose. The Town reserves the right to reject any bid if the bidder fails to satisfactorily convince the Town that he is properly qualified by experience and facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein, or if the bid is conditional in nature.
14. Except where otherwise provided, a contract between the Town and a successful bidder shall consist of the Invitation to Bid, Specifications, Plans, Bid including Proposal sheet, and Acceptance by the Town and these Rules and Regulations. Acceptance by the Town may be by purchase order for the portion of the work awarded to a contractor.

15. All Invitations to Bid shall be publicly advertised in a newspaper having a general circulation within the Town of Manchester, Connecticut.
16. Copies of bids shall be made available on the Town of Manchester Purchasing Web Site via the Bidding site.
17. Alternate bids shall not be accepted unless otherwise specified in the bid documents.
18. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any bid or bids submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.
19. In the event that any bidder wishes to protest the potential award of a bid, the bidder must make it's protest in writing identify the protesting party and the bid number, title and shall include a factual summary of the basis of the protest including any documents that shall be considered and request a conference with respect thereto. Said protest must be received in the Town of Manchester Purchasing Office, within **FIVE (5)** business days after the posting of bid results.
20. A conference with respect to said protest shall be scheduled by the Director of Purchasing and shall be attended by the Director or their designee and such other persons as the Director and the General Manager shall require attend. The subject matter of said conference shall be limited to the reasons for the protest specified in the written request for said conference. Said conference shall also include a discussion of all possibilities for a resolution of dispute. The Town shall make a decision in writing within three (3) business days after said conference and notify protesting bidder.
21. In the event that any protesting bidder wishes to take legal action against the Town, they must first fully comply with all of these Rules and Regulations, including those which have been changed by the Director of Purchasing pursuant to paragraph 1 herein.
22. Except for special instructions inserted in special contracts by the Director of Purchasing pursuant to paragraph 1 herein, in the event of any conflicts between these Rules and Regulations and the terms and conditions of any document these Rules and Regulations shall prevail.
23. All Awards shall be made by the Director of Purchasing.

The Town of Manchester is an equal opportunity employer and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By signing the Proposal Sheet for this bid, all vendors and contractors agree to this condition of doing business with the Town, and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.

## STANDARD INSURANCE AND INDEMNIFICATION REQUIREMENTS

### I. GENERAL CONDITIONS:

Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor/insured will provide, pay for, and maintain in full force and affect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor/ insured's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Any failure to comply with reporting requirements and provisions of the policies shall not affect coverage provided to Town, its officers, officials, agents or employees.

- A. Certificates of Insurance: The contractor/insured will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without sixty (60) days advance written notice to the General Services Department. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor/insured's obligation to maintain such insurance. Any failure to comply with reporting requirements and provisions of the policies shall not affect coverage provided to Town, its officers, officials, agents or employees.
- B. Insurer Qualification: All insurance will be provided through companies authorized to do business in the State of Connecticut and considered acceptable by the owner.
- C. Additional Insured: The policy or policies providing insurance as required, with the exception of professional liability and workers' compensation, will defend and include the owner and owner's architects, directors, officers, representatives, agents, and employees as additional insureds on a primary and noncontributory basis for work performed under or incidental to this contract.
- D. Retroactive Date and Extended Reporting Period: Coverage, whether written on a claims made or occurrence basis, shall be maintained without interruption from the date of commencement of the Work until date of final payment and then extended for an additional three (3) years from date of final payment.

If any insurance required here is to be issued or renewed on a Claims Made form as opposed to an Occurrence form, the retroactive Date for coverage will be no later than the commencement date of the project. The Claims Made form will have an Extended Reporting Period of three years from the date of project completion. All Claims made policies cancelled or non-renewed and not replaced by a subsequent claims made policy will have an Extended Reporting period of three years from the date of cancellation or non-renewal.

- E. Subcontractors' Insurance: The contractor/insured will require each subcontractor hired

by and/or employed by contractor/insured to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor/insured will furnish copies of certificates of insurance evidencing coverage for each subcontractor.

- F. Waiver of Subrogation: The contractor/subcontractor will purchase required insurance policies that shall be endorsed with a waiver of subrogation and all rights of recovery in favor of the Town, its officers, officials, agents and employees. The contractor/insured will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- G. Hold Harmless: The contractor/insured shall defend, indemnify and hold harmless the owner, officers, officials, agents and employees, and if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and /or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor/ insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

## **II. INSURANCE LIMITS AND COVERAGE:**

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage's of Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor/insured has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor/ insured's sole responsibility.
- C. Workers' Compensation Insurance: With respect to all operations the Contractor performs and all those performed for it by subcontractors, the Contractor shall carry, and require each subcontractor to carry, Workers' Compensation insurance as required by the laws of the State of Connecticut.

Employer's Liability insurance shall be provided in amounts not less than:

- \$500,000 per accident for bodily injury by accident;
- \$500,000 policy limit by disease; and
- \$500,000 per employee for bodily injury by disease

- D. Commercial General Liability Insurance: With respect to the operations the Contractor performs and also those performed for it by subcontractors, the Contractor shall carry, and require each subcontractor to carry, Commercial General Liability insurance, including Contractual Liability, Products and Completed Operations, Broad Form Property Damage and Independent Contractors. See chart below for applicable minimum coverage amounts.

Contract Amount (\$)	Minimum Single Occurrence Amount (\$)	Minimum Annual Aggregate Amount (\$)
0 - 2,000,000	1,000,000	2,000,000
2,000,001 - 10,000,000	2,000,000	4,000,000
> 10,000,000	4,000,000	8,000,000

Notes:

- If underground work is to be undertaken, each policy shall have coverage for and exclusions removed for “Explosion, Collapse and Underground” (“XCU”).
  - Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshall.
- E. Automobile Liability Insurance: The Contractor shall obtain automobile liability insurance covering the operation of all motor vehicles, including those hired or borrowed, that are used in connection with the Project for all damages arising out of bodily injury to or death of all persons and/or injury to or destruction of property; in any one accident or occurrence. This policy shall not be subject to an annual aggregate limitation. See chart above for applicable minimum coverage amounts.
- F. Owner’s and Contractor’s Protective Liability Insurance for and in the Name of the Town and/or State: With respect to the Contractor’s Project operations and also those of its subcontractors, the Contractor shall carry, for and on behalf of the Town and/or State for each accident or occurrence resulting in damages from bodily injury to or death of persons and/or injury to or destruction of property. See chart below for applicable minimum coverage amounts.

Contract Amount (\$)	Minimum Single Occurrence Amount (\$)	Minimum Annual Aggregate Amount (\$)
0 – 20,000,000	1,000,000	2,000,000
20,000,001 – 50,000,000	2,000,000	4,000,000
> 50,000,000	4,000,000	8,000,000

- G. Excess Coverage: Contractor shall purchase and maintain excess or umbrella liability insurance with a limit of not less than \$5,000,000, covering all lines of insurance required by this contract.

## **Summary Description for Vendors Regarding Manchester's Living Wage Ordinance**

Effective February 1, 2010, the Town of Manchester adopted a living wage ordinance. This Summary Description is designed to provide any vendor bidding on a Town of Manchester contract with the key provisions of that ordinance. It does not contain the full ordinance.

### **LIVING WAGE REQUIREMENT:**

The ordinance requires that companies awarded service contracts by the Town of Manchester exceeding \$25,000 in any one fiscal year pay their **Eligible Employees a living wage**. Companies considered **Covered Employers** subject to this requirement are defined below. The Town of Manchester has determined that the contract resulting from this bid or Request for Proposals will be subject to the ordinance if the total contract value is \$25,000 or more in any one fiscal year.

The living wage is currently calculated to be \$14.65/hour for employees that are provided comprehensive health care benefits, or \$19.68/hour for employees that are not provided comprehensive health care benefits.

The living wage and health benefit requirements are adjusted annually each July, effective July 1, 2010. Companies will be required to pay the applicable living wage rate in effect during the term of their contracts.

### **COVERED EMPLOYERS AND EXEMPTIONS:**

The ordinance requires that Covered Employers pay the living wage rate. Certain employers are excluded from paying the living wage rate. They are as follows:

- Non-profit organizations as defined by the ordinance, and
- Entities that employ less than 25 eligible employees.

### **ELIGIBLE EMPLOYEES:**

Eligible employees are **all permanent, full time employees** of the company (defined as a normal work week of at least 30 hours), working in the State of Connecticut, **not just those working on the Town contract**. The following are **not** considered eligible employees for the purposes of the living wage requirement:

- Employees with a normal work week of less than 30 hours.
- Seasonal or temporary employees.
- Employees under the age of 18.
- Employees hired as part of a school-to-work program.
- Students who serves in a work-study program or as an intern.
- Trainees participating for not more than six months in a training program.

- Employees enrolled in a governmentally funded vocational rehabilitation program.
- Volunteers working without pay.
- Employees exempted under Section 14(c) of the Fair Labor Standards Act due to disabilities.
- Any person whose wage rate is subject to a federal or State of Connecticut statute or regulation mandating a prevailing wage rate.

**EMPLOYER OBLIGATIONS:**

Covered Employers are required to do the following pursuant to the ordinance.

- Certify with the submission of their bid or proposal a) that they will pay the required living wage to eligible employees if awarded a contract, or b) that they are exempt from requirements of the ordinance,
- Upon award, covered employers shall provide the Town a sworn affidavit affirming that all eligible employees of the covered employer working in the State of Connecticut are receiving the living wage and health benefits required by this ordinance.
- This sworn affidavit shall be provided thereafter on an annual basis within 30 days of a request being made by the Town if the duration of the contract exceeds one (1) year.
- Notify their employees of their rights under the Living Wage Ordinance by posting a copy of the ordinance and other materials prepared by the Town of Manchester in locations where employees will see them.
- Make best efforts to attempt to hire residents of the Town of Manchester for all new positions which result from a service contract subject to the ordinance.

**PROHIBITED PRACTICES:**

- Covered Employers cannot decrease non-wage benefits (such as insurance, vacation, or pension) as a means of complying with the living wage requirements.
- Covered Employers cannot retaliate or discriminate against any employee for making a complaint against the covered employer regarding compliance with living wage requirements.

**ENFORCEMENT:**

The Town may enforce the provisions of this ordinance by the imposition of fines, suspension of contract or declaring the Covered Employer ineligible for future contracts.

**WAIVERS:**

The ordinance provides for the waiver of certain requirements in the ordinance. However, no waivers will be considered until the bidding process has been completed and a contract has been awarded. Requests for waivers must be made by the Covered Employer, in writing, to the General Manager. The



General Manager shall submit the waiver request to the Board of Directors, which shall have the sole discretion as to whether it is granted.

**The above is intended to be a summary of the requirements of the living wage ordinance as they affect covered employers and is provided for informational purposes only. Employers should read the entire Living Wage Ordinance. It can be found online at [www.townofmanchester.org](http://www.townofmanchester.org) on the left side of the page. Click on Document Center, scroll to General Services and click on Living Wage Ordinance.**

**TOWN OF MANCHESTER  
LIVING WAGE CERTIFICATION FORM**

The Town of Manchester has determined that this contract may be subject to the provisions of the Manchester Living Wage Ordinance, Chapter 212 of the Manchester Code of Ordinances, Sections 212-1 through 212-11.

Bidders are required to indicate whether they are a Covered Employer as defined by the Manchester Living Wage Ordinance or are exempt from the requirements by marking the appropriate section below. **FAILURE TO INDICATE MAY RESULT IN THE REJECTION OF YOUR BID.**

\_\_\_\_\_ I/We are a covered employer and shall pay the required living wage to eligible employees and comply with the requirements of the ordinance during the term of the contract.

**Or that:**

\_\_\_\_\_ I/We are not a Covered Employer and therefore not subject to Manchester's Living Wage Ordinance for the reason indicated below:

\_\_\_\_\_ Charitable foundations, charitable trusts or nonprofit agencies or nonprofit corporations, provided that the foundation, trust or nonprofit agency or corporation is exempt from federal income taxation and may accept charitable contributions under Section 501 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended.

\_\_\_\_\_ Bidder employs less than twenty five (25) eligible employees.

\_\_\_\_\_ Annual contract value is less than \$25,000.

I, \_\_\_\_\_ of \_\_\_\_\_ do hereby certify

Officer, Owner, Authorized Rep.

Company Name

that the representations made above are accurate for \_\_\_\_\_ :

Bid Name or RFQ/P Name

Signed by: \_\_\_\_\_ Dated: \_\_\_\_\_

**TO BE RETURNED WITH BID OR RFQ SUBMISSION.**