

CONNOR S. MARTIN
MAYOR

PURCHASING DEPARTMENT

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7271

FAX (860) 282-4857

**TOWN OF EAST HARTFORD, CT
INVITATION TO BID**

BID #25-10

RE: R.F.P – EMS Billing Services

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until **11 a.m. on Wednesday, October 30, 2024 @ 11 a.m.** at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at **<http://www.easthartfordct.gov/bids>**

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

**Request for Proposal (RFP)
EMS Billing Services for the Fire Department
BID No. 25-10**

Proposals Due:

WEDNESDAY, OCTOBER 30, 2024 @ 11 A.M.

Received by:

**Michelle Enman, Purchasing Agent
Town of East Hartford
740 Main St.
East Hartford, CT 06108-3140**

1. INTENT

The purpose/intent of this Request for Proposal (RFP) is to cover the minimum requirements to furnish and deliver Emergency Medical Service (EMS) Billing Services for the East Hartford Fire Department. The target implementation date is January 1, 2025.

The EMS Billing Services shall conform to the most current standards and requirements set forth by the State of Connecticut, the State of Connecticut Office of Emergency Medical Services (OEMS), the Centers for Medicare and Medicaid Services (CMS), and the Health Information Portability and Accountability Act (HIPAA).

2. BACKGROUND INFORMATION

The Town of East Hartford, Connecticut, (hereafter referred to as “The Town”), seeks an appropriate and qualified company to provide Emergency Medical Service (EMS) Billing Services for the Town’s fire-based EMS service for an initial period of three (3) years with the option of renewing for two (2) periods of three (3) additional years each. The Town, reserves the right to negotiate, by mutual consent, prices, terms and conditions at the time of any renewal when such action is in the Town’s best interest. The East Hartford Fire Department is designated by the State of Connecticut, Office of Emergency Medical Services (OEMS) to provide both Paramedic and First Responder Services to The Town. As such, the East Hartford Fire Department’s Rate for Service is determined by the State of Connecticut, Office of Emergency Medical Services on an annual basis. The OEMS Rate Schedule for the East Hartford Fire Department includes a Paramedic Intercept rate, an ALS Assessment rate and a Treat and Non-Transport (ALS) rate. The East Hartford Fire Department does not provide transport service. This service is provided by a local commercial ambulance provider designated by the State of Connecticut, Office of Emergency Medical Services as the Basic Ambulance provider.

The Town of East Hartford is 18.8 square miles and population is approximately 50,000. In 2023, the East Hartford Fire Department responded to approximately 8,350 calls for service. Of those calls, 6,252 were EMS calls and of those, approximately 80% were dispatched as Advanced Life Support (ALS) and 20% as Basic Life Support (BLS). The East Hartford Public Safety Communications Center uses Emergency Medical Dispatch to determine the appropriate emergency medical response level as required by law in the State of Connecticut. The Town of East Hartford Fire Department began billing for Emergency Medical Services in 2006.

The East Hartford Fire Department currently uses Sansio for patient care reporting.

3. SUBMISSION AND DEADLINE

All proposals must be received by: **11 A.M., WEDNESDAY, OCTOBER 30, 2024**

Four (4) copies (one original & 3 copies) and one electronic version in the form of a usb drive. Proposals shall indicate 'Bid No. 25-10 – R.F.P. - EMS BILLING SERVICES' and be submitted to:

**Michelle Enman, PURCHASING AGENT
TOWN OF EAST HARTFORD, CT
740 MAIN ST.
EAST HARTFORD, CT 06108-3140**

All proposals shall be opened publicly and recorded as received. There will be no public reading of proposals. Proposals received later than the time and date specified will not be opened or recorded.

4. QUESTIONS AND ADDENDA

Questions about this request for proposal (RFP) may be directed to Michelle Enman, Purchasing Agent, by email to menman@easthartfordct.gov no later than seven (7) business days prior to the date proposals are due. 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 proposer or prospective proposer against the town. Answers to these questions will be addressed in an addendum and sent to all bidders. No addendum will be issued less than five (5) business days before the scheduled bid opening unless it is to extend or postpone the bid.

5. CONTENT OF PROPOSALS

The following information must be supplied with the proposals:

- A. Provide a letter of introduction including a brief description of your company and experience in the industry. Please include company name, address, contact name and title, phone number, fax number, email address and website information.
- B. Specifications - Individually address each of the following required specifications. For each, please describe how your system meets the specified requirement.
 - 1. Provide a complete description of the proposed billing and collections process to be implemented for the Town of East Hartford. This must include a complete description of the following:
 - a. Process by which ALS billing for privately insured, uninsured and non-Medicare patients will occur.
 - b. Process by which non-payment for emergency services will be handled, including third party collection services.

- c. Process by which bundle billing (Medicare) would be performed with the transport ambulance company.
 - d. Process by which ALS billing for Medicaid would be performed.
 - e. Expected timetable and format the East Hartford Fire Department will forward Patient Care Records for billing.
 - f. Required data collection elements from field providers to support billing for service. This should include any signature requirements.
 - g. Time period between multiple billings for the same event, if payment has not been received.
 - h. Time period between final billing and referral of uncollected billings to a third party collection service, if necessary.
2. A detailed history of the respondent's experience in EMS collections.
 - a. A history of collection rates.
3. A list of all up-to-date licenses, certifications and permits in the respondents possession. The Town will verify before awarding this RFP that the company is properly registered and in good standing with the Connecticut Secretary of the State's Office.
4. Demonstrate an active compliance program that meets or exceeds HIPAA by providing a copy of their HIPAA compliance program. It will include copies of its Business Associate Agreement and a definition of those individuals who are covered by a Business Associate Agreement. It will further discuss how it will track and maintain records regarding the request, approval, denial, and distribution of medical records in collaboration with the client. It will also provide evidence that its internet system and electronic data file transfers and associated billing systems are HIPAA compliant.
5. The respondent shall demonstrate that its EMS Billing Services conforms to the most current standards and requirements set forth by the State of Connecticut, the State of Connecticut Office of Emergency Medical Services (OEMS) and the Centers for Medicare and Medicaid Services (CMS).
6. The respondent shall make a statement indicating that it has not lost an account due to concerns of improper billing practices, accusations or client concerns of fraud as defined by CMS and other applicable Federal or State authorities; that no member of its staff has been accused, disciplined, charged, convicted of fraud, theft, deception, unethical business practice or illegal billing practices and that it is not currently under investigation for the same by any official or regulatory agency.
7. Provide a proposed annual fee arrangement between respondent and the Town, including any cost associated with collecting past due accounts.
8. The respondent shall indicate the ability to have all payments deposited

electronically into a specified account at a bank of the Town's choosing.

9. The respondent shall indicate their process to notify the East Hartford Fire Department's Chief Medical Officer of any overpayment within five business days of discovering the occurrence. Notification shall be delivered electronically. The notification shall include the following information:
 - a. The patient's name
 - b. Patient's address
 - c. Date of service
 - d. Incident number
 - e. Insurance provider
 - f. Amount to be refunded
 - g. Name and address of individual/corporation receiving refund
 - h. Reason overpayment occurred

10. The respondent shall indicate their process to provide the East Hartford Fire Department's Chief Medical Officer with monthly reports as outlined below:
 - a. New receivables billed
 - b. Receivables collected
 - c. Accounts receivable aging status by payer
 - d. Accounts forwarded for collections
 - e. Status of outstanding payment plan accounts
 - f. Monthly sales analysis
 - g. Other reports as requested by the Town.

11. The EMS Billing Service agrees to develop policies specific to the Town regarding the following functions:
 - a. Medical diagnosis documentation
 - b. Rate approval processes
 - c. Payer contracting policies
 - d. Assignment of benefits
 - e. Special situation adjustments and authority
 - f. Write offs
 - g. Financial hardship documentation processes
 - h. Discounts
 - i. Payment plans
 - j. Acceptance of credit card payments
 - k. Compliance activities
 - l. Medical records managementThe EMS Billing Service shall include sample policies of each for the Town's review with the bid submission.

12. All bidders shall be able to take over EMS Billing Services on January 1, 2025.

13. A complete review of the EMS billing process shall be conducted at the end of three (3), six (6), and twelve (12) months. This review will be conducted by both the provider of EMS Billing Services and the East Hartford Fire Department and its representatives.
14. The terms of this agreement shall be for an initial period of three (3) years with the option of two renewals of three (3) additional years for each renewal.

The Town reserves the right to negotiate prices, terms and conditions at the time on any renewal by mutual consent when such action is in the Town's best interest. Any renewal is subject to the EMS Billing Service receiving a positive annual review from the Town based upon collection rate, service, and support.

6. SELECTION PROCESS

Proposals will be evaluated by the East Hartford Fire Department based on the following factors:

- Specified Requirements
- Desirable Capabilities
- Cost
- Service and Support

The Town of East Hartford shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the greatest overall benefit to the Town on the basis of the criteria and evaluation factors included in this request for proposal. Cost shall be only one factor in the award decision. The Town expressly reserves the right to negotiate with the selected proposer prior to an award of any contract pursuant to this request for proposal.

7. GENERAL PROVISIONS

- 7.1 The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal. Non selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of East Hartford or that no proposal was accepted.
- 7.2 The Town of East Hartford 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 submitting a proposal for this RFP, 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.
- 7.3 Any act or misrepresentation of collusion shall be a basis for disqualification of any proposal or proposals 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.
- 7.4 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. Purchases made by the Town of East Hartford are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices.
- 7.5 Assignment by the successful respondent to a third party of any contract based on the RFP or any monies due is prohibited and will not be recognized by the Town of East Hartford unless approved by the town in writing.
- 7.6 The Town will not be liable for any costs incurred in the preparation of the response for this request for proposal. All proposal submissions and materials become property of the town and will not be returned. Respondents to this request for proposal are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after evaluation and award decisions have been made.



TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time indicated on the Invitation to Bid. Bids received later than the date and time specified will not be considered and will be returned unopened.
2. Bids are to be returned with the bid number prominently indicated on any other mailing envelope. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with all of the terms and conditions set forth in the bid specifications. Failure by the bidder to familiarize himself with these terms and conditions does not excuse the bidder from fulfillment of the bid specifications.
7. All entities doing business with the Town certify, upon acceptance of a bid and by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures – Section VIII Dated 01/88. The bidder agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award, unless it was part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The Purchasing Department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to: price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.
11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.

12. Any manufacturers' names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.
14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The Purchasing Department will verify that no delinquent taxes are owed before any bid is awarded.
21. All bidders shall include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet
22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.



TOWN OF EAST HARTFORD, CONNECTICUT

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE BIDS

NOTE: CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

A. INDEMNIFICATION

THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE

To the fullest extent permitted by law, THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Town of East Hartford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder's performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder or any person or organization employed or engaged by Awarded Bidder to perform all or any part of the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

THE TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER; SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR

B. INSURANCE

1. GENERAL REQUIREMENTS

The AWARDED BIDDER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDERS's obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

Additional Insured: **The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER'S Insurance Policies** (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER to the Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER shall provide the Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence \$2,000,000 aggregate
Policy Period:	Annual Policy

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage:	Coverage A: Statutory
	Coverage B (Employer Liability):
	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The Town reserves the right to require the AWARDED BIDDER to carry an umbrella liability insurance policy of **\$5,000,000**. The necessity and amount of umbrella liability insurance is dependent upon a number of factors including, but not limited to scope, price and duration of the work to be performed. The Town of East Hartford will inform the AWARDED BIDDER as to the necessity and limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

e) Cyber Liability Insurance

The Contractor shall maintain cyber liability coverage in an amount of not less than \$1,000,000 per claim/\$1,000,000 annual aggregate for this contract. Such insurance shall be maintained in force at all times during the term of the contract and for a period of two years thereafter for services completed during the term of the contract.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIRMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The Town of East Hartford will inform the **AWARDED BIDDER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER shall require that The Town of East Hartford, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**THE TOWN RESERVES THE RIGHT TO AMEND THE
AMOUNTS OF COVERAGE REQUIRED AND TYPE OF
COVERAGE PROVIDED BASED ON THE FINAL AGREED
UPON SCOPE OF SERVICES**

Updated 26 March 2020

Appendix A:
Corporate Resolution Templates

**NEW RESOLUTION FOR CORPORATIONS/PROFESSIONAL
CORPORATIONS**

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of and on behalf of this Corporation, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__
(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

PRIOR RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to (recite resolution authorizing submission of bid or execution of contract).

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

RESOLUTION FOR LIMITED LIABILITY COMPANIES

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all Members of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

RESOLUTION FOR LIMITED LIABILITY COMPANIES BY MANAGING PARTNER

(TO BE TYPED ON COMPANY LETTERHEAD)

I (name of Managing Member), Managing Member of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature, this (date) day of (month) 20__

(Typed name of Managing Partner)

SIGNATURE OF MANAGING PARTNER

RESOLUTION FOR PARTNERSHIPS

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all (partners/general partners) of (legal name of partnership), a (partnership/Limited Partnership/Limited Liability Partnership) duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting (partners/general partners), duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following (partners/general partners) of this Limited Liability Company, or any one of them:

(Name and title of partners/general partners)

are empowered to execute and deliver, in the name of and on behalf of this (partnership/Limited Partnership/Limited Liability Partnership), contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the (partnership/Limited Partnership/Limited Liability Partnership) to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)